



Vacation Station

Francis Howell School District

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QUEST

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PARENT HANDBOOK

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2022-2023

## VACATION STATION CONTACTS AND LOCATIONS

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Federal Tax ID #: **43-6004545**. MyProcure provides access to your account records electronically.

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## **Mission Statement**

We, the Francis Howell School District Vacation Station program, provide quality and progressive out-of-school-time experiences for children by offering enriching opportunities that support home, school, and community.

## **Vision Statement**

The Vacation Station program will become a community that will:

- Remain at the forefront of innovative out-of-school-time programming;
- Empower dedicated staff by providing professional development, mentoring, and opportunities for growth;
- Maintain personal connections between children, families, schools, and the community;
- Be actively involved and engaged in all aspects of a child's character and social development;
- Provide opportunities that support and empower parents in their role to promote life-long learning.

## **Values**

The Vacation Station program will:

- Gather current research-based concepts in program development;
- Recognize and provide avenues for staff to build upon their personal strengths;
- Use communication as a bridge to build relationships;
- Focus on activities based on children's needs;
- Involve parents by offering relevant resources and information for the education and development of their children.

## **Program Philosophy**

The philosophy of Vacation Station is an affordable, quality program designed to meet the needs of the families of Francis Howell School District. This is an enriching program that is fun and challenging for students, kindergarten through seventh grade. Children are given a choice of activities designed to provide experiences that stimulate the child's physical, social, intellectual, and emotional development.

## **Vacation Station Guiding Principles**

Vacation Station:

- Advocates for children;
- Recognizes that all children have strengths, and works with each child to develop those strengths;
- Believes that all children should have the opportunity to participate in an inclusive environment that celebrates diversity;
- Provides a bridge between community, home, and school through the extended school day;
- Recognizes that parents are the experts on their child(ren);
- Provides a safe and nurturing environment of mutual respect;
- Encourages open communication among children, family, school personnel, and staff;
- Encourages socialization and empowerment of children through fun, innovative, child-centered, developmentally appropriate activities;
- Fosters education through play based on constructivist theory, which promotes child choice and meaningful enrichment activities.

## **VACATION STATION PROGRAM DESIGN**

Vacation Station's environment and curriculum are designed to provide enrichment experiences that stimulate a child's physical, social, intellectual, and emotional development. The environment and planned activities are designed to give opportunities for self-expression and the development of a positive self-image. The structure for the children's day is provided by a schedule that moves children through six core centers, as well as various site-based centers. This structure allows the children to vary the activity of their day.

### **Communication**

This center is designed for quieter play that focuses on communication skills and is comprised of a reading space equipped with books and current magazines for children, a writing space, and a listening space. Scheduled lessons in a computer lab may also be a part of this area, based on availability.

### **Imagination**

This center is designed for children to role-play by providing props that stimulate their imagination. The center provides a variety of ways for the children to express their dramatic side with puppets, a stage, and other action playsets.

### **Construction**

This center is equipped with a variety of materials such as wooden blocks, Legos, K'Nex, Lincoln Logs, and other building manipulatives. Household items such as paper plates, cups, and cardboard boxes can be used in this area. Children experience problem-solving through building and creating simulations of real-life models.

### **Recreation**

This center is located in the Gym or Multipurpose room to allow children to move and get their wiggles out! The focus is on social development with peers on an individual and group basis. Cooperative play, learning about winning and losing, and sportsmanship are addressed in this center, as the child's physical growth and development parallel sports and game skill development. This area is equipped with a variety of balls, jump ropes, parachutes, and various types of athletic equipment.

### **Creation**

This center is designed to stimulate the creative and curious nature in every child. The area is equipped with a variety of art mediums for endless projects and creative expression to enhance art awareness and appreciation. The creative process stimulates self-expression and problem solving through the designing and developing of arts and crafts, both seasonal and thematic. Fine motor skills are honed through a variety of manipulatives such as beads, toothpicks, and skill sticks.

### **Exploration**

This center enables children to make discoveries about their world. Problem-solving techniques are highlighted as children sink their hands into planned activities or explore independently. Children observe, learn, and apply scientific principles through play. As children explore, they gain independence in their learning.

## **Lesson Planning / Essential Curriculum**

Vacation Station staff plan learning activities for the children. Lesson plans are centered on a theme and provide opportunities for students to participate in hands-on enrichment activities. Overviews of each site's lesson plans are available for review at the parent table, along with the daily and group rotation schedules.

Vacation Station staff write lesson plans in the areas of Science, Technology, Engineering, Art, and Math (STEAM) that foster creativity, critical thinking, communication, and collaboration. Your child's social-emotional development is also a critical aspect of Vacation Station programming. Our staff provides opportunities to support your child's personal social growth in alignment with the elementary school initiatives. Lessons may include specific games, role-play exercises, books, and participation in community circles (class meetings). This supports the FHSD goals in curriculum planning.

## **Additional Supports**



Vacation Station has obtained a grant from the Developmental Disabilities Board (DDR) to allow for extra staffing assistance for the inclusion of children with disabilities. DDR facilitators provide extra assistance to a reduced number of students so that children with special needs get the full experience of Vacation Station. If your child needs assistance, contact your site Coordinator. A Regional Service Center Client Code must be provided for children that receive services through the DDR Grant. For continuity of students' social goals, the Vacation Station Coordinator at your school will attend IEP meetings.

## **Individual Rights and Responsibilities**

In accordance with school board policy [1300](#) Vacation Station reaffirms its belief that every student, regardless of race, color, sex, national origin, age, ethnicity, religion, disability, gender identity, sexual orientation, or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitment ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures, and student support services.

It is the policy of the Board of Education to provide free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, emotional handicaps, or observable exceptionalities in mental ability. It is possible that a student may have more than one (1) type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and RSMo. 162.670.995, Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. [See Regulation 2110](#)

## **VACATION STATION STAFF**

Vacation Station employs Program Coordinators and Assistant Coordinators that have degrees and/or quality experience working with children and families. Other staff members include Lead Facilitators and Facilitators, many of whom have degrees or are seeking degrees. Some locations also employ Facilitators to support the inclusion of children with special needs in our program. The funding for this additional support is provided through a grant with the Developmental Disabilities Resource Board.

### **Employment Procedures:**

Vacation Station Staff must complete two background checks before employment with the program.

The Board of Education, upon recommendation of the Superintendent of Schools, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. All candidates for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment.

As part of the criminal records check, any person seeking employment shall submit fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment.

