

Holden R-III School District



Day Plus Pre K- 5

Before and After School
Extended Day Service
(Located at Holden Elementary)

2016-2017 Parent Handbook

Visit the Holden School District's Website at:

<http://holdenschools.org/>

Proficiency in emotional management, conflict resolution, communication and interpersonal skills is essential for children to develop inner self-security and become able to effectively deal with the pressures and obstacles that will inevitably arise in their lives. Moreover, increasing evidence is illuminating that emotional balance and cognitive performance are indeed linked

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**** Enrollment forms on Page 28 through Page 36**

Day Plus

What does Day Plus have to offer?

When you walk into our program you are likely to encounter a room full of activity, be it before or after school. Children may be building with Kinex or, building a community at our LEGO tables and learning social skills through building construction learning life skills and learning to share space. Students also busy themselves with activity choices available to them such as board games, computer station games, weaving looms, blocks, play dough, games, puzzles, or an art and crafts projects. We encourage individual and group play. Children also have the flexibility to relax on pillows while reading a book. Day Plus also offers Dramatic Play activities where children can express themselves through imaginative play. Physical activities allow for group games and sport activities. Children can catch up on homework either before or after their school day.

Cognitive, Emotional, Physical, Social, Educational, Problem Solving, Creative Thinking process in development is a growing and important integral part of an individual's life. Your child's character is a great foundation to build upon. We want to provide you with dependable, quality care. Improving always in what we have to offer you and your child. Children already spend many hours in a structured, adult-directed setting.

Before or after school, children need time to relax, stretch, their bodies as well as their minds, and to explore their own interests. Children can "shine" in ways that go beyond school performance. Their expression of individuality is important to their wholeness as a child.

Day Plus staff is hired based on years of experience and education in working with school age children. Staff maintains required in-service training hours including being CPR/First Aid certified. Our staff is also registered with the Missouri Department of Health, and Department of Family Services. Our program offers financial assistance through DFS.

Promoting our most precious resource

Your children are your legacy and our future. Our center is child friendly and our staff is caring and attentive to your child's needs. We work toward helping your child (ren) attain a level of high confidence within themselves through goal setting life skills and hands on projects. Moving towards a brighter future for all involved, ensuring high standards that offer you unparalleled confidence that your child is receiving outstanding care while learning.

You can rest assured that our Holden R-III School District program, has worked very hard to achieve and maintain a high degree of performance. You can be certain that it prides itself on continuous improvement and we hope you'll feel that it has earned your trust and confidence.

Parental Questions, Concerns or Comments about our DAY PLUS PROGRAM are welcomed

We are interested in any questions or comments you may have about our program and welcome any ideas you may have, to help us better serve you and your children. I would like to know how our program is running for you during our morning session and our afternoon sessions. Thank you for your interest in our Day Plus before and after school program.

Welcome to Day Plus

Dear Parents,

Welcome to our Day Plus program! We all need to be familiar with each other's needs and expectations. The Parent Handbook has been compiled to explain our Day Plus program's philosophy, and program guidelines. Please read through and feel free to call me with any questions or concerns you may have about our program.

The primary objective of Holden R-3 School's Day Plus is to provide an enrichment program which offers a variety of interest centers that provide hands on learning activities appropriate to your child's development. Day Plus provides you quality care through the school year and through the summer months in cooperation with the Holden School District and Summer School Program. In order to attend Day Plus, your child must be attending Holden Elementary. This does not apply to Day Plus staff living outside the school district.

LOCATION:

Day Plus is located at the Elementary School at **1903 S. Market, Holden, MO** next to the K-2 elementary cafeteria. Program entrance is located on the north side of the building look for the outer door painted blue. We are located across the street from the tennis court.

Goals include making sure that your child feels comfortable, has enjoyable options, and thrives in a setting where she or he can grow socially and academically. Providing care in your child's school setting means friends can meet and play together before and after the school bell rings, as well as receive quality care during am and pm sessions or full day sessions by consistent familiar faces.

Our staff is hired based on their knowledge and years of experience in the early childhood education field, because of their values, personal educational philosophy, and teaching styles. Staff maintains required in-service training hours including CPR/First Aid certification. Our staff will strive to make this program a place where your child can be safe, comfortable have fun, as well as learn and be successful.

We welcome your feedback, and will ask for your comments or suggestions throughout the school year by use of questionnaires. In the meantime, please don't hesitate to come to any staff member with any concerns.

Day Plus Director- Catherine Evans
Day Plus Office 816-850-4444 Ext. 3023 (wait for prompts)

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5

Curriculum

Day Plus is a flexible before and after school program providing an enriching environment with fun activities, specially designed to enhance the development and self-esteem of school-age children. Day Plus is structured to address the interests and development levels of children in preschool through 5th grade. Because the program is based on choices, children gain independence and have the freedom to learn more about what interests them. Day Plus before and after school program encourages choices from a variety of fun hands on age appropriate activities.

- Features opportunities for socialization- Leadership, Character, Empowerment, Empathy
- Encourages sports and physical activities
- School setting provides a safe environment on school grounds
- Available on days that school is not in session, teacher workdays, and inclement weather days these will be the only weeks that may be prorated.
- Walking field trips enrich children with the community around them.

Day Plus provides instruction in a variety of activities that promote life skills such as teamwork, problem solving, and creativity. Positive leadership is encouraged and taught empowering students. Students are encouraged to empathize with one another, and respecting one another. We each are special individuals with our own set of life experiences. Character building is essential. Positive role modeling and respect for one another is encouraged to build a caring community within our program.

Your child will be encouraged to explore their world through six interest areas.

Learning Station—Includes activities like brainteasers, cool science experiments, games, puzzles, woodworking, weaving, computer workstation, sand and water table. Our writing center is a great place to work on homework too!

Gym – an area to burn off steam, shoot some hoops, play ball, play a game with friends, scooters, hula hoops or just challenge yourself to do your personal best.

Playground – Universal place for children to come together and enjoy social as well as physical activity challenges. Cooperative Games take the place of Competitive games. Soccer, Kickball, Baseball, Playground equipment, Tennis, etc. provide muscle development.

Center Stage – Talent shows offer students another medium in which to express themselves through the performing arts whether it is performing plays, small skits, musical instruments, sing, or dance to express themselves!

Art Studio – A showcase for young artists, architects, and creative minds where children can apply themselves through various mediums in arts and crafts, woodworking, building materials, sand and water play and much more.

Quiet Lounge – Students can kick back and spend some quiet time alone or catch up with friends. This area also offers a quiet place to sit and catch up on some reading skills. It's the next best thing to being home.

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2016-2017

Enrollment Guidelines

The Holden R-3 School District 2016-2017 school year will begin Wednesday August 17, 2016.

Day Plus days of attendance are in accordance with Holden R-3 Schools. In addition to scheduled school days. Day Plus offers additional days of school-aged childcare such as teacher in-service days/early out days and full days, inclement weather days, some snow days (depending on the severity of the weather and road conditions.) If it has been decided that the school district will close due to severe weather Day Plus will send a school district notification text message to parents. We will be closed 1 day during holidays. Day Plus is closed one week for cleaning during June/July time frame. Day Plus is open for summer full days 6 am. to 6 pm. and also open during Summer School for am. and pm. session's only.

Day Plus students currently enrolled through the summer will be given priority registration. slots will be open on space availability.

Day Plus Location (Before and After Extended School-Aged Care) serving Pre K- 5th will be located at the Holden Elementary School next to the elementary K-2nd grade cafeteria, entrance on north side of elementary building. Entrance is the blue door facing tennis court. Please ring door bell. Door remains locked for security purposes.

Drop Ins may only be accepted if space is available. Charge for drop-ins is \$10.00 per morning or \$15.00 per afternoon session, \$30 for full days. Your child is considered a **drop in if only attending 1 to 2 days a week and will be placed on "Drop in status only."** If your child is a drop in and you decide your child will attend 3 day sessions during the week, you will be charged the weekly fee.

