



Project Read and Reach

A School Age Community Engaged in
Literacy, Character, and Service

St. Charles City School District



2015-2016 Parent Handbook

Adult & Community Education
2400 Zumbuhl Road
St. Charles, MO 63301

636-443-4043

PRR Locations:

Blackhurst Elementary School

2000 Elm Street
St. Charles, MO 63301
636-443-4500

Lincoln Elementary School

625 South Sixth Street
St. Charles, MO 63301
636-443-4650

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Project Read and Reach (PRR) Overview

Project Read and Reach (PRR) is an academic before and after school program that was created through the award of a three-year grant to the St. Charles City School District by the Department of Elementary & Secondary Education's Office of Early and Extended Learning.

Guiding Principle

The programs and services of **PRR** are guided by one purpose: to provide a safe before and after school learning environment dedicated to providing academic enrichment and lifelong learning opportunities.

Focus of Program: Literacy, Character, Service

The innovative aspect of programming is the use of the Nook e-Reader as we strive to improve the literacy of students. At the heart of programming is the intrinsic motivation of students through character education concepts. Service-learning projects provide students the opportunity to reach out to others as they self-direct their learning and development to meet a community or global need. **PRR** provides students the opportunities for homework help, Wellness Wednesdays, Funtastic Fridays, field trips, and many other experiential learning activities.

Blackhurst Elementary PRR

Morning: 6:30 am - 8:45 am
Afternoon: 3:45 pm - 6:00 pm
Early Release Days: 12:45 - 6:00 pm

Lincoln Elementary PRR

Morning: 6:30 am - 8:45 am
Afternoon: 3:45 pm - 6:00 pm
Early Release Days: 12:45 - 6:00 pm

PRR Program Staff and Training

PRR Staff consists of the following:

- **Site Coordinator** oversees all **Project Read and Reach** programming, working directly the Learning Leaders and other staff to implement a high-quality afterschool program. In addition, an important role of the Site Coordinator is to work directly with school-day staff and parents on academic data and progress of students enrolled in the program to make sure

students are enjoying a quality experience. The Site Coordinator is a certified teacher with grade-level education, certifications, and experiences.

- **Learning Leaders** facilitate learning and provide enrichment opportunities that help connect classroom and applied learning. Each Learning Leader is qualified with grade-level education and experiences.
- **Site Assistants** facilitate learning activities in conjunction with Learning Leaders and students and have extensive experience working with children.
- **Volunteers** are an important part of **PRR** as they bring experiential learning to after school programming. All volunteers must meet background and screening requirements as established by the St. Charles R-6 School District.

Staff retention and a highly-qualified staff is a central focus of the professional development philosophy of **Project Read and Reach**. Therefore, all staff receives training in the areas of literacy, character education, and service-learning concepts as well as CPR, First Aid, building and safety requirements, bullying prevention, state licensing requirements, effective communication, behavior management, and more.

Program Expectations

- Parents may expect that their children are being cared for in a safe, supportive, and consistent environment.
- Children will gain self-confidence, respect for others, and a sense of responsibility.
- Linkage between the school day and the before and after school environment will be emphasized for consistent learning to occur.
- Open communication with parents regarding concerns related to their children or the program.
- Weekly and monthly information will be provided to parents regarding program activities.

Parent Expectations

- Parents are expected to pay fees on time as outlined in the Payment of Fees section.
- Keep your child's records up to date.
- Sign your child in and out daily on the sign-in roster.
- Pick up children on time as explained in the Parent Handbook.
- Contact **PRR** staff if their child will not be attending on a scheduled day.
- Make alternate arrangements and notify **PRR** staff in the event they are not able to pick up by 6:00 pm.
- Follow the Health Policy as explained in the Parent Handbook.
- Cooperate with the Site Coordinator/Learning Leader regarding any behavior issues in an effort to bring about improvement and resolution.

- Communicate with the Learning Leader regarding any concerns, health or otherwise, that may be pertinent to a child's success in the program.

Enrollment Policy

Project Read and Reach is open to district children attending Lincoln and Blackhurst Elementary Schools. **PRR** is a fee-based youth program providing academic before and after school programming for the children of the St. Charles City School District. Therefore, enrollment in this program is contingent upon all weekly fees being paid in full in advance on a monthly or bi-monthly basis. Failure to do so may lead to dismissal of your child from the program. Fees will not be prorated or refunded for absences from the program, including illness, suspension, or inclement weather.

Please note: Once your child is enrolled in *Project Read and Reach*, weekly tuition is due regardless of whether your child is in attendance or not, with the exception of the Illness/Vacation Policy.