In addition to the FHSD required background check for employment, background checks are also completed on all Vacation Station staff through the Family Safety Care Registry (FSCR) upon hire and annually thereafter. If the FCSR indicates findings, the agency must request the additional information regarding these findings from the FCSR. Agencies will use the Disqualifying Rimes Pursuant to the Missouri Revised Statute 630.170 when determining eligibility for employment or utilization of volunteers. The statute requires that agencies will not employ individuals' reports as having engaged in disqualifying conduct.

## **Professional Development**

Professional development is provided yearly that meets or exceeds the Missouri recommendations for after-school programming. This level of professional development ensures all Vacation Station staff members implement high-quality lessons and supervision in our program. Sessions are offered each year in the following content areas: Child Development, Lesson Planning and Implementation, Communication, Conflict Resolution, and Inclusion. Staff members are also certified in First Aid and CPR.

## **PROGRAM EXPECTATIONS**

### **Vacation Station Staff will:**

- Provide a safe, caring, and nurturing environment;
- Provide a variety of program equipment, materials, and engaging activities;
- Be respectful to all children and families;
- Use positive, proactive measures to guide children's behaviors;
- Keep open communications with families, and ensure that families are informed of program activities.

### **Children will:**

- Be respectful of Vacation Station program rules;
- Be respectful of peers;
- Communicate any concerns to a facilitator or other staff member;
- Be responsible for the use of program materials.

### **We ask that parents:**

- Respond to Vacation Station communications;
- Support Vacation Station program rules;
- Make timely tuition and incidental fee payments;
- Work collaboratively with Vacation Station leadership to address child behavior concerns in order to provide a safe environment for all children and staff.

## **HOURS OF OPERATION**

Vacation Station is open from 6:30 a.m. until the start time of the school day, and directly after school until 6:00 p.m. On non-school days, Vacation Station operates from 6:30 a.m. to 6:00 p.m. (please refer to the Vacation Station calendar for specific dates). Snow day hours are from 7:00 a.m. to 6:00 p.m. at the designated snow day site. Families are charged a late pick-up fee after 6:05 p.m. (see page 6 of the handbook). We recognize that our program hours are not suited for all family needs. If these hours are not able to meet your family's schedule we understand if you need to make a change in your childcare choices. Accounts with more than 5 unexcused late pick-ups are subject to dismissal from the program. Please see the Vacation Station calendar for a complete listing of our closed dates.

## **PROGRAM OFFERINGS**

Vacation Station offers program options for summer, school days (including Early Release Wednesday and Early Release Half Day), and non-school days. Vacation Station is self-supporting, therefore, tuition and supply/activity fees are utilized for salaries, building expenses, equipment supplies, field trips, and other expenditures to provide a quality, safe, fun-filled program. Vacation Station programming **does not** offer emergency drop-in care.

### **Summer Programs**

Vacation Station has an Elementary Summer program for all Francis Howell School District's students entering Kindergarten through 5<sup>th</sup> grade. Programming is provided from 6:30 a.m. until 6:00 p.m. at consolidated sites. This program is designed to provide fun and exciting activities for younger children. Field trips, special guests, and lesson plans are included in this program.

QUEST is a summer-only program available for middle school students (incoming 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade). Programming is provided from 6:30 a.m. until 6:00 p.m. at a designated Francis Howell School District middle school campus. The campus is designed to provide fun and exciting activities for older children. Field trips, special guests, and service-learning opportunities are a part of the QUEST program.



**Full-time enrollment- Requires attendance of all summer days on the calendar.**

- Your child will be scheduled to attend each summer day of the program year from the first day of summer through the last day of summer, excluding select dates when Vacation Station will be closed.
- Families may indicate summer-only attendance on their registration and be moved to an inactive status during the school year.
- A limited number of Excused Day Credits are provided depending upon your enrollment status. See page 10 to see the allotted number of days given per enrollment status.
- Excused Credits are applied for missed dates **by request only**. Excused Day Credits will be applied to your account upon request until your excused day bank is depleted.
- To request an Excused Day Credit for an absence, contact your Administrative Assistant via email or phone.
- If families elect to take more than the allotted Excused Day Credits, then tuition will be due for all dates your child is absent (or you may elect to change to part-time status).
- **Please Note:** Administrative Assistants make all changes to full-time schedules. **Do not make changes to your schedule in MyProcure.**

**Part-time enrollment- Requires an average of 2 days per week for the time of enrollment.**

- Parents/Guardians need to enter the student's attendance schedule into MyProcure no later than **11:59 p.m. Thursday the week before attendance**. If you have difficulty entering your schedule, you may email the Administrative Assistant at your site by 9:00 a.m. on Friday.
- Excused Absence Credits are not available for the part-time program. A tuition credit cannot be applied for non-attendance however; you may exchange attendance dates for other dates within the same week.
- After your account is invoiced, you no longer have access to adjust your schedule. If you need to add or exchange days within the current week, please contact the Administrative Assistant at your Vacation Station business office.
- Part-time summer enrollment requires an average of 2 days per week minimum attendance. This number may vary slightly due to the last day of school. (For example, there is a 22-day minimum if the summer program is 11 weeks long, there is a 24-day minimum if the summer program is 12 weeks, etc.) Minimums will be prorated based on each student's enrollment date.

## **School Day Program**

This program provides care for elementary school children before and after the school day at each Francis Howell School District elementary school. On school days, there are 10 possible sessions per week: 5 before-school sessions and 5 after-school sessions. Families can choose between full-time and part-time enrollment.

**Full-time enrollment- Requires a schedule of 5 days per week.**

- Choices for full-time enrollment include:
  - before and after school **OR**
  - before school only **OR**
  - after school only.
- Full-time care is contractual and your account will be invoiced each Friday for the next scheduled week. Tuition is due on the first business day of the week.
- A limited number of Excused Day Credits are provided depending upon your enrollment status. See page 10 to see the allotted number of days given per enrollment status
- Excused Credits are applied for missed dates **by request only**. Excused Day Credits will be applied to your account upon request until your excused day bank is depleted.
- To request an Excused Day Credit for an absence, contact your Administrative Assistant via email or phone.
- If families elect to take more than the allotted Excused Day Credits, then tuition will be due for all dates your child is absent (you may elect to change to part-time status).
- **Please Note:** Administrative Assistants make all changes to full-time schedules. **Do not make changes to your schedule in MyProcure.**

### **Part-time enrollment- Requires a minimum schedule of 2 sessions per week.**

- The schedule may be comprised of any combination of before and/or after school sessions.
- Parents/Guardians need to enter the student's attendance schedule into MyProcure no later than **11:59 p.m. Thursday the week before attendance**. If you have difficulty entering your schedule, you may email the Administrative Assistant at your site by 9:00 a.m. on Friday.
- If you have a set schedule or know your schedule in advance, you may enter your schedule into MyProcure up to 12 weeks in advance.
- Your account will be billed per session based on the saved schedule.
- The minimum tuition of 2 sessions will be billed if your child does not have a schedule by 9:00 a.m. the Friday before.
  - In the instance, your child will not be attending, notify your program coordinator and administrative assistant to avoid a late schedule fee.
- Excused Absence Credits are not available for the part-time program. A tuition credit cannot be applied for non-attendance however; you may exchange attendance dates for other dates within the same week.
- After your account is invoiced, you will no longer have access to adjust your schedule. If you need to add or exchange days within the current week, please contact the Administrative Assistant at your Vacation Station business office.
- Excused Day Credits are not offered for part-time enrollment and tuition will be due if your child is absent on a scheduled date.