Full day Drop Ins 6 am. – 6 pm. If attending a full day session (1 or 2 days) drop in charge will be \$30. If your child is a drop in and you decide your child will attend 3 day sessions during the week, you will be charged the weekly fee of \$85. A quality childcare experience depends on continuity, planning, and children having a sense of belonging to the group. We are a Day Plus family. Please encourage your children to participate in planned group activities. Physical play is a choice; however we encourage physical development that is appropriate and healthy for your child.

Enrollment forms are accepted on a first received, first processed basis. **Students must enroll either on a full time weekly basis or a drop in basis.** This procedure will reserve your child's slot, as our program continues to grow and will fill quickly. We take previous student enrollment into account all fees must be pd. in full to begin new school yr. sessions. We also take into account the previous session and how well your child is adjusted to the program. **We only prorate if Day Plus is closed.** The only days prorate is considered are holiday weeks when Day Plus may be closed. You will not be charged for days program is closed.

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Enrollment Requirements

- a. ***Enrollment fee is \$20.00 non-refundable fee per family***
- b. **Fees for weekly care are due a week in advance.** There will be no discounts or refunds due to absence from the program. There will be a straight weekly fee for the sessions you sign up for, or if in attendance 3 days or more. Families will be offered one week (5 consecutive days) of non-attendance during a holiday or summer vacation without charge. Day Plus Director must receive the dates your child will be absent from Day Plus.
- c. Child Enrollment Information Form— children are required to have their own individual information filled out.
- d. Child Health History **
- e. Emergency Treatment and Transport **
- f. Copy of updated immunization records**
- g. Policy and Procedures Agreement Form**
- h. Enrollment requirements page
- i. If receiving financial assistance from DFS (Dept. of Family Services) we must have notification from DFS stating that you are eligible to receive financial assistance.

Philosophy

Holden R-III School District is committed to enhancing the overall well being of our students.

Day Plus is designed to both enrich and compliment the child's school experience. We strive to meet the needs of working parents and providing care, in a fun, learning atmosphere for (Pre-K- 5th grade). Day Plus provides children with experiences that enrich and enhance each child's cognitive, social-emotional, physical, and language development. Within the daily schedule, each child will have opportunities to create, explore their environment as well as investigate through problem-solving and personal interaction skills, and learn through "hands on" experiences. At Day Plus we are flexible and have numerous interest centers. We offer opportunities for group activities as well as solitary activities.

STATEMENT OF GOALS

1. To create a relaxed, trusting, and reflective of a home life atmosphere. Children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence, and respect for themselves as well as others.
2. To provide a caring staff, who show genuine respect for the children and have confidence in each child's potential and promote each child's individualism and self esteem.
3. To create a stable environment that is inviting, comfortable, attractive, orderly, manageable by the children, and a happy, exciting place.
4. To provide children with a variety of developmentally appropriate activities, including expressive art, construction, active play, sports, games, dramatic play, science, cooking, crafts and reading.
5. To frame a schedule that allows time for each child to observe, to reflect and to become absorbed in activities, according to their own interests and talents.
6. To give individual guidance to children based on careful observation of each child's needs and in keeping with parental values and goals.
7. To offer children opportunities for involvement in and service to the community so that they may develop a sense of participation and contribution; and that they may begin to realize how interdependent the various elements in a community are.

Building on the 6 Pillars of Character:

(Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship)

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Fee Policy

1. Fees are based on the session schedule for which you registered your child whether Full time, Part time Or Drop In. **No credits or deductions will be made for sick days, absent days.** There will be no credits or deductions for field trips, snow days or other emergencies resulting in school closings. Parents may have only one week vacation of non-payment during the summer, and only one week of non-payment for one Holiday through the school year. No credits are given to any family who does not use a holiday or summer vacation nonpayment week. Nor can these days' weeks be moved.
2. Day Plus will **"ONLY" prorate a week if Day Plus is closed for a holiday or for cleaning.** You will not be charged for Day Plus closed days. Day Plus will only be closed one day during each holiday. Day Plus will be closed one/two weeks in the summer for cleaning; these dates are subject to change by the district.
3. To add or drop sessions to your child's schedule, you must notify the Day Plus Director. Day Plus Director must receive a written notice if your child will not be attending sessions for which you signed up a week before absence. You will still be charged for that absence unless it is one permitted summer vacation week or one permitted vacation holiday week. If written notice from parent is not received it will be assumed that your child (ren) is not returning and slot(s) will be filled.
4. A \$10.00 fee will be charged in addition to your weekly fee for full days during the school year for teacher in service days or if school is closed and Day Plus remains open for that day. Not to exceed \$85 weekly. A \$5.00 charge fee will be charged for "half day teacher in service days," in addition to your weekly fee.
5. **A two-week written notice is required** to withdraw your child from the program, unless Director disenrolls your child for harmful/negative behavior. If you do not give a two weeks' notice, you will be charged until the written notice is received.
6. If Day Plus Director does not receive weekly advance payment for your child's care, we cannot provide you with our service. **It is the responsibility of the parent to pay a week in advance, and on time.** You will receive a written Day Plus account reminder or an email reminder of your Day Plus account balance, or a phone call reminder. Parental fees support the Day Plus Program. Fees are budgeted for staff salaries, supplies, equipment, and activity materials.
7. Checks are preferable; however, if paying with cash please make sure to receive a receipt when paying. **Make checks payable to: Day Plus** please note on your check the day, week(s) you are paying for. If there are insufficient funds on a payment by check, the client will be notified and be required to make payment to Day Plus by cash or money order. A \$20.00 processing fee will be charged.
8. For late pick-up in the afternoon after 6:00 pm. a \$1.00 per minute fee will be incurred. If staff cannot reach parents or emergency contacts on child's enrollment form by 6:30 pm., the local police department will then be notified. Please pick your children up by 6:00 pm.
9. After the 3rd late pickup, your child will be disenrolled from our program, for the remainder of the school year. They may have the option to re-enroll the next school year if account is paid in full and no other late occurrences happen.
10. Refunds will only be made if you have a credit balance at the end of the Day Plus school year session or if moving/withdrawing and all fees have been paid up to date and there is a remaining credit.

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Disenrollment

We strive to provide a healthy conflict free atmosphere. The DAY PLUS Program reserves **the right to discontinue services** immediately to:

- Parents/Guardians or children who disregard Day Plus Director conflict resolution and/or Day Plus policy and procedures set by the program for students or for parents.

Parents may not take it upon themselves to discipline another child (a child not their own) If your child has an issue with another student please discuss this with the Day Plus Director. Day Plus Director will look into the concern or conflict and resolve the situation. If Day Plus Director is not made aware of the situation, it is difficult to find resolution.

- If continued conflict between Director and Parent/child occur without resolve you will be asked to remove your child from the program immediately. We strive to provide a healthy environment for Parents and students. If you or your child(ren) are not adjusted to the way our program runs you are encouraged to find alternate care. Please give written notice to the Day Plus Director of withdraw, otherwise you will continue to be charged.
- Parents/Guardians or children who are abusive, physically, verbally, psychologically, sexually or sexual connotations are used (oral or written); bullying; or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or appearance to staff or students, or are harmful to others is cause for immediate disenrollment.
- **Child(ren) must be potty trained in order to attend Day Plus.** If potty accidents occur frequently (2 to 3 times per week) You may be asked to remove your child from the program and find alternate care until the issue is resolved.
- Child(ren) caught taking items from Day Plus
- Families who are chronically late in paying their child care fees.
- Families who do not follow policy and procedure regarding documents needed for children's files
- **Fees for the previous Day Plus School yr. and or Summer session must be paid in full**, in order to ensure enrollment in Day Plus for the next session.
- Parents are responsible for notifying the Day Plus director and providing two weeks written notice prior to absence, session schedule changes, or withdrawal. Only one-week absence nonpayment permitted during Day Plus summer session and only one-week absence nonpayment permitted during the school year during one holiday permitted of nonpayment. (Specified permitted weeks of absence may not be moved, nor will there be a credit to parents who do not use these specified weeks). You will be charged for all other sessions. If written notice is not received for absence it will be assumed your child is no longer attending and their slot will be filled. We cannot hold your child's slot if they do not attend sessions signed up for prior to enrollment.



