

**Van Buren R-1**  
**21<sup>st</sup> CCLC Afterschool Program**  
**Parent Handbook**  
**2019-20**

**Contact Information**

Cheta Shelton Program Director  
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417-967-2597

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We are excited to be able to provide the 21<sup>st</sup> CCLC program this year. We believe that the before/afterschool activities we offer benefit the children. Any questions you may have about the before/after school programs may be addressed to Cheta Shelton or David Russell,.

**Mission Statement**

Success R-VI School believes that it should:

Motivate students to serve their fellow man, to contribute to the improvements of society, and to adjust to the changing needs of society.

Provide a comprehensive educational program which encompasses the affective, cognitive, and psychomotor domains of learning for each student.

Strive to be dynamic in its effort to provide an education which will meet the needs of both the individual and society.

Provide a curriculum which will stimulate students to strive toward their potentials.

Select educational processes which are eclectic.

Recognize the teacher as the key to quality education.

**Program Goals**

Goal 1: Support or increase student achievement and sense of competence in the areas of reading/communication arts, mathematics, and science.

Goal 2: Develop and maintain a quality program that includes a safe and supportive environment, positive interactions, and meaningful opportunities for engagement.

Goal 3: Enhance youth's college and career readiness skills and behaviors, including positive school behaviors, personal and social skills, and commitment to learning.

## **Enrollment**

Enrollment forms must be on file and **approved** before your child may stay for the program. These forms include the enrollment form. No child will be allowed to stay unless forms are **completely** filled out, signed and dated. Incomplete forms will be returned and enrollment will not be processed. Children enrolled during the school year will not be placed in the program until the forms are processed and student roster is updated.

If enrollment information changes please contact the Afterschool staff, it is important that we have current information. **Failure to have current contact information on file may result in dismissal from the program.**

## **Hours of Operation/Daily Activities**

### ***Elementary:***

The AM program starts at 7:00 and continues until school begins. Parents may drop off students at any time during the AM program.

The PM program starts at 3:30 and continues to 5:30. Parents may pick up students at any time during the PM program.

Elementary classes:

- Kindergarten/first grade - kindergarten or first grade classrooms
- Second/third - second or third grade classrooms
- Fourth/fifth – fourth or fifth grade classrooms.
- Sixth/Seventh/Eighth - Sixth or seventh or eighth grade classrooms.

Parents picking up students early may find the class on the playground or in other rooms on campus. Schedules are available from teachers and on the school website.

A typical day for PM elementary classes will begin with snack, physical activities, STEAM activities, and occasional tutoring. Students that are struggling will receive intensive academic help. Students that do not need tutoring or intervention will have engaging activities related to STEAM available.

### **The afterschool program will not be in session when:**

- **school is not in session**
- **early dismissal days**
- **Days that school staff must attend training afterschool**
- **school is canceled/released early due to weather or other factors**
- **weather conditions at the end of the school day predict bad weather**

## **Drop off and Pick-up Procedures**

### ***Elementary:***

AM-Children will be responsible for going to the designated room for Morning Program.

PM-The parent/guardian or authorized person must come into the building or designated area to sign the child out each day at pick up. Siblings in high school may sign out students but not middle school or upper elementary. If you have special circumstances please contact Cheta Shelton.

### ***Middle School:***

AM- Students are required to immediately sign-in with teacher.

PM-The parent/guardian should note on the enrollment form the method of pick up.

## **Late Fees and Failure to Arrange for Pick up**

If a parent/guardian arrives after closing time (5:30pm) **parents will be billed \$1.00 per minute for every minute after the scheduled closing time.** Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. If a parent/guardian is more than 15 minutes late (5:45pm) staff will attempt to contact all listed emergency contacts. **If all contacts listed have failed to respond the child may be considered abandoned and the local police department may be notified.**

Chronically late pick-ups are inconsiderate to the staff and will result in your child's dismissal from the program. This includes parents who are habitually late by two - three minutes. If you have children in more than one class please allow for travel time between classes. After three late pick-ups the child will be suspended from the program for 1 week.

### **Discipline Policy**

All students will follow the regular school discipline policies as outlined in the district student handbooks. Afterschool activities will be varied and interesting enough to eliminate boredom related discipline problems. The program adheres to the "3 Strikes and You Are Out" policy. Infractions (strikes) that occur three times will result in the child being removed from the program for the remainder of the quarter. The staff reserves the right to modify this policy at the discretion of the Program Director and district administration.

Students who are suspended/expelled from the regular school day are not allowed to attend the afterschool program for those days. Students attending ASP for the school day may not attend the afterschool program that morning or afternoon. Students who have been suspended from riding the school bus during the regular school day are not allowed to ride the afterschool bus.

**If a child's behavior is such that it has a negative effect on the other children or staff, the child will be placed on immediate probation, with the parents' understanding that the child may be asked to be withdrawn from the program. Severe circumstances/behaviors will be addressed on a case by case basis. Immediate removal may take place.**

### **Accident/Illness/Emergency**

In the event of an accident, the staff and/or school nurse will determine the seriousness of the injury. Minor injuries such as scratches, scrapes, etc. will be treated on-site. Parents/guardians will be notified of major injuries requiring additional medical treatment. If the emergency is such that immediate medical attention is needed the staff and/or nurse will have the child transported to the clinic or hospital listed on the enrollment form.

If a child shows signs of illness such as fever, vomiting, etc parents/guardians will be notified and expected to pick up the child as soon as possible.

If you work out of the area arrangements should be made for someone in the area to be available for immediate pick up in the case of an illness or emergency.

### **Medication**

Please make arrangements for prescription drugs to be taken outside of the Afterschool program hours. If medication is kept on hand for emergencies only (i.e. asthma attacks, etc) special instructions must be given in writing.

### **Snacks**

A nutritional snack will be provided each day. Snacks are provided free of charge and meet USDA guidelines. Please include any food allergies on your child's enrollment form. Medically prescribed special diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service.

### **Personal Belongings**

Children need to bring all of their belongings to the area where the program is held. They will be responsible for taking care of their clothing and backpacks. Please do not allow toys or games. The program staff is not responsible for lost or misplaced items.

### **Telephone/Cell Phone Usage**

Telephones are for staff use only. All arrangements between children and parents should be made beforehand. Emergency phone calls will be placed by staff members. Emergency phone calls do not include circumstances such as a child wanting to go home with a friend. The school offices are not staffed during the program. In the event of an emergency please contact Cheta Shelton at 417-967-2597. Additional contact information is listed on the handbook cover page and the school website.

Please follow regular school day cell phone usage regulations.

### **Transportation**

The school will be providing transportation after school using Regular Bus Routes. Please mark on the enrollment form if your child will be riding the bus. In the case of changes please contact the office before 4:30 pm.

### **Playgrounds**

Since the elementary program will be using the elementary playgrounds. **We ask that parents and students not enrolled in program or attending the program that day to stay off the playgrounds until after 5:30.** This will help us provide a safer environment for all students.