### **Early Release Days**

Vacation Station provides care for elementary school students on days that school is scheduled to be released early. Vacation Station will operate at each individual site on Early Release days.

#### **Collaboration Early Release Wednesday** is when schools dismiss 60 minutes early.

- Collaboration Early Release Wednesday is included for children enrolled in any Vacation Station component that includes after-school programming.
  - If you are already enrolled in our afternoon programming full-time, this time is included in your fees.
  - If you are enrolled in our afternoon program part-time, you may schedule Early Release Wednesday as one of your chosen sessions for the week at your regular session rate.
- Families enrolled in Vacation Station programming that does not include after-school are able to enroll in Collaboration Early Release Wednesday programming.
- Families **NOT** enrolled in any other Vacation Station program who require programming on Early Release Wednesday may enroll in the Collaboration Early Release Wednesday Only Package. Enrollment in this package is subject to the following:
  - A Supply/Activity Fee of \$25.00 per child is required to enroll in this package.
  - Tuition is billed in 9 monthly installments of \$45.00 per month.
  - Children enrolled in this package are scheduled for every Collaboration Early Release Wednesday.
  - Excused credits are not given for non-attendance. There are no refunds for any Early Release Wednesday not attended.
  - If your child will not be in attendance, you must notify the Vacation Station office and the school office according to notification deadlines at your child's elementary school location.

#### **Early Release Day (Half Day)** is when schools dismiss approximately 3 hours early.

- All families enrolled in Vacation Station may sign up for Early Release (Half Day) dates. There are four Early Release (Half Days) Days per school year.
- Families not enrolled in other Vacation Station components, but require programming on Early Release (Half Day) may enroll Early Release Day (Half Day) only. A Supply/Activity fee of \$25.00 per child is required to enroll in this component.
- You will be given the opportunity to sign up two weeks before each Early Release (Half Day) date at an additional fee.
- **Early Release (Half Day) Cancellation Policy:** If we receive an Early Release (Half Day) cancellation notice by noon the day before, a credit will be applied to your account. Cancellations made after this deadline will not be refunded. You must notify both your Vacation Station and School Office of changes to your after-school schedule in accordance with the notification deadlines at your child's elementary school location.

## Non-School Day Program

This program provides care for Francis Howell School District's elementary school children on days that school is not in session including teacher professional development days, teacher workdays, snow days, and scheduled school calendar breaks (Fall Break, Winter Break, Spring Break, and Summer Break). This programming may be provided at each elementary site or a consolidated site.

### Full-time enrollment- Requires attendance of all non-school days on the calendar.

- Your child will be scheduled to attend each non-school day of the program year from the first day of the school year through the last day of school, including all breaks and individual non-school days.
- A limited number of Excused Day Credits are provided depending upon your enrollment status. See page 10 to see the allotted number of days given per enrollment status
- Excused Day Credits will be applied to your account upon request until your excused day bank is depleted.
- Excused Credits are applied for missed dates **by request only**. Excused Day Credits will be applied to your account upon request until your excused day bank is depleted.
- To request an Excused Day Credit for an absence, contact your Administrative Assistant via email or phone.
- If families elect to take more than the allotted Excused Day Credits, then tuition will be due for all dates your child is absent (you may elect to change to part-time status).
- **Please Note:** Administrative Assistants make all changes to full-time schedules. **Do not make changes to your schedule in MyProcure.**

### Part-time enrollment- No minimum requirement.

- Parents/Guardians need to enter the student's attendance schedule into MyProcure no later than **11:59 p.m. Thursday the week before attendance**. If you have difficulty entering your schedule, you may email the Administrative Assistant at your site by 9:00 a.m. on Friday.
- Excused Absence Credits are not available for the part-time program. A tuition credit cannot be applied for non-attendance however; you may exchange attendance dates for other dates within the same week.
- After your account is invoiced, you no longer have access to adjust your schedule. If you need to add or exchange days within the current week, please contact the Administrative Assistant at your Vacation Station Business Office
- Attendance on a non-school day during the school year calendar may be applied to weekly part-time minimums for school day enrollments (teacher professional development or workdays).
- There is no minimum attendance for this component.

## Field Trips & Special Activities

Field trips and special activities will be scheduled by the Program Coordinator on a site-by-site basis. Students will be transported via the District's transportation. Additional accommodations will be made for students requiring a lift bus.

Permission slips are provided for parents/guardians with details about the field trip, and must be signed and returned to the Program Coordinator by the due date listed on the permission slips. If a child is unable to attend a field trip due to behavior concerns or illness, the parent will be notified and the child must be picked up before the scheduled field trip departure time.

A field trip may require that all staff members attend to maintain safe ratios while on a field trip. In this instance, if you do not wish your child to go on the field trip you may:

- Choose to attend another Vacation Station program for the day;
- Make alternate plans outside of Vacation Station for that day (if you make alternate arrangements due to the field trip, you will not be charged tuition and do not need to use an excused day credit).

Parents wishing to volunteer for special activities or chaperone field trips must attend Francis Howell School District Volunteer Training and have a background check on file with the District.

## **PROGRAM ENROLLMENT**

Vacation Station is a non-profit tuition-based program. Due to the time taken to enroll a child in our programming, all processing, incidental, and supply/activity fees are non-refundable.

### **How to Enroll**

Registration is required annually. Your Francis Howell School District tuition-based account (preschool and Vacation Station) must have a \$0 balance to register for the program year. Specific re-registration processes are available through your Vacation Station Office and online through your MyProcure account. It is important for parents to provide updated contact information to the Vacation Station Business Office as needed throughout the program year.

### **Tuition / Billing**

Tuition rates are listed on the Program Rates Chart which is available on our website and from your Vacation Station Business Office. Our website is <http://www.fhsvacation.sharpschool.net/>.