Child Care Licensing

Project Read and Reach is a State of Missouri licensed child care facility. This means that our programs have been audited and certified to the rigorous standards as set forth by the State of Missouri, Child Care Center Licensing. As a result of this certification, you as parents and guardians are assured that your child is attending a program that meets all state licensing regulations for child care centers and is held to the highest standards of operation. **PRR** is truly a safe, fun, experiential learning environment where a child will learn and grow and reach their fullest potential!

All licensing information and documentation is available for your review at each **PRR** site, including the manual of Licensing Rules for Group Child Care Homes and Child Care Centers. For additional information on child care licensing and requirements, please contact the Adult & Community Education office.

Drop Off/Pick Up

- Children must be walked to the **PRR** location by the parent or guardian, or an adult that has been previously identified, and the child must be signed in and signed out each day. **Please note that children should not be sent to PRR by themselves, and children WILL NOT be allowed to leave by themselves to walk home.**
- In addition, no children will be able to leave with someone who has not been previously identified by the parent. If someone is picking up a child for the first time, **PRR** staff is instructed to ask for ID before your child is released.
- Any special circumstances regarding custody of children should be brought to the attention of the Adult & Community Education office. **Please note that children will not be released to a parent in a custody situation unless the proper documentation is on file.**
- The earliest drop-off time for children attending morning **PRR** is 6:30 am.

- If attending afternoon **PRR**, children must be picked up no later than 6:00 pm. **Consistent failure of the parent to follow these drop off/pick up procedures will result in a child's dismissal from the program without refund.**

Absences

- If your child will not be attending a before or after **PRR** program because of appointments, vacations, or other absences, the Learning Leader must be notified in advance through a note as you sign in. A message may also be left with the school office.
- If your child is ill and will not be attending, the Learning Leader must be notified or a message can be left with the school office as soon as possible.
- Absences without prior notification may be mistaken for a missing child and unnecessary time may be spent searching for that child. If a child does not arrive at the program as intended, the Learning Leader will contact the parents. If the parents cannot be reached, contact will then be made with the child's emergency contact designee.

Changes in Personal Information

Any changes in personal information on the application form (i.e. changes in address, telephone numbers, email, marital status) must be given to the Adult & Community Education office as soon as possible. **Please note it is imperative that parents keep enrollment and personal information current so there are no delays in contacting you should an emergency arise.**

Breakfast/Snack

- Children attending morning **PRR** will be able to attend breakfast. Students will be taken to the cafeteria/gym at 8:30 am.
- Children attending afternoon **PRR** will be given a healthy snack each day which meets the snack requirements of Child Care Licensing and includes two servings of the four food components—Dairy, Fruits/Vegetables, Meat, and Bread.
- If a child is eligible for the Free and Reduced Lunch program, they must have the completed paperwork on file with the school.
- There are occasionally children in our program with allergies. Please notify your child's Learning Leader if your child is allergic to any foods so they can make sure the appropriate snacks are served to meet your child's needs.

Personal Belongings/Toys

We request that all personal belongings and toys be left at home and not brought to school. If there is a special event for children to bring personal items, you will be notified in advance.

Dress

Please remember that children may be taken outside for play whenever weather permits. Please be sure children are sent with the appropriate dress for outside/gym play.

Health Policy

It is very important that we attempt to control the spread of communicable disease. We would appreciate your consideration and adherence to the following guidelines:

1. Students should be fever-free (without the influence of fever-reducing medication) for 24 hours before returning to school.
 2. Students should be free of contagious coughing.
 3. Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
- If a child experiences any of the above or is ill for any other reason, please **DO NOT** bring your child to **PRR**.
 - Should a child become ill while in the program, you will be contacted immediately and asked to make arrangements for your child to be picked up as soon as possible.
 - A child with head lice may not attend school. The child must be examined by the school nurse/clerk before he/she is allowed to return to the program.
 - First aid will be provided for a child who sustains a minor injury (scrape, scratch, insect bite, etc.). A written report will be filled out and given to the parent at the time of pick up.
 - In serious cases, 911 will be called and an emergency vehicle will take the child to the nearest medical facility. The parents/guardians will be contacted immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member may accompany the child with the emergency consent form signed by the parent.

