

Holden R-III School District

# DAY PLUS K-5

Before and After School Program  
2018-2019



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

## Table of Contents

Cover	1
Table of Content	2
What Day Plus has to offer	3
Welcome Letter	4
Curriculum	5
Enrollment Guidelines	6
Enrollment Requirements	7
Philosophy/Statement of Goals	8
Fee Policy	9-10
Severe Weather Policy	11
Field Trip	12
Snacks	13
Parent/Guardian Responsibilities	14
Financial Assistance **	15
Newsletters/Notices	15
Parent Staff Communication	15
Parent Involvement	16
Well Being of Your Child	17
Child Abuse Reporting	18
Personal Belonging Policy	19
Emergency Procedures	20
Illness Policy	21
Medication	22
Discipline,	23-24
Special Needs	25
Day Plus Morning and Afternoon Schedule	26
Day Plus Full Day Schedule	27
Enrollment Form	28
Child Release Authorized Pick up **	29
Medical Form**	30
Child Health History Emergency Info **	31
Sessions Form **	32
Media Waiver and Release **	33
Policy and Procedure Agreement **	34,35
Enrollment Checklist **	36
Day Plus Year Calendar	37
Contact pg.	38

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

## **Holden RIII School District 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 putting together a puzzle, building with Kinex, Constructing or building a community at our LEGO tables and learning social skills through communication, learning to share space and ideas. Students also busy themselves with activity choices available to them such as board games, computer station games, weaving looms, blocks, play dough, games, or an art and crafts project. 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 role play and imaginative play. Physical activities allow for group 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, independent choices. 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 and Childcare Aware. Our program offers financial assistance through DFS if a family is qualified through the Warrensburg DFS office.*

### **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 Holden Elementary Day Plus Coordinator with any questions or concerns you may have about the 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. Must also have enrollment paperwork filled out and turned in to the Elementary. Forms located in the back of this handbook.

### 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 circle drive. When you have enrolled your child you will be given a 4 digit number code to enter the building.

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 or early out 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, required immunizations. Staff is also registered with Childcare Aware. 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. In the meantime, please don't hesitate to come to any staff member with any concerns.

Day Plus Director

Email: [dayplus@holden.k12.mo.us](mailto:dayplus@holden.k12.mo.us)

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 5<sup>th</sup> 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
- Summer School, and Full Days when school is not in session
- 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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## Enrollment Guidelines

The Holden R-3 School District 2018-2019 school year will begin Wednesday August 15, 2018.

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 some days during holidays. Day Plus is closed one week for cleaning during the first week of 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. Day Plus slots will be open on space availability.

**Day Plus Location** (Before and After Extended School-Aged Care) serving Pre K- 5<sup>th</sup> will be located at the Holden Elementary School next to the elementary K-2<sup>nd</sup> grade cafeteria, entrance double doors on north of elementary building (requires 4 digit key lock code.) Received when enrolling. Another entrance is the blue door facing north. Please ring doorbell if you do not have a code for the key lock at the double doors. 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.** You will not be charged for days program is closed.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## **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- 5<sup>th</sup> 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)*



## Day Plus Fee Policy 2018-2019

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 3<sup>rd</sup> 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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## **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.



HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## 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**



HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## 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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## SNACKS



**Day Plus does not serve an afternoon snack unless snacks are donated.** School commodities if available will be used.

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 - 5<sup>th</sup>** students walk to the Elementary 3 - 5<sup>th</sup> 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.

**If your child is on a special diet or allergic to certain type foods. Please pack their lunch or snack** as we only cafeteria lunches are served during full days during the school year and summer. Snacks that are provided often are commodities from the cafeteria.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

**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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019  
**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 desk for your convenience. **Please read through notice on Dry Erase board or Information MEMO on Parent info table.** 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, or paperwork to be filled out.

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 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.

## **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 are 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  
2018-2019

**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  
2018-2019

## **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, staff and their wellbeing.

**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, and 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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

**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 with Holden Elementary. If there is questions regarding prescribed medication parent must provide information or prescription will not be given. Dosage will only be administered per physicians labeled instructions. We will not change dosage based on a parents request without physician's authorization.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

**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, including themselves**, 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.

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

## **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
- 3<sup>rd</sup> 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.
- Physical harm to others or themselves, including threats.

We appreciate as much advance notice as possible when disenrolling your child. Your account must be paid in full or a late charge will be incurred. It is also a requirement that we receive a 2 weeks written notice.