The activity/supply fee is a flat rate of \$50 per child per program year. If you require enrollment in **only** the Early Release Component, then the supply/activity fee is a flat rate of \$25.00 per child.

Account information can be viewed and printed online through MyProcure. Contact the Vacation Station Business Office at your school with any payment questions. Tuition is due the first business day of each week.

- Tuition may be paid in advance such as paying for the entire month or paying for two weeks in advance.
- Accounts must be kept current each week or will be subject to a late fee.

### **Incidental Fees**

In addition to regular weekly tuition fees, the following incidental fees may apply when appropriate:

- Late Pick-Up Fee (for pick-up after 6:05 p.m.) \$1.00 per minute per child
- Enrollment Status Change Fee (for example, PT to FT enrollment) \$10.00 per occurrence
- Late Schedule Fee (after 9:00 a.m. on Friday the week prior) \$10.00 per family per week
- Reactivation of Inactive Status \$10.00 per account
- Late Payment Fee (for remaining balances after 9 a.m. on Friday) \$5.00 per late payment

### **Additional Child Tuition Discounts**

Vacation Station and QUEST apply a sibling discount when more than one child is enrolled in programming. The discount will be applied to the lowest weekly tuition rate.

### **Payment Responsibilities & Accounting Procedures**

Administrative Assistants and Program Coordinators adhere to the following accounting procedures weekly:

- THURSDAY: Next week's part-time schedules are entered online by 11:59 p.m.
- FRIDAY: Next week's schedules are finalized by 9:00 a.m. and accounts are billed.
- MONDAY: Tuition is collected. Attendance from the prior week is verified and any unbilled charges are applied. If programming is closed on Monday, tuition is due on the next business day.
- TUES/THUR: If payment is not received, the family will be notified that the account is delinquent. The family is informed that a late fee will be applied if payment in full is not made by Friday at 9:00 a.m.
- FRIDAY: If tuition has not been received, the late fee is applied to the account, and the account is considered delinquent.

### **Delinquent Accounts**

If an account continues to be unpaid and is considered delinquent, the Program Coordinator will call the account holder to notify that services are suspended and that the child(ren) may not attend the program until payment has been made **in full**. Once services are suspended, your Vacation Station business office will send a letter to the account holders and an opportunity will be given to pay the balance in full. If the account remains unpaid after 90 days, the account will be referred to the Vacation Station Administrative business office at the Administration building for collection. Failure to pay the account will result in the inability to re-enroll your child in the Vacation Station.

It is not Vacation Station's responsibility to determine which parent/guardian is responsible for the payment of tuition fees. Invoices will be provided to both parents/guardians on the account upon request. Notices of non-payment or removal from the program for non-payment will be provided to both parents/guardians on the account.

## **Tuition Assistance / Subsidies**

Vacation Station accepts subsidy payments from the Division of Social Services (DSS) for families that meet eligibility. Families are responsible for full tuition until eligibility is determined by the State. Once approved, families are responsible for the applicable sliding scale fee and all incidental fees. Please contact DSS to determine eligibility. A Vacation Station DVN number (required for subsidy authorization) can be obtained by contacting your site's Administrative Assistant. Your Administrative Assistant will support you in this process and provide documentation to guide you with your application.

## **Returned Check Policy**

If a check is returned by your bank, all tuition payments must be made in the form of cashier's check, money order, or debit/credit card until the returned check plus fee has been paid in full.

Checks returned by your bank will be subject to the following:

- Returned checks will be subject to a \$15.00 returned check fee – this fee cannot be waived.
- The Administrative Assistant will notify you of the returned check and you will have two business days to submit payment to your Vacation Station Business Office in the form of money order, debit/credit card, or cashier's check.
- If payment is not received within two business days, you will receive written notification of the returned check. You will have five business days from the date on the written notification to pay your Program Coordinator in the form of money order, debit/credit card, or cashier's check.
- If the returned check payment is not received by the fifth day, then the Francis Howell School District Administration Office will begin collection procedures on the returned check. You will receive written notice.
- Once your returned check goes to the Francis Howell Administrative Offices, payment can no longer be accepted by your Vacation Station business office, and your services will be suspended until payment is received. Payment in the form of a money order or cashier's check must be mailed to or paid at the Administration Building located at 4545 Central School Road.
- If payment is not received by the deadline, you will receive written notice that your returned check account will be turned over to the Prosecuting Attorney's Office for collection. Once your returned check collection account is turned over to the Prosecuting Attorney's Office, payment can no longer be accepted by your Vacation Station business office or the Administration Offices.

## **Debit / Credit Card Refunds**

Debit/credit card refunds will be given if able to be processed on the same day as the transaction. Otherwise, qualifying reimbursements will be processed through the business office and a check will be mailed to the account holder. This process may take up to four weeks to complete. Should you make a debit/credit card payment that meets the requirements for a refund, refunds are given for the payment amount only.

## **How to Pay Your Tuition**

- Tuition is billed each Friday based on the following week's schedule.
- A statement will be emailed each week reflecting tuition charges and balance due. Your statement can also be viewed online through your MyProcure account.
- Tuition payments made by Visa or MasterCard debit/credit card may be made online via MyProcure.
- When payment is made online by debit/credit card, a receipt is emailed to the payer.
- Tuition payments made by check or money order may be submitted to the payment box located on or near the parent table, or paid directly to the Program Coordinator, Assistant Program Coordinator, Lead Facilitator, or Administrative Assistant.
- Checks should be made out to FHSD with a memo line: Vacation Station.
- **Vacation Station is unable to accept cash payments.**
- Parents are responsible for monitoring account balances and submitting payments by the due date.
- Tuition is due the first business day of the week. You may pay tuition in advance such as paying for the entire month or paying for two weeks in advance.
- Account holders can access a record of payments through MyProcure.

## General Information

### Daily Sign In / Out Procedures

Vacation Station daily sign-in/sign-out procedures may vary due to current health or safety procedures of the Francis Howell School District. Vacation Station uses Procure, a registration and billing program, to monitor attendance. Children must be signed in and out by either a staff member or the parent/guardian according to current health and safety procedures. Any adult who signs children in or out of Vacation Station MUST have their own unique code. For the safety of your child, please do not share your code with any other adult.

Children are not allowed to sign themselves in or out of Vacation Station.

To ensure the safety of all children, please be prepared to show ID when picking up your child. No child will be released to someone who refuses to show a photo ID when asked. Please communicate with anyone picking up your child(ren) that photo ID will be needed for verification at pick up.

Parents/Guardians and authorized individuals, as well as children, are not to leave the Vacation Station program to go to other areas in the school unescorted (i.e. classrooms, library, school office, etc.). Please notify a Vacation Station staff member for access to the school or classrooms.

