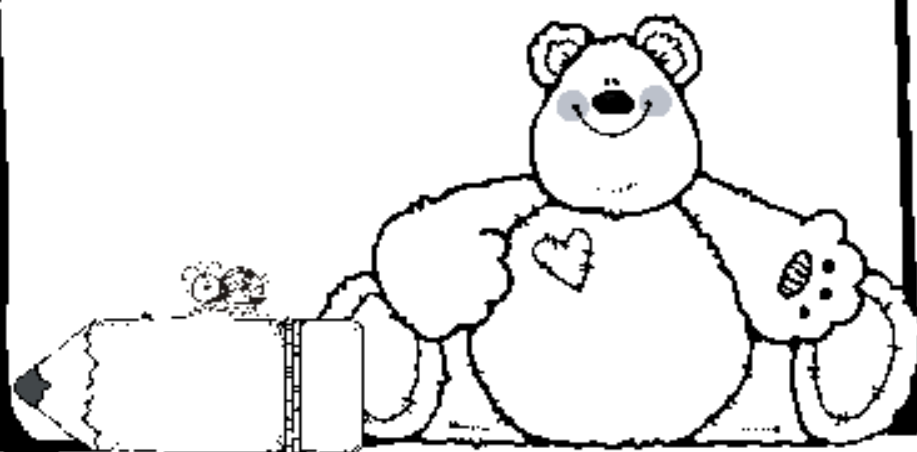


O'Fallon CCSD #90

Before and After
School Programs

Parent Handbook



Welcome

The Before and After School Program is available to District # 90 students in grades K-5

ALL DISTRICT POLICIES AND PROTOCLS REGARDING CDC and IDPH recommendations will be followed during Before and After Care hours.

Mission:

*The **mission** of O'Fallon School District #90 is to provide the highest quality educational program in a safe and positive learning environment through which all children become responsible, productive citizens and life-long learners, equipped to make intelligent choices today and tomorrow.*

Staff:

Gina Harding, Director of Early Learning, 206-2476
Jenny Spengler, Assistant Director of Early Learning

- Estelle Kampmeyer 632-6391 Site Cell #: 567-4226
- LaVerna Evans 632-3335 Site Cell # 567-8164
- Delores Moye 206-2300 Site Cell # 567-4313
- J.E. Hinchcliffe 632-8406 Site Cell # 567-4215
- Marie Schaefer 632-3621 Site Cell # 531-5621

Hours of Operation

O'Fallon District #90's Before and After School Program operates on regular school days including early dismissal for Parent Teacher Conferences. The morning program begins at 7:00 AM and concludes when the school day begins. The after school portion begins when school is dismissed and ends at 6:00 PM. Children are to come directly to the program following their dismissal from school. In addition to regular school days, care is available on early release Wednesdays.

Programs:

Students are given an opportunity to:

- Engage in activities in a safe and relaxed atmosphere.
- Join in activities that provide choices for students to participate
- Receive homework assistance
- Take part in recreational and educational projects, such as arts and crafts, music, and literacy activities
- Strengthen social skills by participating in fun-filled sports and games (indoor and outdoor)

Policies and Procedures

Sign In/ Sign Out Procedures

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 16 years old and listed on the information card. Again, it is important that the registration form be current. The parent or guardian may update the form at any time. Corrections and changes to the form must be done in person. The staff will not modify the information via telephone or facsimile. Parents should notify the office or staff if picking children up early.

An adult picking up the child must be identified on the registration form. A photo I.D. will be required.

Absences:

If your child will be absent from school and the program, please ask the school officials to notify the Before and After School Program of the absence. Unfortunately, fees cannot be adjusted when your child is absent.

Personal Property

Students may bring electronic devices such as calculators or electronic readers, or non-electronic personal property to Before and After Care. Toys such as MP3 players, Ipods, cell phones, and computer games may only be used with permission and under direct staff supervision during activity time. As with during the school day, students must follow the district's policy on Technology and Internet use when using electronic devices during Before and After Care.