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Severe Weather Policy

If Holden Schools are closed due to inclement weather it will be decided by the district whether Day Plus will remain open. If severe weather occurs during school and/or program hours, we will take appropriate action to ensure your child(ren) is safe. Please sign up to receive school wide text alerts “EAGLE EXPRESS” (information below)

If severe weather occurs during program hours and warrants program closing, parents will be notified and must pick their children up as soon as possible if time allows. Otherwise, students and staff in the program will take cover and a sign will be posted on our entrance door giving notice of our location. No deductions will be made for Day Plus closing due to emergency severe weather, water main breaks, etc.

Children will be participating in monthly severe weather practice drills, to better prepare them should such an event take place.

Snow day openings are decided upon the following factors: staffing, student numbers, and road condition safety. Please sign in for Eagle Express to be notified of Day Plus openings and closings. You may also check the district’s school Day Plus Program website for closings.

Eagle Express

Please check out the Holden R-III School District’s website and Sign up to receive important information sent as text messages directly to your wireless device: cell phone, wireless PDA or pager. Be alerted instantly wherever you are about Holden School District News. It’s easy and FREE! Just go to the Holden R-III School’s website and find the Eagle Express Link. Enter your name and mobile contact information, then select the schools for which you want to receive alerts, you will receive:

****Emergency Information**

****School Closings**

****Early Dismissals**

****School Event Reminders**



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2016-2017

FIELD TRIP POLICY

(Field Trips depend only if the Holden School District offers bus transportation through the summer)

Parents will receive notification of pre-planned field trips on parent sign in/information table. Field Trip cost depends on the location of the trips. These forms will give you necessary information for each individual field trip. You will also receive reminders on our Parent (Dry Erase board or clipboard.) There may or may not be a fee incurred. As part of the consent form, all parents will be required to sign a general permission for their children in order to participate in any field trip.

*****FIELD TRIP PRE REQUISITE** Students must be enrolled in “Full time summer sessions” in order to attend Holden Elementary Day Plus Program sponsored field trips.

Do not expect notification of field trips if you do not attend “Full day weekly sessions” or if you do not pay the \$85 weekly summer fee. If your child is a drop in on a field trip day and are not enrolled as a (full time summer session) or (drop in summer session student.) You will not be permitted to attend our field trip day, as our field trip numbers are pre-planned. You will be required to find alternate care on field trip days. If you are on “enrolled drop in status,” your charge will be \$30 plus field trip cost. Your drop in days do not ensure a slot on field trip days, as your drop in days may be sporadic and may not fall on a field trip day.

Enrolled drop in status (attends two days each week) attendance charge on a field trip days is \$30 per child per day does not include field trip cost, also does not ensure a field trip day slot. Drop in days may be sporadic and you are not aware of the field trip.

If your child will not be attending our field trips, you must find alternative means of care.

SUMMER SCHOOL—It is a prerequisite that Day Plus students be enrolled in summer school in order to attend Day Plus. Day Plus only offers morning and afternoon sessions during summer school. When summer school is out, Day Plus will resume to full day summer day/weekly sessions.

If the Holden School District does not have summer school, our full days resume the day after the last day of school.

Field trips are subject to cancellation depending on availability of busses, staffing, inclement weather conditions, changes within field trip location availability, and/or cost.



SNACKS

Day Plus does not serve an afternoon snack unless snacks are donated.

Please send a snack with your child if you would like them to have a snack before breakfast or during the afternoon session.

BREAKFAST INFO

Day Plus is not responsible for breakfast payments or charges.

Pre-school students are released to Pre-school teaching staff after Day Plus am. session.

Day Plus K-2 students who wish to have breakfast will be supervised in the K-2 Cafeteria until released for the school day

Day Plus 3 - 5th students walk to the Elementary 3 - 5th grade cafeteria. If your child needs assistance in getting to the 3-5 Elementary cafeterias, please notify Day Plus Director, Day Plus Director will be available for assistance.

Day Plus parents or guardians should discuss breakfast payment options with the Holden Elementary school office. Please notify the Elementary for breakfast /lunch payments.

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PARENT/GUARDIAN RESPONSIBILITIES

1. It is a Day Plus requirement that students attending Day Plus for the morning sessions be accompanied by parent or guardian. **Parent or Guardian signature is required on the daily attendance sheet**, which is located at our parent information desk. Time signed in or signed out must be noted on the attendance form. A full legal signature is also required. The parent/guardian should greet Day Plus staff so that Day Plus staff is aware that your child has arrived. The Day Plus program will not be held responsible for children who are not signed in by a parent or guardian and left at the program or school building. For security purposes and the safety of your child: **Please do not drop off day plus students at school building without signing in, and when picking up, parents must sign day plus student out when leaving facility.**
2. In the afternoon, a parent/guardian must sign the child out, noting the time, and signing with a full legal signature. Please let Day Plus staff know that the child is leaving.
3. Parents are responsible for notifying Day Plus staff/and the Elementary School office of any change in pick up status or absence. If Director is not notified of a week of absence it will be assumed that your child is not returning and your child will be disenrolled and your child's slot filled. We cannot reserve slots unless they are paid for weekly.
4. Parents must provide Day Plus Director with a two-week notice prior to withdrawal.
5. Parents are encouraged to familiarize their child with their daily schedule. Especially if your child is remaining at Day Plus for the afternoon or riding the bus from the Holden Elementary School home or to another destination. It will make for a smooth transition if you and your child have discussed this beforehand, and the school and Day Plus director has been notified.
6. Parents will be notified of important dates through written notices of openings, closings, or activities watch for information on parent sign in/out desk. This information will help you keep in touch with the program and your child's activities, and provide opportunities for conversation and sharing between you, your child, and the staff.
7. Please encourage your children to not bring favorite toys or items from home, as it is not our responsibility to keep up with those items especially if they break, get lost or are taken to your child's' school classroom. The district will not reimburse you for any lost or stolen items.
8. Please notify Day Plus Director of any concerns you may have about your child, this includes issues that may come up with friends at Day Plus. We cannot come to resolution if we do not know of the issue or concern.
9. The health and safety of your child is our first priority, therefore, if the person picking up your child appears to be under the influence of alcohol or other drugs or unable to drive safely, the following procedures will be implemented.
 - a. Day Plus staff will offer to call emergency contacts.
 - b. If the person insists on driving with your child, staff will call 911 to report the concern and provide police with information to ensure that your child gets home safely.

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FINANCIAL ASSISTANCE

Please contact the **Department of Family Services (DFS) at the following number (660) 543-7900** for necessary forms and confirmation that you are eligible to receive subsidized funding for our program. Before accepting a student to our center, we must first receive a call or fax from DFS stating that you are eligible to receive assistance from the Department of Family Services for your child. We have worked in cooperation with the Department of Family Services in Johnson County, Warrensburg, MO. To help make subsidized funding, available to you. If the full monthly fee is not paid by DFS you will be responsible for the remaining balance unless stated otherwise in a DFS approval letter. Parents must pay weekly fee until DFS begins to pay student fees.

PARENT MEMO/ NOTICES

Parent Memo notices will be posted at the Parent Sign In--Sign Out desk for your convenience. **Please read through notice on Dry Erase board or Information MEMO on Parent info table.** Your child's education and overall development experience is important to us. Parent Memos and Notices are a convenient and easy mode of communication to keep you informed about what is happening at Day Plus, which involves your children. Please take the time to read through them. It will be a great year and there are many more years full of promise! Where there is a vision and a goal, things are sure to happen. Notices will be posted if there are important reminders of upcoming events such as holiday activities, closings, and/or field trip info.

Parents may be asked for used household containers and items for projects or crafts. If you have arts and craft items that we can use and that you would like to donate, they would be gladly accepted. Thank you. We will notify you in advance for a need of any household items. Parent involvement shows parent interest in what children set out to accomplish.