### Excused Credit Days (Full-Time Enrolled Families ONLY)

Families enrolled in full-time programs receive a limited number of excused day credits that may be used when a child is absent. Please contact your site's Administrative Assistant to receive your excused credit on your account when your child is absent.

- Excused Day Credits are prorated based upon the date of enrollment in the summer, non-school day, and school-day programs;
- Excused Day Credits can only be issued in full-day increments;
- Students enrolled part-time do not receive Excused Day Credits.

Enrolled	Excused Credits
Summer Only	10*
Summer and School Day	15*
Summer and Non-School Day	15*
Summer, Non-School Day, and School Day	20*
Non-School Day and School Day	10*
Non-School Day Only	5*
School Day Only	5*

\*these will be pro-rated based on your enrollment date

### Snow Days / Program Closures

Vacation Station offers programming on snow days for families enrolled in the Non-School Day component. Additional information about how to sign up for this care will be sent in the fall semester each year. Vacation Station snow day programming is open if the District's Administration Building is open. If you choose to enroll in the snow day program, tuition will be charged only if your child attends the program on a snow day.

### Notification for Snow Days/Late Start Snow Schedule/Early Dismissal Snow Day

When school is in session, the Francis Howell School District will announce procedures for inclement weather, including school closings, the use of a snow schedule, or early dismissal via the school messaging system. School closing information can be found on the District web page at [www.fhdschools.org](http://www.fhdschools.org). If the weather is significantly severe and the FHSD Administration Building is closed, the snow day program is closed.

## Parent Notification for families enrolled in the Non-School Day Program

In the event we have a snow day during Non-School Day programming, information will be available through:

- The Site Program Coordinator's office phone (a recorded message will announce the snow day);
- Email notification to all families enrolled in Non-School Day;
- School Messenger;
- The Francis Howell School District website ([www.fhsdschools.org](http://www.fhsdschools.org)).

## Late-Start Snow Day Schedules

- Late-start snow schedule will be held at your home site.
- Vacation Station opens one hour later (at 7:30 a.m.).
- School starts one hour later.
- Dismissal time will be the same as a regular school day.

## Snow Days

- Programming is offered at consolidated sites.
- Vacation Station opens at **7:00 a.m.** and closes at 6:00 p.m. on a snow day.
- Participation in the snow day program is not mandatory and daily fees are waived if you choose not to participate.
- Students should bring a lunch labeled with their name and home school site.
- Any necessary medication must be brought in the original prescription container and handed to a Vacation Station Coordinator at arrival. All medications are required to be signed in and out. Vacation Station staff cannot transport medication from the home site to the consolidated site. It is the responsibility of the authorized pick-up to pick the medication up at the end of the day.
- A photo ID is required for all parents/guardians or authorized pick-ups even if the snow day site is your home Vacation Station site.
- Tuition payments made via money order or check cannot be accepted on a snow day. Please pay money order and check payments on the next business day at your home site, or make a payment online via MyProcure.

## Program Closures Due to Weather or Other Emergency

- There may be instances school is closed early due to weather or other emergencies. **In these instances, Vacation Station After School Programming will also close.**
  - If your child does not ride the bus home, you must have a designated person come pick up your child at the designated area in the school. This person should be within 10 minutes driving time from the school.
  - Unless we receive prior written or verbal notice, we will follow the instructions you provided on your registration form, meaning your child will ride the bus home or be picked up by a parent or designated person at **release time**.
- In the instance of an emergency at an individual site, parents will be contacted if Vacation Station programming is cancelled. In this instance, there will be no alternate location for student care.

## Change of Attendance

### After School Absence and Dismissal Change Notification

The parent/guardian should note any changes to the child's attendance, after-school pick-up, or dismissal plans by notifying the Vacation Station Business Office at your school via email. If you notify us via email please copy the Vacation Station Coordinator, Assistant Program Coordinator, and Administrative Assistant to ensure notification. **Please note: The building's front office staff also needs to be notified.**

Communication regarding changes to your afternoon dismissal and/or pick-up plans is the responsibility of the parent/guardian. If changes in dismissal plans are not clear and/or Vacation Station staff are in doubt, we will err on the side of safety and keep your child at Vacation Station. We will not send your child home on the bus or allow them to be picked up by someone after school if we have not been notified of the change.

## **Inactive Status**

Vacation Station realizes that there may be times that you experience a change in your family status due to serious illness, job loss, maternity leave, or other temporary circumstances. While you are on inactive status, your account will not be billed tuition. Requests to be placed on an “inactive status” must be made to your Program Coordinator via phone call or written notice.

Inactive Status is subject to the following:

- All account balances must be paid in full at the time you request to go inactive. This will allow you to reactivate at a future date.
- You may reactivate your status by contacting your Program Coordinator or Administrative Assistant (a reactivation fee applies [see page 6]).
- If your schedule changes at the time of account reactivation, you must notify the Vacation Station Office.

## **Exiting/Withdrawing from the Program**

To exit from the program, you will need to notify your Program Coordinator. If you have a balance due, the balance must be paid in full.

## **Emergency / Authorized Pick-Ups**

A child shall be released only to the child’s custodial parents/guardians unless prior permission has been given in writing for us to release your child to an authorized adult.

- Either parent may authorize another adult to pick up his or her child. Disputes between parents regarding authorized pick-ups are between the parents of the child. Vacation Station is not a party to such a dispute. Such disputes should be resolved outside program time.
- If someone other than the parents/guardians will pick up your child, written authorization must be submitted. The written authorization includes all authorized adults listed on your registration paperwork or a written note or email that includes the parent/guardian’s name and phone number. Parent Authorization forms are available for your convenience. To ensure the safety of all children, please have the authorized person be prepared to show ID when picking up your child. The authorized person will also need to sign the child out at the time of pick up with a unique signature code and notify the Vacation Station staff that they are picking up the student.

When calling to authorize an individual to pick up your child over the phone, you will be asked to provide information that will identify you as a parent/guardian so that we are assured that the legal guardian/parent is authorizing the change.

## **Releasing to Parents/Authorized Pick-Ups Who Show Signs of Impairment**

Vacation Station will not immediately release children to adults who show signs of impairment due to medical reasons, drugs, or alcohol. The following actions will be taken:

- We will ask if there is another trusted adult who can be called to pick up both you and your child(ren); or
- We will arrange for a taxi service to take you and your child(ren) home.

If the adult refuses the support indicated and returns to their vehicle to drive, the proper medical or legal authorities will be contacted.

