



***Before & After School Program***

2220 East Grand Street

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**PARENT/  
GUARDIAN  
HANDBOOK  
2018-2019**

## WELCOME!

The Before & After School Program is run by the Board of Directors of the East Grand Community Services. The intent of the program is to provide quality care in a structured and safe environment for children ages kindergarten through 5<sup>th</sup> grade. Activities focusing on social, emotional, physical, intellectual and spiritual growth are provided by a caring and competent staff.

## REGISTRATION & ENROLLMENT

We will begin enrollment in May for the next school year. The registration fee will be \$15. This registration fee includes a t-shirt. Paperwork must be completed before the first day of school. This includes any paperwork issued by the director, as well as a copy of the student's immunization records as required by the State of Missouri.

## HOURS OF OPERATION

We open at 6:30 a.m. for before school care. We leave for Pittman at 7:45 and Bingham at 8:10 in the morning. This allows children who would like to eat breakfast at school that opportunity. We supervise the students into the school and leave when supervised by Pittman or Bingham personnel in the gym. For after school care, we pick the students up when school is dismissed and are open until 6:00 p.m.

## CALENDAR

We follow the Springfield Public School calendar, if Springfield Public School is closed for teacher work days, holidays, etc. EGCS will also be closed.

## BAD WEATHER/EMERGENCIES

Our program is closed if Springfield Public Schools is closed for snow, ice, bad weather or other emergencies. If the schools are released **early** due to snow or icy weather or heat we **will not** pick up the students early.

## ABSENCES

You **MUST** notify us if your child will not be on the bus after school. Please contact the director **no later than 3:00 pm** on the day of the absence.

I have **READ, UNDERSTOOD, and AGREE** to the information outlined in the East Grand Community Services Before and After School Handbook.

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**I also give my child permission to:**

- Listen to: **AGE APPROPRIATE MUSIC**
- Watch: **AGE APPROPRIATE MOVIES**
- Visit: **AGE APPROPRIATE WEBSITES**
- **Age appropriate as determined by the Director**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**\*\*Please sign, tear off this page, and return.**

The group supervisor will direct any ongoing problems to the program Director. Behavior problems will be documented on a behavior sheet to be kept in the child's file and signed by the parent.

## SUSPENSION & EXPULSION

A safe and healthy environment for every student is our number one priority. In cases of recurring or severe misbehavior that endangers the safety of the student or other students or staff, the Director will place the child on a 1 day suspension. If the behavior continues, the Director will place child on a 3 to 5 day suspension. If the behavior continues after the second suspension the Director will dismiss the child from the program.

**Depending on the severity of the offense, immediate dismissal from the program may occur. Parents will be notified of the situation immediately.**

Weapons and firearms are not allowed on the premises. All play with weapons, real or imaginary, is prohibited and will result in expulsion of the student.

## STAFF

All staff members receive 12 hours of training per year to ensure quality care. Also, staff members are mandated reporters as required by state child abuse and neglect laws.

## LICENSING

We are a licensed facility. If you have any concerns related to our licensing you may contact:

Heather Radney  
State of Missouri Dept. of Health & Senior Services  
PO Box 777 MPO  
Springfield, MO 65801-0777  
(417) 895-6543

## TUITION

Tuition is billed monthly. The Before School Program is **\$70/month**. The After School Program is **\$90/month**. Before & After is **\$160/month**. Tuition will be billed at the beginning of each month and payment is due on the 1st. **August payment is due the first week of school. Students may not attend the program until the August payment is made.** Parents may choose to pay monthly or semi-monthly on the 1<sup>st</sup> and 16<sup>th</sup>. No discount is given for days absent.

We accept cash, checks, and credit/debit cards. Checks are made payable to: EAST GRAND COMMUNITY SERVICES or EGCS. Monthly payments and recurring payments can also be made on our website.

Custodial parent(s) or guardian(s), hereafter parent(s), are responsible for payment of the entire amount of tuition for services provided. Parent(s) shall remain responsible for the entire tuition amount.

**Any portion paid shall not be refundable or excused upon student's withdrawal, suspension, expulsion or removal from the Before and After School Program for any reason. Failure to pay tuition in full by the 16th of each month shall result in the student being denied further services until payment is received.**

**Frequent late payments are grounds for dismissal of the student at the Director's discretion.**

## TUITION POLICY

Fees are established by the EGCS Board of Directors each year for the academic year starting in August. Fees may be changed by the Board at any time according to the financial needs of the EGCS and based on the recommendation of the Executive Officers.

**Tuition is due on a monthly basis. If full payment is not made by the 16<sup>th</sup> the student may not attend until payment is made.**

Tuition may be offset by scholarship money. Scholarship money is allocated on the basis of need. Contact the Executive Director for more information regarding scholarships.

## STATE PAY ASSISTANCE

EGCS also accepts state childcare assistance. If your child receives state assistance, please inform the director and your caseworker to ensure payment. Sliding fees may apply. Full payment will be required until State Pay Letter has been received by the director.

## TRANSPORTATION

Transportation is provided by bus by the EGCS. Employees of the Before & After School will supervise bus behavior. All discipline policies outlined by the Before & After School Program apply on the bus.

## RETURNED CHECK FEE

There will be a \$10 fee to cover bank charges for all returned checks. In the event of two returned checks in one year only cash will be accepted. The service fee is subject to change without notice.

## RELEASE OF CHILDREN

Children will **only** be released to people granted permission on the enrollment papers. The staff may be permitted to ask for identification from those people not known to them. If the person picking up the student is not on the enrollment papers, a written note or telephone call from the parent granting permission will be accepted.

## PICK UP TIME/LATE FEE SCHEDULE

There will be a late fee of **\$2 per minute** the parent is late picking up their child. This fee will be added to the next bill. This covers the cost of providing 2 staff members to wait with the student.

## GROUP DIVISIONS

The students are divided into 3 or 4 groups by age. These groups vary with numbers of students but generally are divided K – 2<sup>nd</sup> grade & 3<sup>rd</sup> – 5<sup>th</sup> grade.

## SNACKS

Light snacks will be provided each day in the morning and afternoon. Examples of snacks are crackers, fruit, milk, and juice. We participate in the USDA's Child and Adult Care Food Program and are reimbursed by them for serving healthy snacks.

**PLEASE NOTIFY US AT REGISTRATION OF ANY FOOD ALLERGIES YOUR CHILD MAY HAVE.**

## MEDICATION

We will not dispense medication of any kind unless approved by the director. Inhalers will be kept for student's use if needed.

## ACCIDENTS & INJURIES

Minor injuries will be treated by the staff. In case of emergency, 911 will be called. The State of Missouri requires an injury report to be filled out and parents notified when even minor injuries occur.

## PERSONAL ARTICLES

Students should not bring toys, trading cards, or other valuable items. **The program will not be responsible for lost, stolen, or traded items. Items will be secured by staff and may be returned at the request of parent.**

## STUDENT DISCIPLINE

Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. Staff members are not allowed to physically punish any child. This includes such actions as spanking, slapping, shaking, biting or pulling hair. If a child is exhibiting inappropriate behavior, the following techniques will be used:

- Giving choices
- Problem solving
- Natural and logical consequences
- Ignoring the behavior
- Redirecting
- Time out to allow child to regain control – one minute of separation for each year of the child's age.