PARENT AND STAFF COMMUNICATION

Director will meet with a parent/guardian at a time that is convenient for both to introduce parent/guardian and their child (ren) to the program. To help familiarize your child with our program you are welcome to bring them with you. It is important that they be a part of the whole introduction process. This helps them to feel more comfortable with our program's surroundings.

All aspects of the program will be covered and questions addressed. We have an open door policy at Day Plus and want to keep the lines of communication open between staff, children, and parents

Please feel welcome to talk to any staff member about your child. We care about your child/children and are eager to meet their needs. If a more formal discussion is desired to answer any questions or concerns, please feel free to call or to make an appointment with the Day Plus Director, Catherine Evans at 816-732--6071 Ext. 3023 or direct at 816-850-1444 Ext. 3023 (Please listen for prompts.) Thank you for your interest in our Day Plus program. We look forward to seeing only progress in each and every student, with each inviting new day.

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PARENT INVOLVEMENT

Parent involvement in our program is welcomed, and important to your child (ren) as well as to us. A close family-school relationship is essential if the school is to be fully responsive to the child and if the child is to reap maximal benefits from the school experience. You are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a social environment.

Parent Participation

Your participation is eagerly welcomed at our Day Plus program. Your participation can take many forms and we hope that all parents will find meaningful ways to participate. Your participation is welcome not required, as we take into account that some of our parents work and may have busy schedules.

- Field trip transportation and supervision.
- Assisting with special planned projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.).
- Construction or collection of materials for activity use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- In order to assist you better we will ask you to participate in questionnaires about our program from time to time about your experience with our program. Your input is valued.

Parent/Teacher Conferences

Formal conferences are not regularly scheduled with parents of school-age children. However, all parents should feel free to request a conference any time during the year. During the conference the director will inform you about your child's development as observed over the course of the semester. In addition, informal communication of parent concerns, and the sharing of special joys, sorrows and accomplishments in the child's life is important.

Policy to Negotiate Differences and Difficulties

Open communication is critical to the parent-Day Plus staff relationship. If you have concerns, please voice those concerns to the Day Plus Director.

WELL BEING OF YOUR CHILD

To help our Day Plus staff serve your child more effectively, please notify us when joyful, or stressful events occur that may affect your child (examples: birth of a sibling, illness, change in family structure, death in your family, or moving). We care about your children and what affects their school day or lives. This will help us in understanding, or recognizing mood or behavior changes in your child.

Student Injury or Illness:

Children who receive minor injuries on the playground, in the classroom, or become ill will be assessed by staff and treated if minor. Emergency services will be sought using child's emergency information kept in your child's file in the event that an injury is serious in nature, possibly broken bone, concussion etc.

Accident reports will be filled out and kept in your child's file when they occur. This will require your signature noting that you are aware of incident, illness or accident.

Incidents (behavior)

If an incident between your child and another occurs minor or serious, a Day Plus **incident/notification report** will be filled out notifying you of the situation. This incident report will describe the incident as it happened or notify you of disenrollment action if needed. Your signature if needed simply verifies you received the notice. Parents of students involved will also be notified.

Incident reports are instrumental in recording behavior patterns. If a child is being harmful to others depending on the severity of the situation they may be disenrolled immediately and/or parent will receive notice of warning or disenrollment. If negative behavior persists after 3 incident reports the Day Plus Director will then determine if the child will be disenrolled and there is no resolution in sight. Positive communication will allow for a quick healthy and peaceful resolution. If resolve cannot be reached and student's negative behavior continues, or there is no parent support in correcting the issue, student will be disenrolled. The overall peaceful atmosphere offers a healthy frame of mind, which is essential to others who attend and ahjjre compliant with program policy and procedure.

Parents are welcome at anytime to inquire about their child's developmental well being. In order to serve you better you may speak with the Director at anytime about the developmental growth in all of the following areas for your child:

Self Help Skills
Problem Solving Skills
Social
Emotional
Physical
Cognitive/Language

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

CHILD ABUSE REPORTING RESPONSIBILITY

DAY PLUS staff is legally required to report any suspected abuse occurrences to the authorities.

All early childhood professionals are mandated reporters. If Day Plus staff suspect's child abuse or neglect, they will meet with the director immediately to discuss concerns/suspicious. A decision will be made regarding making a hotline call, or whether or not to refer to the building counselor or school nurse if the child should be interviewed and examined beforehand.

Director will notify her supervisor of findings. Day Plus staff and Day Plus Director will then phone the child abuse/neglect hotline to report the suspected abuse/neglect if warranted. An incident report will be filled out at that time.

National Child Abuse Hotline 1-800-222-1222

Procedure for accusations of Child Abuse/Neglect

If a Day Plus staff member is accused by a parent, or co-teacher of abuse and/or neglect, such an accusation will be documented and reported to the director. A determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Division of Family Services.

Day Plus will cooperate with any DFS investigation. In addition, the accused employee will be informed of the charges/allegations and be given an opportunity to respond to those charges/allegations.

Day Plus will follow the applicable Holden School District procedures that exist pertaining to possible discipline of the employee.

Staff employed by the program must have a cleared criminal record evaluation on file, before employed with the program.



Personal Belongings

Personal Belongings

Children are completely responsible for their personal belongings (lunchboxes, books, bags, etc.) Cubbies labeled with your child's name offer personal space to children to store their belongings. Items may include, backpack, coat, or ongoing Day Plus art projects they may have begun in class and due to time restrictions could not finish the project. We stress the importance of finishing a project/job once started. This offers organizational skills, and self-accomplishment at project completions.

Day Plus Students and Electronic Communication Devices----- IMPORTANT:

Students may use **I phones** (for game use or emergency calls to parent), **I-pads, I-pods, personal computers, any electronic device** can be used for games however only 20 minutes allowable. No communication (texting or calls) outside of Day Plus is permitted. If your child has an urgency to contact you, they must first notify the Day Plus Director/staff. The Day Plus Director/staff will decide whether the urgency is pertinent or that contacting a parent is in order. It is essential that Day Plus staff offer your child safety while enrolled in our program. Cell phone texts, videotaping or taking pictures can be difficult to be monitored.

Day Plus students are not permitted to text, videotape, or take pictures of another student. This is cause for disenrollment. You are now trespassing on another family's privacy. Please comply with this new policy, as it will be strictly enforced. There is no way to monitor web media; we must protect other students/families with this privacy policy.

Please comply with Day Plus policy and procedures regarding electronic devices to avoid disenrollment. If you disagree with our policy, please find alternate care. Students found texting, skyping, using any form of outside communication will be disenrolled as such is not permitted at Day Plus. Parents please help your student comply with policy and procedure.

Electronic Game Devices

Only game devices that have "**only age and content appropriate games**" are allowed and can be used at Day Plus. If a child using such electronic devices for outside texting/communication, device will not be permitted. Your child will only be permitted 20 minutes of game time (once in the am. session and once in the pm. session)

We ask that your child leave popular high dollar items, electronics, toys and items of significant importance, at home. We will not be held responsible if these items become lost, broken, or end up in disrepair.



HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM PreK-5
2016-2017

EMERGENCY PROCEDURE

All parents must complete the enrollment form and all forms related to health and accident and emergency care. Please list people who can be contacted to pick up your child. No child will be admitted to the program without all the names, addresses, phone numbers, including that of the child's physician, and parental signatures required on these forms.

Minor Accidents

Accidents and emergency situations will be handled according to the following procedures:

1. Minor accidents or injuries such as bumps, bruises, or cuts that do not seem to require further medical attention. Student will be given first aid care and treatment. These incidents are documented requiring parent signature noting that they are aware of the accident.
2. We ask that you provide your child with a change of clothes, should it be needed. In the case that your child does not have a change of clothes we may use donated clothing items from the nurse storage closet. This prevents your child from having to wear wet or soiled clothing in the event that your child becomes wet. In the event clothing is not attainable, we may purchase clothing for your child and you will be charged for that cost.
3. Your child must be potty trained in order to attend our Day Plus program. It is not healthy for the overall care of our program's students if a staff member's supervision is elsewhere and tending to a single student with soiled clothes. If upon several incidents of soiled clothes the student may be disenrolled until potty training at home is complete and issue resolved.