Medications

- Parents of students who require the use of medication are encouraged to give medication to their students before attending the program. If medication is required to be administered during the time of the after school program, parents are asked to make arrangements with the school nurse to administer the medication at the end of the school day.
- Each building's health clinic is open during school hours only. There will be no access to the health clinics during the **PRR** before and after hours.
- If your child has a medical situation and requires the use of an EpiPen or inhaler, the parent is required to submit a note in writing to the Learning Leader to make sure staff is aware, along with the physician's orders.
- Medication that is sent to the school and held in the health clinic pursuant to a **district medication form** will only be dispensed by the health clinic staff according to the medication orders on file. **Please note that PRR staff WILL NOT dispense medications after normal school health clinic hours.**

Special Needs of Children

Parents have been asked to notify the Adult & Community Education office upon registration of any special needs of your child. Every effort will be made to accommodate your child as we work in coordination with the St. Charles City School District's Special Education Department. Although every effort is made to provide reasonable accommodations, there may be instances where a child's needs may exceed the parameters of the scope of our program. If your child has an Individual Education Plan (IEP), your permission may be requested for us to participate in your child's IEP meeting and communicate with school staff to enrich IEP goals while participating in **PRR**.

Discipline

Because we want to ensure a safe and fun environment for children, we have established rules to help us meet this goal.

- Attendance in this program is considered to be a privilege and is not a requirement.
- First and foremost, **Project Read and Reach** does not practice corporal punishment. Discipline will be based on reason and understanding.
- If rules are broken, the following action will be taken by the Learning Leader or Learning Assistant:
 - The child will be taken aside and the problem discussed.
 - The child's activity will be redirected.
 - The child will be removed from the group for a period of time.
 - A privilege will be taken away from the child.
 - Parents will be called if adverse behavior is extreme and repeated.
- We appreciate and require parental support when informed of a discipline situation. If full support is not received through the discipline process, your child may be dismissed from the program.
- **PRR** follows the Code of Conduct established by the Board of Education of the St. Charles City School District.

Inclement Weather

Snow: If the City of St. Charles Public Schools are closed or delayed, announcements will be made beginning at approximately 5:30 am on the following radio stations: KMOX 1120 (AM), WIL 92.3 (FM), KTRS 550 (AM), and Y 98 (FM), and on the following television stations: KSDK (5), KMOV (4), and KTVI (2). If the School District's Central Office decides to dismiss school early due to inclement weather, **PRR** will not be in session and students will need to be picked up from school at the school's release time. If **PRR** is already in session, parents will be contacted by phone to pick up their child due to the early dismissal.

Tornado: When the weather warning sirens are sounded, children will be kept at school and cared for until the all clear signal. District emergency procedures will be followed. Parents will be contacted by phone if it is necessary to pick up your child.

PRR Calendar

2015-2016

August 12	First Day of School Year	<i>PRR</i> Open
August 28	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
September 1	Labor Day	No <i>PRR</i>
September 18	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
October 8	NO SCHOOL - P/T Conf.	No <i>PRR</i>
October 9	NO SCHOOL	No <i>PRR</i>
October 30	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
November 24	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
November 25-27	NO SCHOOL - Thanksgiving Break	No <i>PRR</i>
December 18	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
Dec 21-Jan 4	NO SCHOOL - Winter Break	No <i>PRR</i>
January 5	Classes Resume	<i>PRR</i> Open
January 15	Early Release Day	<i>PRR</i> Open- \$10.00 Addtl. Fee
January 18	NO SCHOOL - Martin Luther King Day	No <i>PRR</i>
February 12	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
February 15	NO SCHOOL - President's Day	No <i>PRR</i>
February 25	Early Release Day - P/T Conference	<i>PRR</i> Open - \$10.00 Addtl. Fee
February 26	NO SCHOOL	<i>No PRR</i>
March 24	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
March 25	NO SCHOOL	<i>No PRR</i>
March 28-April 1	NO SCHOOL - Spring Break	No <i>PRR</i> ; <i>Enroll your child in SPRING BREAK RETREAT!</i>
May 6	Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
May 19	Last Day of School - Early Release Day	<i>PRR</i> Open - \$10.00 Addtl. Fee
May 20-May 27	Snow Make-Up Days	<i>To Be Determined.</i>