## **Custody & Special Family Situations**

Vacation Station realizes that parents who are separated/divorced or who have never been married may have legally defined responsibilities and/or limitations regarding participation in their child’s education. While you are free to provide custody orders and parenting plans to Vacation Station, we are not a party to these court orders. Therefore, Vacation Station cannot be expected to enforce these orders. Unless a court order is provided that clearly states that parental rights have been terminated, we cannot deny a parent access to his or her child.

## **Grievance Procedures**

Vacation Station recognizes that situations of concern to the parent(s)/guardian(s) may arise in the operation of the Program. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the staff, the Program Coordinator, the Director of Elementary Education, the Superintendent, or the Board of Education.



Parents/legal guardians have the right to make a formal complaint. Filing a formal complaint will not result in penalty or reprisal by Vacation Station or its employees against the parent/legal guardian or any other individual involved

In accordance with Francis Howell School District Policy 1480, the following procedures are to be followed by persons with questions or complaints regarding the operation of Vacation Station:

- 1) Complaints on behalf of individual students should first be addressed to the Program Coordinator.
- 2) Unsettled matters from (1) above, or problems and questions concerning individual programs, should be directed to the Director of Elementary Education.
- 3) Unsettled matters from (2) above or problems and questions concerning the Francis Howell School District should be directed to the superintendent/designee.
- 4) If the matter cannot be settled satisfactorily by the superintendent/designee, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a special Board meeting will be scheduled to resolve the complaint. The decision of the Board shall be final. However, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the District to field the questions of the parent(s)/guardian(s) or the public in a timely manner.

### **Access to Vacation Station Records**

Parents/Guardians will have access to student Vacation Station records such as registration paperwork, attendance records and incident/accident forms, and/or account information unless a court order is provided that clearly states that a parent's rights have been terminated.

- Parents/Guardians may request to inspect Vacation Station records by submitting a written request to the Administrative Assistant at the site your child attends.
- The Administrative Assistant will provide Vacation Station records within 10 days of receipt of the request.

Request for duplication of records as approved under Francis Howell School District Regulation 2400 may be subject to a fee. Upon request of the person requesting duplication, we will ensure that the actual cost of document search and duplication is fair, reasonable, and does not exceed the actual cost incurred by the District.

All records will be retained in accordance with Francis Howell School District Regulation 1531. Record of services provided through the Developmental Disabilities Resource Board funding including expenses, individuals receiving services, and the dates of such services will be maintained for seven years from the date of service.

### **Visitors & Volunteers**

Parents and community members interested in utilizing Vacation Station programming are welcome to tour the program at any of our locations. All visitors to the building/program must sign in at the school office and be accompanied by the Program Coordinator or designee.

We welcome parent volunteers in our program. If you would like to volunteer for Vacation Station you need to complete the District's Volunteer Training program and have a background check on file with the District. Please talk to your school office for more information on how to complete the volunteer process. Observations within Vacation Station programming is limited to parents/guardians and must be pre-approved per Board of Education policy.

Vacation Station provides a safe and orderly environment for all children, staff, and visitors. Therefore, Vacation Station abides by the code of conduct for parents, guardians, and visitors established by the school board. All parents, guardians, patrons, and visitors will conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Board of Education Regulation 1431 will result in sanctions that will limit a person's access to Vacation Station, school activities, and school premises.

## **Personal Property / Lost & Found**

Necessary personal property should be marked with your child's name (for example coats, book bags, lunch boxes, etc.). Vacation Station will provide a place for necessary personal property. However, necessary personal property is the responsibility of the child within the management system established by Vacation Station.

Non-essential personal property/electronic equipment can be problematic in the Vacation Station setting. Non-essential personal property/electronic equipment should not be displayed or used and should be kept in a child's backpack and remain off during program hours (including but not limited to cell phones, personal message devices, MP3 players, CDs, headphones, and DVDs). Items displayed or in use will be confiscated and Vacation Station is not liable for damage, theft, or loss of the device. Confiscated devices may be searched for improper messages/images. Confiscated devices will be returned only to the parent/guardian and can be picked up from your Program Coordinator.

Non-essential personal property/electronics may be brought with the Coordinator's approval but will have the following limitations:

- There will be a designated time and place that personal property may be used by your child;
- Because we serve children in grades Kindergarten-5<sup>th</sup> grade, all games must be "E" rated and age-appropriate;
- Personal property must be clearly labeled with the child's name and must be stored in a suitable container;
- Non-essential personal property brought to Vacation Station is the responsibility of the child;
- The risk of lost, damaged or stolen non-essential personal property brought to Vacation Station lies solely with the parent and the child. Vacation Station will be happy to provide a written notice regarding lost articles; however, that is the extent to which we are able to help recover a lost item.

Any belongings left at Vacation Station will be placed in the building's Lost and Found. Children's personal property, coats, clothing, school bags, etc. must be cleared from each location each day. Every effort will be made to contact the owners of **labeled** items. The remaining items will be donated to charity periodically.

## **DISCIPLINE POLICIES AND PROCEDURES / BEHAVIOR**

Vacation Station/QUEST employs Collaborative Problem Solving (CPS) and Active Supervision to help solve discipline issues before they arise. The Collaborative Problem Solving model is built on the belief that children will do well if they can, and focuses on thoroughly understanding the root of the behavior and working together with the child to help solve and diminish behavior concerns.

Vacation Station/QUEST also believes that discipline is the guidance and teaching of young people to help them make wise decisions about their behavior. This involves allowing them to accept responsibility for their choices and actions.

To accomplish this goal the Vacation Station/QUEST Staff employs the following strategies:

- Engage children in meaningful and fun activities that center on the children's interest;
- Provide opportunities for children to choose activities and courses of action to learn to make good decisions;
- Allow children to develop leadership by giving them responsibility in the care of materials and equipment, and in the establishment of rules for the program at their site;
- Provide an environment that allows children to work through challenges under the supervision of adults;
- Redirect children to help them see how their continued words or actions could become problematic in the Vacation Station setting;
- Provide children with a place and time to calm themselves and think through the situation;
- Involve parents by keeping them informed of their child's behavior and choices.

Vacation Station/QUEST abides by the District Code of Student Conduct, the rules of the elementary or middle school site, and regulations set forth by the Board of Education.

Behavioral infractions disrupt others from gaining the full benefit of the program offered by Vacation Station/QUEST. Examples of behavioral infractions:

- Disruptive verbal or physical behavior,
- Not following the rules established at the site,
- Disrespect directed towards people and materials provided in the program.