Major Accidents

In the event of an accident or emergency, Day Plus staff will follow these procedures:

1. Administer First Aid or CPR to the child if needed
2. Call a professional assistance (911, police, etc.)
3. Contact the parent/guardian
4. Notify the Day Plus Director

If parent/guardian does not arrive before the ambulance arrives, a staff person may ride with the child to the hospital depending on staffing/child ratio. Medical information in enrollment information will be sent with the paramedics. The parent/guardian will be asked to meet the ambulance at the hospital.

ILLNESS POLICY

The health and well-being of all of the children here at DAY PLUS are of the utmost importance to us. It is for the protection of the children in our care that we insist on a strict adherence to our Illness Policy. Parents please exercise good judgment and keep children at home while ill, seeking medical attention as appropriate. Symptoms, which are signs of possible impending infection or disease, include:

- **Fever** over 100 not permitted. A child needs to be fever free for a minimum of 12 hours before returning to Day Plus; that means the child is fever free without the aid of any fever reducing substance.
 - **Signs of a new cold:** cough, sore throat, watery eyes, etc., green mucus
 - **Headache** or head pain
 - **Vomiting**
 - **Diarrhea**
 - **Inflammation of the eye** (conjunctivitis) not permitted. Watery, matted, and/or red/pink eyes are not acceptable under any circumstances.
 - **Abscess or draining sores**
 - **Rash**, unless the cause is determined to be non-contagious
 - **Head Lice** – may return after treatment and all nits have been removed
1. If student is ill, they will be taken to the school nurse and it will be determined there as to whether you need to return to pick your child up. If school nurse is not available Day Plus Director will determine whether student needs to be picked up by parent due to illness.
 2. If it is determined that your child should go home the Day Plus Director or school nurse will call the parent or guardian to pick up your child. It is very important that you, or someone from your emergency list, pick up your child as quickly as possible. Day Plus staff will keep your child separated from others in a quiet restful area until picked up.
 3. Do not bring your child to Day Plus if you know that your child(ren) is ill. Please be considerate of other families and their well being.

Communicable Diseases: Not permitted by law in childcare. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Strep Throat. If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious, and doctor permits. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

MEDICATIONS



The Holden R-3 Schools medication policy is followed. This policy states that prescription medicine **MUST** be in the original container. If your child has a physical challenge such as Diabetes a health plan describing detailed instruction on how to treat your child is required. A phone number where you might be reached easily and without conflict must be kept on file.

Medical documentation is needed and must be kept on file if your child may need to take their prescribed medication at a time when it is inappropriate for you the parent to administer the medicine or.

Prescription/Over-the-counter medicines- Parent must sign our **Medicine Dispensing Log** and **Medicine Dispensing Authorization Form**. We will follow your instructions in dispensing the medicine however, we will not dispense more than the prescribed dosage.

Our Medicine Dispensing Log keeps you informed of the time medication was given, as well as the person dispensing the medication. This form also requires your signature stating you are aware that your child took their dosage for the day. Staff and Parent's/Guardians must sign the medication log daily if medication is to be dispensed daily.

We reserve the right to not administer medication; however you will be informed well in advance to the time the prescribed dose is needed. So that you can make arrangements to have the medicine administered to your child by some other means.

Staff reserves the right to not administer medication in the event a child does not have a health plan in place. If there is questions regarding prescribed medication, or if a parent becomes condescending to staff or insists that a change be made in dosage other than prescribed by the physician concerning medication.

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

DISCIPLINE

The goal of the DAY PLUS PROGRAM is for each child to develop a sense of respect for themselves and others. We strive to create an environment that encourages children to make positive choices, to enter and exit peer groups with increasing skill and satisfaction, and to learn to live in a respectful and cooperative manner.

Inner discipline is the goal and is the result of an evolving process occurring within the child. Through appropriate adult/child interaction, anticipatory guidance, well-established guidelines for appropriate behavior and active listening to children's responses. Day Plus staff will get to know each child and what additional limits and adjustments if any are necessary. Over a period of time it is expected that children will internalize the concept of self-control, problem solving, and will acquire measures of inner discipline. When a problem arises, steps toward reaching these goals will include:

1. Staff will work with the child, discussing the problem, suggesting and supporting behavior changes, explaining and redirecting, and encouraging self-help skills.
2. If a staff member decides that a time out is in order. This time out must not exceed the minutes in the age of the child. Situation will be discussed with the child away from other children to avoid humiliation. Positive communication between staff and children is essential.
3. If a pattern of negative behavior persists, the Day Plus Director will meet with the child to discuss possible solutions to correct behavior such as a different approach to communication with children or staff. Parents will be notified either verbally or through an **Incident Report** in order to obtain assistance and suggestions, for developing effective approaches with the child.

If reasonable approach is exhausted, and the pattern of negative behaviors continues, and/or is a threat to the well being and safety of other children and/or staff, parents may be asked to remove a child from Day Plus. Children may be removed from the program for any one of the following behaviors: physical violence, biting, persistent bullying, or any harm to himself or herself. Consistent disregard of staff directions/disrespect by parents or children are grounds for disenrollment. Verbal harassment of peers or staff, and unauthorized departure from the grounds of the program are also grounds for disenrollment. Discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or other attributes such as income or appearance is deemed unacceptable behavior.

Our Day Plus staff adheres to the guidelines of the State of Missouri and the Holden R-3 Schools Fair Treatment Policy. Physical punishment, humiliation, or intimidating actions are not permitted in our Day Plus program. In order to assist you better we will ask you to participate in Questionnaires about our program. Your input is valued.

Discipline Referrals

Office Discipline Referrals:

If a student repeatedly misbehaves while attending Day Plus or if the misbehavior is serious in nature, the Day Plus Director will decide if the student should conference with the Elementary principal or counselor about their behavior. Our before and after school program in cooperation with the Holden School District, must follow school policy and guidelines.

Possible disciplinary actions will be one or a combination of the following:

Loss of privileges, Out of school suspensions, or expulsions may affect your child's enrollment at Day Plus. Disenrollment from the program may occur either temporary or permanent.

Termination Policy

We reserve the right to terminate for the following reasons (but not limited to)

- Lack of compliance with handbook policies
- Failure to pay or pay on time
- Lack of parental cooperation or disregard of Day Plus staff concern of student behavior.
- Disrespect of staff by child or parents
- False information given by parent or guardian either verbal or in writing
- Failure of a child to adjust to Day Plus in a reasonable amount of time
- Physical or verbal abuse of any person, self, or property
- Our inability to meet the child's needs
- Serious illness of a child
- 3rd Failure to pick child up by closing time 6:00 pm--will result in incurred late fees and disenrollment. Please be courteous to our staff and pick up your children on time. Your children have already attended a full day at school; our staff have family and commitments to get home to.

We appreciate as much advance notice as possible when disenrolling. It is also a requirement that we receive a 2 weeks written notice, when you decide to disenroll. Account must be paid in full.

If student is terminated, the week's payment of tuition is still required. A parent's disenrollment notice will not be accepted while provider or parents are on vacation.

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

SPECIAL NEEDS

1. The DAY PLUS PROGRAM will provide reasonable accommodations without discrimination regarding a child's special needs or impairments. It is expected that the child's parent or guardian shall communicate the nature or extent of the child's special needs or impairment and any particular information regarding the child's care, on the Child Health History form, provided prior to the child's first day in the program.
2. At least one (1) week's notice is required for children who have special needs and require an accommodation when attending a nonscheduled session. It will be determined if accommodation can be made due to number of staff.
3. The Discipline Policy applies to all children in our care. If at any time the safety of other children or staff is put in jeopardy due to physical harm or due to the one on one care needed of the special needs student this may be cause for disenrollment.
4. It is the parent's responsibility to provide child with medical supplies due to their illness if supplies needed are beyond what we provide.