Payment of Fees

- An annual enrollment fee of \$40 per family will be assessed, and weekly tuition will be charged monthly or bi-monthly. The enrollment fee guarantees your child's placement in the program for the entire school year and is non-refundable/non-transferrable. Parents will be responsible for tuition starting on their child's first contracted day of the program, and weekly tuition is due monthly or bi-monthly whether your child attends or not.
- Our policy is that the parent who registers the child is responsible for the payment on the child care account. In the case of divorced parents, the parent registering the child will be the only parent to have access to account information unless we have court papers stating otherwise. We do not get involved in custody situations determining payment of child care.
- **Payments are due on the 1st day of the month or bi-monthly on the 1st and the 15th.** If payment is not received after 5 days, a late fee of \$10 will be charged, and after 10 days past the due date, your child's attendance in the program will be suspended until the balance is paid in full.
- Once a child has been suspended from the program due to non-payment of tuition, a letter will be sent to the party responsible for the account. An opportunity will be given to pay the account balance in full in order for reinstatement to occur.
- Payment is accepted by **Money Order, Personal Checks, or Direct Debit or Credit Card only to include Visa, MasterCard, and Discover. Pre-paid debit cards will not be accepted and cash payments are discouraged.** Debit or credit card authorization forms must be on file with the Adult & Community Education office. Payments not honored by your financial institution will result in suspension of services and payment will be sent to collections per district policy. Reinstatement can occur only after all fees are paid in full. Continued late or non-payment may result in your child's permanent removal from **PRR**.
- For families that may be eligible for financial assistance, we **HIGHLY** encourage your application in the Department of Social Services Child Care Assistance Program at 800-735-2466. More information is available through the Adult and Community Office.
- **Fees will not be prorated or refunded for absences from the program, including illness, suspension, or inclement weather. Once enrolled in the program, weekly tuition must be paid.**

Payment arrangements may be made as follows:

WALK-IN Adult & Community Education Office
2400 Zumbahl Road, St. Charles, MO 63301
Hours: 9:00 am - 6:30 pm, Mon-Thurs; 9:00 am - 4:00 pm, Fri

PHONE During normal business hours, call 636-443-4043 to pay by credit card. (M/C, Visa, Discover accepted)

Please note: PAYMENTS SHOULD NOT BE LEFT AT THE SCHOOL SITES.

Second Child Discount

A second child discount of 10% is offered to those families with more than one child.

Financial Assistance

Financial assistance may be available through the Child Care Assistance Program of the Missouri Department of Social Services at 800-735-2466.

Late Pick Up/Fees

Parents are asked to be considerate of the closing time of the afternoon **PRR** program. Failure to pick up your child by 6:00 pm will result in a charge of \$5.00 for every 5 minutes your child remains at the program. If your child is left at the site past 6:00 pm on more than two occasions, your child may be dismissed from the program.

If your child is still at the program after 6:30 pm and all attempts have been made to contact the parent(s) and/or authorized pick-up person, the St. Charles City Police and/or the Department of Family Services will be contacted.

Early Release Day Drop-In Rate

Parents of children who are not regularly enrolled in **PRR** can take advantage of an Early Release Day drop-in rate of \$12 per child. In order to participate, families must have paid the annual registration fee and have the proper paperwork on file. Pre-registration for each Early Release Day is required.

Illness/Vacation Policy

Parents can take advantage of credit (nonpayment of fees) for **five consecutive school days of absence** during a school year that will not have to be paid. No more than five (5) days can be claimed in one school year. The parent is responsible for notifying the Adult & Community Education office when they would like to claim a credit for vacation purposes or in the event the child was ill for the entire week. Vacation credits must be requested in advance. An Illness/Vacation Credit form may be requested from the Adult & Community Education office.

Withdrawals/Changes in Schedule

Parents are required to give a **minimum** of two (2) weeks written notice prior to your child's **withdrawal** from the program. Any **changes** in your child's schedule must be submitted in writing to the Site Coordinator no less than one (1) week prior to the requested change. A Withdrawal/Change form may be requested from the Adult & Community Education office.

Please note that we do not allow more than one change per month.

Refunds

No refunds will be given for missed days, illness, or dismissal from the program.

Tax Statements

Tax Statements will be mailed by the IRS deadline of January 31 of the tax year to the address of the responsible billing party on the **PRR** account. We cannot send out separate tax statements to more than one address.

Parent Acknowledgement

My signature below verifies that I have received, read, and understood the **Project Read and Reach** Parent Handbook, and I acknowledge the information with regard to the admission, care, and discharge of children. I understand and agree to abide by the policies set forth herein including the following (please initial):

- 1. I have been informed that a copy of the licensing rules for group child care homes and centers is available at this facility for review.
- 2. When needed, the provider and I will agree upon a plan for continuing communication regarding my child's development, behavior, and individual needs.
- 3. When my child is ill, I understand and agree that he/she may not be accepted for care or remain in care.
- 4. I understand that my child's proof of completed age-appropriate immunizations or exemption from immunizations will be provided to **PRR** by the school nurse upon admittance to this program.
- 5. I am aware of the "Payment of Fees" policy and understand and agree to adhere to all requirements of enrollment and payment of fees. I also understand and agree that my child may be dismissed from the program for nonpayment of fees.

Child's Name

School Attending

Parent/Guardian's Name(s)

Person Responsible for Payment

Your signature is required before your child's enrollment is considered to be complete and before your child can participate in **PRR**.

Parent/Guardian's Signature

Date