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  
2018-2019

**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  
 2018-2019

**Morning /Afternoon Schedule**

<b>MORNING SCHEDULE    6:00 am. -- 8:10 am.</b>		<b>1 child fee: \$40 am weekly 2<sup>nd</sup> sibling fee: \$30 am weekly</b>
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 or Classes if not having breakfast	
8:10 am.	Children dismiss for classes Elementary/Intermediate	
<b>AFTERNOON SCHEDULE    3:25 pm. -- 6:00 pm.</b>		<b>1 child fee: \$50 pm weekly 2<sup>nd</sup> sibling fee: \$40 pm weekly</b>
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.	
	<b>\$10 Discount if attending Morning <u>and</u> Afternoon sessions \$75 on 2<sup>nd</sup> sibling.</b>	

HOLDEN R-III SCHOOL DISTRICT  
 DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM K-5  
 2018-2019

### Full Day Schedule

FULL DAY SCHEDULE    6:00 am. -- 6:00 pm.		1 child fee: \$85 weekly 2 <sup>nd</sup> 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	<b>Lunch</b> (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  
 DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM K-5  
 2018-2019

## Child Enrollment

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

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

**Child Release- Emergency 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  
 2018-2019

**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 the Day Plus Director, 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 ( )
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**

<b>A</b>	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.
<b>B</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.
<b>C</b>	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 2018-2019

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><b>My child requires special medical attention</b> <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 2018-2019  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5

DAILY SESSIONS	WEEKLY FEE	Indicate which session student will be attending with an ( x )
<b>BOTH -Before and After School</b> weekly sessions 6:00 am. - 8:10 am. + 3:25 pm. - 6:00 p.m.	<b>\$75.00</b>	
<b>(Before School—weekly only)</b> 6:00 a.m. – 8:10 am.	<b>\$40.00</b>	
<b>(After School – weekly only)</b> 3:25 p.m. – 6:00 p.m.	<b>\$50.00</b>	
<b>Full Day Weeks</b> 6:00 am. - 6:00 p.m. (3 to 5 days)	<b>\$85.00</b>	
<b>NO SCHOOL Days</b> such as : Teacher in service days or some holiday days <u>In addition to weekly a full day fee will be assessed per child (not to exceed \$85 full day weekly set fee)</u>	<b>\$10.00 in addition to weekly fee</b>	
<b>Early Release days</b>	<b>\$5.00 in addition to weekly fee</b>	
<b>DROP INS (Only 1 or 2 days per week only)</b> When school is in session		
<b>AM. Drop In</b>	<b>\$10 per morning session</b>	
<b>PM. Drop In</b>	<b>\$15 per afternoon session</b>	
<b>Full Day Drop in</b>	<b>\$30 daily per child</b>	
<b>DFS (Department of Family Services) Assistance</b>		
<b>I receive DFS assistance and agree to pay co-pay if required by DFS</b>		
<b>Eagles Nest Preschool -students attending Day Plus—Please pay to Day Plus</b>	<b><u>\$25 Day Plus weekly fee</u></b> reduction due to Preschool Fees	

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). I also understand that I am only permitted one week during the summer of one-week vacation absence. 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. **Day Plus only prorates days 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: \_\_\_\_\_

HOLDEN R-III SCHOOL DISTRICT  
DAY PLUS BEFORE AND AFTERSCHOOL PROGRAM Pre-K-5  
2018-2019

**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  
2018-2019

**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 lunch/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  
2018-2019

**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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 6<sup>th</sup> 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  
2018-2019

**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 2018-2019 Calendar

### August

13 Back to School Night-- **Day Plus Open**  
15 First Day of School – **Day Plus Open**  
24 No School –Teacher In-service-- **Day Plus Open**

### September

3 (No School) **Labor Day – Day Plus Closed**  
24 No School—Teacher In-service—**Day Plus Open**

### October

8 No School—Teacher In-service—**Day Plus Open**  
26 No School—**Day Plus Open**

### November

19—23 No School Thanksgiving Break **Day Plus Closed (only on 22, 23<sup>rd</sup>)**

### December

21 Teacher In-service -- Early Dismissal @ 1pm **Day Plus Open**  
24-31 No School **Day Plus Closed only on 24, 25 Christmas**

### January

1, 2 No School -- (New Years) **Day Plus Closed only Jan. 1**  
3 No School – Teacher In-service **Day Plus Open**  
4 Teacher Workday –**Day Plus Open**  
21 No School—MLK Day – **Day Plus Open**

### February

12 Early Dismissal @ 1:00 pm **Day Plus open**  
15 No School-Scheduled Make up day #5 **Day Plus Open**  
18 No School—Presidents Day—**Day Plus Closed**

### March

18-21 No School- Scheduled Make up Days #8, 9, & 10 **Day Plus Open**  
22 No School Spring Break—**Day Plus Open**

### April

19 No School-Easter Break –**Day Plus Closed**  
22- No School/Scheduled Make Up Day #6 **Day Plus Open**

### May

16 Last Day of School **Day Plus Open**  
17 No School--Teacher Workday (Makeup #1) **Day Plus Open**  
20-22 Scheduled Make Up Days #2, 3, & 4 **Day Plus Open**  
27—Memorial Day –**Day Plus Closed**

### June

### July

1-5 **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 is registered with the following agencies:

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

We strive to make this program a place where your child is comfortable, 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:

**Holden Elementary  
Day Plus  
1903 S. Market  
Holden, MO 64040**

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