HOLDEN R-III SCHOOL DISTRICT
 DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
 2016-2017

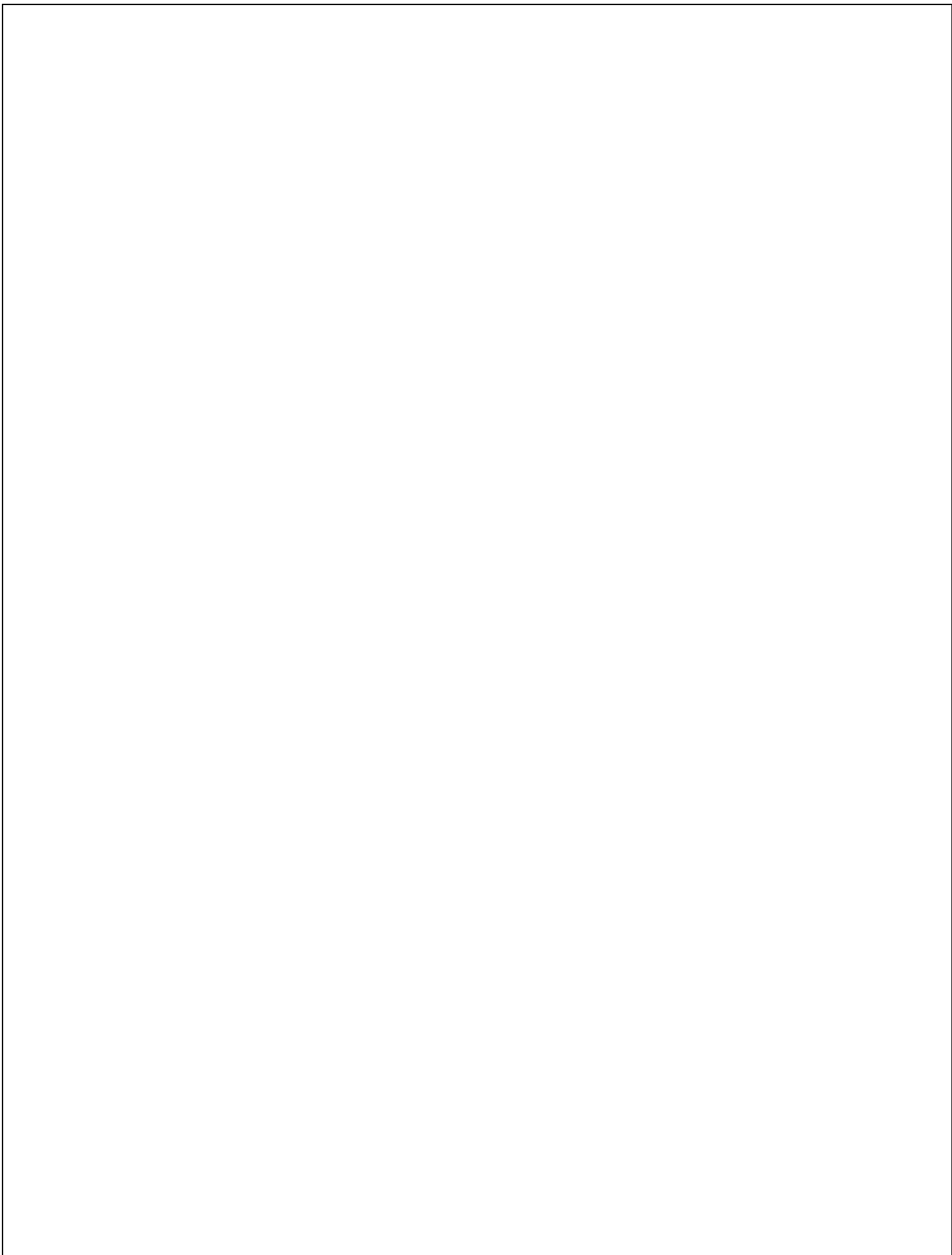
Morning /Afternoon Schedule

MORNING SCHEDULE 6:00 am. -- 8:10 am.		1 child fee: \$40 am weekly 2nd sibling fee: \$30 am weekly
6:00 am – 7:00 am.	Arrival of children/greeting, Sign In-- Quiet Activities and/or choices of games, puzzles, art media, book and reading center, imaginative play, indoor or outdoor play depending on the weather.	
7:00 am. - 7: 30 am.	Physical activities Group exercise with music or video (stretch, walk, free play)	
7:30 am. - 7:45 am.	Bathroom Break/Wash up	
7:45 am. - 7:50	Dismiss for Breakfast	
8:10 am.	Children dismiss for classes Elementary/Intermediate	
AFTERNOON SCHEDULE 3:25 pm. -- 6:00 pm.		1 child fee: \$50 pm weekly 2nd sibling fee: \$40 pm weekly
3:25 pm. – 3:45 pm.	Students/Teachers meet Day Plus Staff in the hallway and students are signed in after school Children arrive from regular school day, place personal items in cubbies, and Sign in. take out homework if any, work on previous project, go over their day	
3:45 pm. – 4:00 pm.	Restroom break,	
4:05 pm. – 4:35 pm.	Snack time	
4:35 pm. – 4:50 pm.	Restroom break	
4:55 pm. – 5:30pm. (Group activities)	Interaction with friends, Arts and Crafts, Creative Play, Academic Learning, Computer, Experiments, Movies, Character Ed. or Outdoor play (Students may use this time to eat snacks brought from home) Homework Help, <u>Planned activity</u> , computer work stations, Palm Pilots, Book center, arts and crafts, manipulatives—Blocks, Legos, Kinex. Activity Centers Art, Drama center, Imaginative play, Play dough etc. Sand Water Tables—Water Play	
4:50 pm. – 5:30 pm.	Free Choice (Physical Activity, Social Interaction with friends, Arts and Crafts, Creative Play, Academic Learning, Experiments, Movies, Character Education)	
5:30 pm. – 6:00 pm.	Finish up activities; clean up environment before leaving, opportunity for reading or journal writing. Speak with families, as they arrive to pick up children.	
	Discount if attending Morning <u>and</u> Afternoon sessions fee is \$75 \$10 discount on second sibling	

HOLDEN R-III SCHOOL DISTRICT
 DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM K-5
 2016-2017

Full Day Schedule

FULL DAY SCHEDULE 6:00 am. -- 6:00 pm.		1 child fee: \$85 weekly 2 nd sibling fee: \$75weekly
6:00 am - 7:30 am.	Arrival of children/greeting, Sign In— Quiet Activities and/or choices of games, puzzles, art media centers—book and reading center, imaginative play, computer work station, palm pilots, indoor or outdoor play depending on the weather.	
7:30 - 7:45	Restroom Break --wash-up	
7:45 - 8:00	Whole Group Sharing/Planning	
8:00 - 10:50	Learning centers/activity areas (various choices of activities in arts and crafts, loom/weaving, painting, manipulative, reading center, computer center, woodworking, math, science, etc. based on a weekly or bi-weekly theme.	
10:50 - 11:00	Clean up centers	
11:00 - 11:15	Restroom break	
11:15 - 12:15	Lunch (Students bring lunches) cafeteria is not available (Please provide a lunch that is ready to serve (prepared) for your child as we may be having picnic lunches on the playground) This will avoid your child having to wait on their meal, while other students are eating.	
12:15 - 12:30	Restroom break wash up	
12:30 - 1:30	Quiet Choices (table and floor activities, board games, reading & rest opportunities, journal writing)	
1:30 - 3:30	Whole group activity- Learning centers (various choices of activities, arts and crafts, loom/weaving, painting, manipulatives, reading or computer centers, woodworking, math science, games etc.. Choice: Outside play, physical activity – group games, sand and water tables, (field trips will be posted and scheduled for July only)	
3:30 - 3:45	Restroom Break	
3:45 - 4:15	Snack time	
4:15 - 4:30	Restroom break	
4:30 - 5:30	Quiet Choices (table and floor activities, board games, reading rest opportunities, journal writing, short movie)	
5:30 - 6:00	Clean-up/summarize the day, begin to plan for the next day, prepare to go home, children depart	



HOLDEN R-III SCHOOL DISTRICT
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 2016-2017