Responses to behavioral infractions in Vacation Station/QUEST may include:

- Redirecting the disruptive behavior by offering appropriate choices;
- Reflecting upon the behavior with a staff member using collaborative problem-solving techniques (may include the use of a **Think Sheet** to support the reflective process);
- Teaching replacement behaviors;
- Providing an alternate environment for the student to regain composure and continue in participation in programming.

An incident report will be written to the parent for all behavioral infractions. Parents will receive a copy of all incident reports. (Parents must sign the incident report to indicate acknowledgment of said report.)

If responses to behavioral infractions are not effective or behavioral infractions increase in intensity, the following steps may be taken:

- The Vacation Station/QUEST Coordinator or Assistant Coordinator will be contacted.
- A conference with the family may be held to determine what additional strategies or support the child needs.
- If the behavioral infractions cause physical harm to another child or adult OR if the child's safety is compromised due to the continued behavioral infractions OR if the behavior causes intentional property damage, the child will be removed from the group and the parent will be called to pick up the child immediately.
- If the strategies put in place to support the student are not successful and/or additional supports are not available, the child may be dismissed from the Vacation Station/QUEST program.

### **Behavior that causes property damage**

In the instance that a child causes damage to school or program property/facilities, the parents/guardians are responsible for the replacement of the item and/or the repair of any property/facility damages.

The school district is not responsible for any damage to personal items brought from home. Any items brought from home are at your own risk.

***\*There are times that the severity of the behavior impacts the safety of other children or adults. If at any time the severity of the behavior is deemed significant enough to require dismissal from the program, the Director of Elementary Education reserves the right to make this determination.***

## **HEALTH, SAFETY, & NUTRITION POLICIES**

### **Dress Code**

Children should wear comfortable play clothes for safety when running and playing. Messy activities are part of the Vacation Station curriculum. Vacation Station will provide protective apparel to minimize the risk of damage to clothing. However, clothing may become dirty during the course of the day. **WARNING: We will have fun. We will get dirty.**

Shoes and clothing must meet reasonable safety guidelines for physical play. Tennis shoes are most appropriate. If your child prefers to wear open-toed shoes, please send tennis shoes and socks for outdoor play. Participation in physical activities may be limited due to unsafe apparel. We play outdoors almost every day, so remember to send appropriate outerwear with your child.

### **Recess Policy**

Children will have scheduled outdoor play and activity each day, weather permitting. We follow the temperature guidelines given by the School District.

#### **Wind Chill Policy**

Air temperature and/or wind chill of:

20°F to 32°F

15°F to 20°F

Below 15°F

Shortened Outdoor Activity (20 minutes)

Shortened Outdoor Activity (10 minutes)

Indoor Activity

#### **Heat Index Policy**

Heat Index 95°F to 100°F

Heat index above 100°F

Shortened Outdoor Activity (10 minutes)

Indoor Activity

Please inform our staff, with a written note, if your child needs to be excused from recess.

## Sunscreen

During warmer spring and summer months we will apply sunscreen in SPF 50 or higher before extended outdoor play lasting more than 30 minutes and on all outdoor field trips. Reapplication will be made every 2 hours while outdoors. If your child has sensitive skin or contact allergies (*some sunscreens contain tree nut oils*) and you would like to send in your own sunscreen, please bring your labeled container with your child's first name, last name, and grade to Vacation Station. Please note that we will apply the recommended amount of 1 oz. with each application. Therefore, an 8 oz. bottle will last for 8 applications.

## Known Medical Conditions

Any known medical condition must be reported to the site Program Coordinator in writing with information on caring for your child should a medical emergency arise. Necessary medication must be available, and the appropriate forms completed.

We ask that parents assess their child's and family health daily before coming to Vacation Station. If your child or another family member is exhibiting any of the following symptoms, keep them at home:

- Fever in the previous 24 hours exceeding 100°F
- During the first 24 hours of antibiotic treatments (strep throat, pink eye, etc.)
- New or on-going cough
- Shortness of breath or rapid breathing
- Active vomiting or diarrhea
- Loss of taste or smell
- Undiagnosed new and/or untreated rash or skin condition
- Fatigue
- Sore throat
- Congestion
- Runny nose
- Chills
- Generalized body aches

**Children who exhibit any of the above symptoms within the past 24 hours should not be brought to the program and will not be allowed to remain for the day.** Children may not attend the program until they are symptom and/or fever-free for 24 hours without the use of medication **OR** with a doctor's note of clearance for a specific condition or after 24 hours of antibiotics with a bacterial infection. The specific condition must be noted in the doctor's note of clearance.

## Illness During Program Hours

If a child has any of the following, the parent must pick up the child immediately:

- Any of the symptoms listed above.
- Accident requiring medical attention.

If the parent/guardian cannot be reached, those persons listed on the child's emergency/authorized pick-up list will be contacted. While the child is waiting to be picked up, they will be isolated under a staff member's care. A facilitator or familiar adult will be available to comfort the child as needed until the parent/guardian or other designated adult arrives.

**Children must be free from the above symptoms without medication for 24 hours before they return to Vacation Station/QUEST OR** return with a doctor's note of clearance for a specific condition or after 24 hours of antibiotics with a bacterial infection. The specific condition must be noted in the doctor's note of clearance. **We care about the safety of your child and make providing a safe environment a priority.**

## Medication

Whenever a child is to be given medication (including over-the-counter medication), the parent must complete or do the following:

- A “Medication Authorization” form should be given to a Vacation Station staff member with a doctor’s written instructions (this information can be faxed from the doctor’s office to our office);
- Parents must complete a Prescription Verification Form acknowledging the quantity of medication provided to the program.
- The medication must be provided in the original prescription container with the child’s name (the dosage/time should be printed clearly on the label);
- All medication must be given to a Vacation Station staff member when your child arrives at school unless the student has medical authorization from their physician stating that they have a medical need to carry medication with them and that they are knowledgeable on how to properly use and dispense the medication-- **Please do not leave medication in your child’s book bag or lunch kit.**

Vacation Station/QUEST is not authorized to obtain medication from the School Nurse. We will need separate medication and authorization forms for our program.

- It is the parent’s responsibility to pick up unused medication when the child is not currently attending program.
- We cannot release medication to a child.
- It is the responsibility of the parent to bring any medication needed on a snow day.

Vacation Station/QUEST is in compliance with the Francis Howell School District’s medication policy. Therefore, over-the-counter medication can only be given with a doctor’s written instructions. This includes Tylenol, aspirin, and cough medications.