Child Enrollment

Day Plus ---Before and After School			
Holden Elementary, Holden, MO.			
Enrollment Begin Date			
CHILD'S NAME	Teacher / Grade	GENDER	BIRTH DATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)	HOME TELEPHONE NUMBER ()		
Parent or Gaurdian with whom child resides	CELL PHONE NUMBER ()		
Parent / Guardian information			
Father's Name Place of Employment	Address	Cell Phone: Work ph:	
Mother's Name Place of Employment	Address	Cell Phone: Work ph:	
Guardian's Name Place of Employment	Address	Home or Cell Phone: Work ph:	
EMERGENCY CONTACT(S) PERSONS AUTHORIZED TO TAKE CHILD FROM --DAY PLUS FACILITY (2 REQUIRED)			
NAME	ADDRESS	RELATIONSHIP	TELEPHONE NUMBER ()
NAME	ADDRESS	RELATIONSHIP	TELEPHONE NUMBER ()
NAME	ADDRESS	RELATIONSHIP	TELEPHONE NUMBER ()
Email Address:			
** SPECIAL NOTES ABOUT YOUR CHILD-- HABITS, SPECIAL LANGUAGE, SPECIAL NEEDS, ALLERGIES, ETC..			
TO BE COMPLETED BY DAY PLUS FACILITY (FORM TO BE RETAINED FOR ONE YEAR AFTER DISCHARGE)			
ADMISSION DATE	SESSION		
FULL DAYS	DROP IN		
DISCHARGE DATE			
PARENT/LEGAL GUARDIAN SIGNATURE			DATE

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

Child Release- Authorization Form

Name of Child _____

Parent(s)/Guardian _____

Persons Authorized to pick up above named child (please print clearly):

NAME and (relationship)

_____ Ph# _____

_____ Ph# _____

_____ Ph# _____

_____ Ph# _____

I hereby give standing permission for the above named individuals to pick up my child. I understand that if persons other than the parent/guardian(s) will be picking up my child, I must call and give verbal authorization to the school or Day Plus Staff. Children will not be released to individuals without permission from the parent or guardian. Please make sure that the person picking up your child has a picture ID. **(Identification required)**

Please notify Day Plus Director of any custody information that Day Plus staff and school should be aware of. We will need copies of any court documents to the effect.

Parent /Guardian Signature _____ Date: _____

HOLDEN R-III SCHOOL DISTRICT
 DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
 2016-2017

MEDICAL AUTHORIZATION

AUTHORIZATION FOR EMERGENCY CARE

I understand that I will be notified at once in case of accident or illness to my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice.

If I cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, I authorize Day Plus Director Catherine Evans, Day Plus, or school staff to contact the following:

PHYSICIAN OR CLINIC

PHYSICIAN OR CLINIC NAME	TELEPHONE ()
--------------------------	------------------

ADDRESS(STREET, CITY, STATE, ZIP CODE)- OPTIONAL

PREFERRED HOSPITAL

HOSPITAL NAME	TELEPHONE ()
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ADDRESS(STREET, CITY, STATE, ZIP CODE)- OPTIONAL

As parent/guardian I fully understand that I will be responsible for all costs of ambulance service, and any and all medical care and treatment provided.

FIELD TRIPS

I UNDERSTAND THAT I MUST GIVE WRITTEN PERMISSION FOR FIELD TRIPS/EXCURSIONS AND THAT I WILL BE GIVEN NOTICE WHEN THEY ARE PLANNED.

I UNDERSTAND THAT I AM NOTIFIED THROUGH INFORMATION POSTED AT THE SIGN IN /SIGN OUT PARENT TABLE AT DAY PLUS ---THROUGH MONTHLY NEWSLETTERS, PARENT NOTICES, HANDBOOK.. ETC.

ACKNOWLEDGEMENTS

A	I HAVE RECEIVED A COPY OF THE DAY PLUS HANDBOOK REGARDING POLICIES AND GUIDELINES PERTAINING TO ALL ASPECTS OF THE PROGRAM INCLUDING ADMISSION, CARE AND DISCHARGE OF CHILDREN AND AGREE TO COMPLY.
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B	I UNDERSTAND THAT THE LINES OF COMMUNICATION ARE OPEN REGARDING MY CHILD'S DEVELOPMENT, BEHAVIOR AND INDIVIDUAL NEEDS. I WILL BE NOTIFIED OF INCIDENTS AND ACCIDENTS.
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C	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.
----------	--

PARENT/LEGAL GUARDIAN SIGNATURE 	DATE
--	------

Child Health History/Emergency Treatment Form

HOLDEN R-III SCHOOL DISTRICT 2016-2017

DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5

IDENTIFYING INFORMATION	
CHILD'S NAME	BIRTHDATE
HEALTH STATEMENT (CHECK ONE)	
<p>My child is in good health, is able to participate in before and after school-age activities, has no special health or medical requirements. <input type="checkbox"/></p> <p>My child is able to participate in group care but has special health or medical requirements as listed below. <input type="checkbox"/></p> <p>My child requires special medical attention <input type="checkbox"/></p> <p>Please attach a detailed plan of action for Day Plus staff in order to ensure that we are properly equipped provide your child with the proper care. It will be determined, and you will be notified whether your child's needs are beyond what our facility or staff can provide.</p>	
SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQUIREMENTS	
<p>Please list any allergies- Food, Pet, Chemical, Medication etc.. Please also list special medical conditions including chronic health problems such as asthma, or seizures, behavior disorders, special needs etc..</p> <p>Please list any medical or health concerns you may have regarding your child. If an accident were to occur requiring an ambulance this information will be given to the paramedics.</p>	
MEDICATION REQUIREMENTS	
<p>I understand that a medical authorization form is required before Day Plus staff can administer medication to my child. I also understand that this form requires my signature, dates medicine is dispensed, and time schedule medication is given.</p>	
PARENT/LEGAL GUARDIAN SIGNATURE	DATE

HOLDEN R-III SCHOOL DISTRICT 2016-2017
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5

DAILY SESSIONS	WEEKLY FEE	Indicate which session student will be attending with an (x)
Before and After School weekly sessions 6:00 am. - 8:10 am. + 3:25 pm. - 6:00 p.m.	\$75.00	
(Before School—weekly) 6:00 a.m. – 8:10 am.	\$40.00	
(After School -- weekly) 3:25 p.m. – 6:00 p.m.	\$50.00	
Full Day Weeks 6:00 am. - 6:00 p.m. (3 to 5 days)	\$85.00	
Teacher in service days) <u>In addition to weekly a full day fee will be assessed per child</u> (not to exceed \$85 full day weekly set fee)	\$10.00	
<u>Early Release days</u> <u>In addition to weekly fee an early release fee will be assessed per child</u>	\$5.00	
DROP INS (Only 1 or 2 days per week only) When school is in session		
AM. Drop In	\$10 per morning session	
PM. Drop In	\$15 per afternoon session	
Full Day Drop in	\$30 daily per child	
DFS (Department of Family Services) Assistance		
I receive DFS assistance and agree to pay co-pay if required by DFS		
Eagles Nest Preschool Students attending Day Plus	<u>\$25 Day Plus weekly fee reduction due to Preschool Fees</u>	

I understand that there is **a non-refundable enrollment fee of \$20.00 per family.**

Weekly set fees are to be paid a week in advance. I also understand that **no refunds will be made due to absences, vacations or holidays.** I understand I am only permitted one week during Thanksgiving (or) Christmas (not both) of one-week vacation (absence) non-payment. I also understand that I am only permitted one week during the summer of one-week vacation non-payment. These specified weeks are non transferrable, nor can I have a credit if I do not take advantage of these specified vacation non-payment weeks. **I understand that I am not permitted to pro-rate days. Day Plus will only prorate days/weeks that Day Plus is closed.** I am responsible to pay fees as charged for sessions I select. My Child will participate in the above-indicated Day Plus session(s).

Parent/Guardian Signature: _____ Date: _____ 32

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

Media Waiver and Release Form

I consent to my child _____, being

1. Photographed _____yes _____no
2. Recorded _____yes _____no
3. Interviewed _____yes _____no
4. Videotaped _____yes _____no

by representatives of the Holden R-III School District, DAY PLUS (Before and After School Program), its agents and independent contractors.

Any information or images obtained may be used for advertising, publicity, educational activities, including but not limited to district and school publications, videos, print and television news and district and/or school web sites.

I understand I may be provided with photographs of my child participating in special events at Day Plus such as field trips, class projects etc. I hereby waive any claims I may have, and release the Holden R-III School District/DAY PLUS PROGRAM/and its agents from liability of claims arising out of such activities.

I do understand that it is against Day Plus policy for any student to record (photos, videotape) another student within the Day Plus program via I-pod, I-phone, or any other recording electronic device without Day Plus staff knowledge.

Video taping or photographing by another student is not permitted. It will be decided whether the infraction pends disenrollment of the child if said child has broken the no videotaping, no photographing policy at Day Plus.

Parent/ Guardian _____ Date: _____

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

Policy and Procedures Agreement Form (page 1)

1. I agree to record the time with a full signature on the attendance sheet each time I drop-off and/or pickup my child. Please follow through with this as your child's safety is important to us. You may not drop your child off without signing them in. Doors remain locked for security purposes.
2. I confirm that my child is in good health and able to participate in the childcare activities, unless otherwise indicated on the Child Health History form.
3. I agree that when I receive my Parent Handbook, I will read and follow the rules and procedures in the Parent Handbook.
4. I agree to call the Day Plus Program or Holden Elementary to inform staff that my child will be absent at Day Plus. I understand if I have not notified Director of my child's absence after a week absence, it will be determined that they will not return and disenrollment will occur.
5. I understand that Day Plus does not provide breakfast or an afternoon snack unless snacks are donated. If my child is on a special diet I will provide my child with snacks that are in line with his or her special diet.
6. I agree that my child may participate in all walking and bus field trips, spontaneous and planned. Field trip notifications will be given well in advance and posted by the sign in/sign out parent table notifying me of location and time of return.
7. I agree to assume full responsibility for any damage to person or day plus property caused by my child.
8. I agree that if it is determined that my child needs emergency medical or dental treatment; I will be responsible for any such treatment deemed necessary by a hospital, physician, or dentist.
9. I further agree that if the behavior or health of my child should make it necessary to send him/her home, an emergency contact person or I will immediately pick up my child from Day Plus.
10. I understand that if my child has a persistent pattern of negative behavior, and interventions have not been successful, I may be asked to remove my child from the Day Plus Program at anytime. I have read the handbook and agree to it's Discipline and Termination Policies.

Parent/Guardian Signature: _____ Date: _____

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

Policy and Procedures Agreement Form (page 2)

11. I understand that I must pay a late fee of \$1 per minute after 6 pm. if my child is picked up After 6 pm. I understand that after the 3rd late pickup, my child will be disenrolled from the Day Plus Program.

12. I understand that I must pay a week in advance for the week serviced. I understand there will be a late payment fee of \$10 assessed if I do not pay for week serviced on the next Monday. **I understand that I will be charged the weekly session fee regardless of whether my child attends or not.** I understand that I am permitted one week of nonpayment due to my child's absence during **only** one of these holidays(Thanksgiving (or) Christmas) **not both**, and **only** one week during "summer session" of vacation non-payment.

These days may not be transferred, nor there be a credit to families who do not take advantage of these specific non paid weeks. I understand that there is only a \$10 discount for a 2nd sibling only if both are in attendance.

13. I understand that if I am eligible for **Department of Family Services** financial assistance that I am responsible for any unpaid balance that the stated DFS parent co-pay does not pay for regarding Day Plus sessions which I have signed up for. It is my responsibility to make sure all paperwork with DFS is in order and turned in on a timely matter so that my child is not disenrolled due to nonpayment through DFS. **I must show proof of eligibility before my child can begin attending.** DFS payment codes are: PT (part time) pays for only 2 hours of care; HT (half time) pays for 3 or 4 hours of care. FT (full time) pays for 5 hours of care. I understand that Day Plus Director will enter dates on DFS child care online invoicing on the 6th of the following month for attendance the month previous.

14. I agree to give two weeks written advance notice when withdrawing my child from the program. **If Day Plus Director is not given written notice prior to a week of absence it will then be determined that my child is not returning to the program and will be disenrolled.** I understand that I am responsible for paying accrued fees until written notice is received by Day Plus Director.

15. Because DAY PLUS guarantees appropriate staffing regardless of whether or not my child attends on scheduled days. I agree to pay for reserved sessions, for which my child may be absent due to illness, vacations, holidays and for field trips. I understand these days are not pro-rated.

16. I will be notified of closings, holidays, field trips, special events through (parent notices or parent table information). I also understand that the holiday schedule is subject to change due to the number of signups for days school is not in session.

17. I have read, understand, and agree to all of the above.

Parent/Guardian Signature: _____ Date: _____

HOLDEN R-III SCHOOL DISTRICT
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5
2016-2017

Enrollment Checklist

- a. Enrollment fee is \$20.00 non-refundable fee per family
- b. Child Enrollment Parent /Guardian
- c. Medical Authorization
- d. Child Health History/ Emergency Treatment Form
- e. Sessions and Payment Agreement Form
- f. Additional Child Authorizations Release Form
- g. Media Waiver and Release Form
- h. Policy and Procedures Agreement Form pages 1 and 2.

I have read the Day Plus Handbook and the above and understand that I must have these forms in place in my child's file at Day Plus in order for my child to be enrolled in the program.

Parent/Guardian Signature: _____ Date: _____

Day Plus 2016—2017 Calendar

August

15 Back to School Night 4:30 to 6:30 pm.
17 First Day of School – Day Plus open for am. and pm. sessions
26 No School –Teacher In-service-- Day Plus open

September

5 Day Plus closed (No School) Labor Day
19 No School—Teacher In-service—Day Plus open

October

10 No School—Teacher In-service—Day Plus open
28 No School—Day Plus open

November

23—25 No School Thanksgiving Break
24, 25 Day Plus closed Thanksgiving

December

21 Teacher In-service -- Early Dismissal @ 1pm
22-30 No School
26 Day Plus closed Christmas

January

2 No School -- Day Plus closed (New Years)
3 No School – Holiday Break Day Plus open
16 No School—MLK Day – Day Plus open
23 No School – Teacher In-service

February

16 Early Dismissal @ 1:00 pm
17 No School
20 No School—Presidents Day (Make-Up # 3)
27 No School—Teacher In-service

March

20-24 No School- Spring Break
20-21 Scheduled Makeup days #4, #5

April

14-17 No School-Easter Break –Day Plus open 14,15, 16
17 Day Plus closed Easter

May

17 Last Day of School
18 Teacher Workday (Makeup #2)
29 Day Plus closed --Memorial Day
22-26 Scheduled Makeup # 6,7,8,9,10

July

3-7 Day Plus closed for cleaning

Dates always subject to change—

If summer school is in session, Day Plus will be open for am and pm sessions only during summer school. It is a prerequisite that students attend summer school in order to attend Day Plus. If no summer school, Day Plus will remain open for full days unless changes have been made within the school district.

Holden Elementary Day Plus Staff



Our Day Plus staff is hired based on their knowledge and years of experience in the field of Early Childhood Education, and because of their values, personal educational philosophy and teaching styles. Day Plus curriculum emphasizes on Character Building, Leadership and Life Skills.

Day Plus Director Catherine Evans has been with the Holden School District 14 years. Day Plus is registered with the following agencies:

Missouri Department of Health and Family Registry
Missouri Department of Social Services Children's Division

We strive to make this program a place where your child can be safe, have fun, and learn..

If there are any child development **resources** that we can help you with please let us know. We can provide you with resources on any early childhood development subject. You and your family are important to us.

If you have any questions or concerns please contact:

Catherine Evans
Day Plus Director
1903 S. Market
Holden, MO 64040

Ph:
816-732-6071 Ext 3023 or
816-850-4444 Ext 3023 – Direct Line to Day Plus office (wait for prompts)