In compliance with Francis Howell School District medication policy, Vacation Station can administer the following over-the-counter medications in accordance with the medical orders provided by the district consulting doctor:

- Triple antibiotic ointment
- Hydrocortisone cream 1%
- Caladryl lotion
- Anti-itch spray/cream (diphenhydramine HCL 2 %)
- Cough Drops (menthol, eucalyptus, other over the counter types)
- Tetrahydrozoline HCL eye drops
- Naphcon-A eye drops
- Buffered Isotonic Eye Irrigating Solution
- Sore throat spray (phenol 1.4%)
- Oral anesthetic/antiseptic (Ambesol/Oragel)
- Lip Ointments
- Burn spray/ointment (American)
- Zinc Oxide
- Saline or Multi-purpose solution for hard or soft contact lenses
- Campho-Phenique
- Peroxide 3%
- Isopropyl Alcohol 70%
- Baking Soda
- Calcium Carbonate tablets (Tums, Mylanta)
- Vaseline/Petroleum Jelly

### Medication transfers from one parent/guardian to another

At times, it may be necessary for a parent/guardian of a child with dual households to transfer medications from one home to another where it is not expected to be administered at Vacation Station/QUEST. If you need to transfer medication from one home to another, please consider the following:

- Medication to be transferred must be signed in with the Program Coordinator, Assistant Coordinator, Lead Facilitator, or Administrative Assistant at the Vacation Station/QUEST Business Office where it will be secured for the parent who will be picking it up at the end of the day;

- The parent/guardian picking up the medication will need to ask for and sign out the medication with the Program Coordinator, Assistant Coordinator, Lead Facilitator, or Administrative Assistant at the Vacation Station/QUEST Business Office;
- Medication to be transferred may not be left in the child's backpack/lunchbox or given to the child to transfer;
- Communication regarding the medication transfer must be made from one parent/guardian to the other and is not the responsibility of the Vacation Station/QUEST staff.

It is the responsibility of the parent/guardian to pick up medication from the Vacation Station/QUEST office.

## Accidents/Injuries/Incidents

During program hours, a school nurse is not on duty. All Vacation Station/QUEST staff are trained in First Aid and CPR. If your child is involved in an accident at Vacation Station/QUEST, the following procedures will be followed:

### **In a non-life-threatening situation or minor injury where the child requires medical attention but does not require an ambulance:**

- The site Program Coordinator, Assistant Coordinator, or Lead Facilitator will contact the parents/guardians;
- The extent and seriousness of the injury will be communicated to the parents/guardians;
- A program accident report will be completed and a copy sent home to the parents of the child (a copy will be kept in the child's file).

### **In cases of severe injury or life-threatening situations:**

- A team member will stay with the child;
- Someone will be sent to call 911;
- The parent(s)/guardian(s), Site Program Coordinator, and/or the Director of Elementary Education will be contacted;
- If more than one team member is at the program site and the parent is not available when the child is transported to the hospital by ambulance, a team member will accompany the child (the child's emergency contact information list will be taken to the hospital with the child);
- If no one is available to accompany the child, the Program Coordinator and/or Director of Elementary Education will be contacted to have someone meet the ambulance at the hospital, and a team member will remain with the child until the parents arrive and they are fully informed about the emergency.

### **In case of critical incidence, the district notification process will be followed and:**

- Law enforcement/First responders will be notified in instances of significant incidences:
  - criminal activity
  - elopement
  - fire
  - theft
  - natural disaster
  - life-threatening situations
- A staff member will call 911 or the appropriate authorities;
- The Site Program Coordinator and/or Director of Elementary Education will be called;
- Parents will be notified of the incident and be required to pick up the child.

The Francis Howell Incident/Accident Report will be completed and a copy will be sent to the Director of Elementary Education

## Safety and Security

Vacation Station/QUEST Safety and Security Procedures:

- Vacation Station/QUEST Employees are required to complete background checks through the Family Safety Care Registry upon hire. Routine checks are completed annually thereafter. If the FCSR indicates a finding, Francis Howell will request additional information to determine eligibility for employment in accordance with Missouri Revised Statute 630.170.
- All doors in the building are locked and monitored. Buzzer systems are used to gain access to the school building. Parents/guardians are directed to one door for entry. A staff member will monitor the camera and buzzer system for the designated entry door. Parent/guardian ability to enter a program is determined by current health and safety practices. Safety and security plans are practiced in Vacation Station/QUEST according to District guidelines.

## **Emergencies & Drills**

Regular fire, tornado, earthquake, and active shooter drills are held to instruct the children on safety procedures in case of a real emergency. All staff members, students, and visitors are required to participate in drills and take them seriously. The fire department conducts safety/fire inspections with the school.

If a severe weather or tornado watch or warning is in effect during pickup and drop off, parents should use their own judgment. If you arrive to pick up and the doors are locked and there is no response from the buzzer system or staff, then we are on lockdown mode. During this time, your child's safety is of the utmost importance and we will not be allowed to let anyone in or out of the building.

## **Child Abuse/Neglect Policies & Procedures**

Vacation Station/QUEST employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

## **Meals/Snacks**

### **Breakfast**

Children attending the School Day program may either bring breakfast or purchase a hot breakfast from the school cafeteria if your home elementary site participates in the school breakfast program. If purchasing a breakfast, please know that school breakfast costs come out of your child's school lunch account. For the safety of children with food allergies, if your child(ren) will bring breakfast from home, the home breakfast must be consumed in the Vacation Station program and may not be taken to the classroom. School breakfast is not available on dates school is not in session.

### **Lunch**

Children attending the Summer & Non-School Day programs must provide their own sack lunch. Milk and/or water is provided at no cost to the student. Refrigeration and microwaves are available on a site-by-site basis- please talk with your Program Coordinator to get information on availability at your site.

### **Daily Snacks**

Children attending the school day and Early Release Day programs will receive a snack in the afternoon. Children attending the summer and non-school day programs will receive a morning and an afternoon snack. Vacation Station/QUEST follows the Francis Howell School District nutritional guidelines.

Vacation Station/QUEST is not an allergen-free program. While we do not serve peanut or tree nut products directly, there may be the possibility of cross-contamination from snacks produced in factories that also process peanuts/tree nuts. If your child(ren) have a peanut/tree nut allergy, please inform your site's Program Coordinator. A peanut-free table is accessible for every meal period.

If your child/children require special snacks due to dietary restrictions, you may be asked to provide snacks for your child or children. Please contact the site's Program Coordinator if you have dietary concerns.

### **Birthday / Holiday Treats**

Due to the growing number of allergies and health concerns for our students, edible birthday treats are not allowed to be shared with other students. In lieu of a special food treat, parents may consider non-edible birthday treats to share with classmates such as stickers, pencils, or another small party favor item. Be sure to consult your site's Program Coordinator for the number of students.