All personal property must be kept in a secure location, such as a backpack, locker or other secure location as per site, but may be accessed by the student during activity time. All personal property is the responsibility of the student and can be removed by a staff member if used inappropriately. Students are encouraged to leave personal property at home. As with all other personal property, the district is not responsible for items that are stolen or broken while at school.

Weather and Cancellation Procedures

If school is canceled for inclement weather, the Before and After School Program will not be held. Notice of cancellation is determined by the school district. School closings and changes in dismissal times are announced through area radio and television stations.

Health Information

Each parent will be asked to fill out an emergency information card. This information should remain current at all times listing phone numbers in which someone can be reached in case of an emergency.

The Before and After School Program staff may request ambulance service to the closest health care facility if there is a serious medical emergency.

All students must be potty trained.

NO MEDICATIONS WILL BE DISTRIBUTED**Breakfast and After School Snacks**

Children may take part in the School breakfast program.

An after school snack will be provided. Children are not obligated to have a snack. Outside food is permitted if the snack is a healthy option or due to a dietary restriction.

Please no soda or candy from home.

Billing Procedures and Information

Registration Fees:

Each student must be registered for the program. Open registration will begin in the spring with district registration. No registration fees will be charged at this time.

Payments may be made by check, money order, or online with credit card. Checks should be made payable to O'Fallon District 90. Receipts will be given for payments. The FEIN number is 37-6006179 for tax purposes.

Online REVTRAK payments may be made once registration is complete.

For your convenience, O'Fallon CCSD #90 has a contract with RevTrak, a national credit card payment processor, to provide you the simple security and convenience making online Before and After Care Program payments. Click on the ONLINE PAYMENTS button, then choose the category of the purchase you would like to make.

Weekly Fees:

Fees are based on children attending 1-3 days per week or 4-5 days per week. Weekly fees are to be paid on Friday for children attending the following week. A late fee of \$10 will be charged for payments made after 6:00 PM the previous Friday. **Students may not attend until all fees have been paid.**

Budget Billing (Savings Plan)

The budget billing plan is based upon the number of days the student attends divided by nine equal payments. If the budget plan is selected, you may not switch to weekly payments. The first payment for budget billing is due the first Friday once school is in session. The second payment is due by October 1 and then the 1st of each following month through May. The budget plan provides for a savings and remains the same throughout the year even though the number of days of attendance by the student may vary. A late fee of \$10 will be charged for payments received after the first of each month.

Online payments may be made for weekly or budget billing using RevTrak, a national credit card payment processor. Payment due dates and late policies still follow.

Refunds and Returned Checks:

The Before and After school programs are staffed based upon enrollment, therefore no fees will be refunded. The student will not be allowed to return until all fees are paid. After two returned checks, payments must be made by money order or cashier's check.

Unclaimed Child Late Fee

The program ends at 6:00 PM. From 6:01 PM to 6:15 PM, a late fee of \$15 per child will be charged. After 6:15 PM, an additional late fee of \$1 per minute will be charged. Late fees must be paid within two working days. At 6:30 PM the police will be notified. Repeated late pick-ups or police notification may result in the child being dismissed from the program. The official time will be according to cell phone time.

Behavior Policies

Positive Behavior Interventions and Supports is a program supported by the Illinois State Board of Education and St. Clair County Schools to promote and maximize academic achievement and behavioral competence. It is school-wide strategies for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

P.B.I.S. Strategies

"As part of the P.B.I.S. program, we will establish several clear rules for the behavior we expect in all areas of our school. We explicitly teach those expectations to the students and reward them frequently for their great behavior. The expectations for all students will be clear throughout our buildings, hallway, classroom, cafeteria, playground, and gymnasium.

Our school rules will specifically address bullying behaviors, provide for a safe and respectful school environment, and allow more instruction time. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching it to students in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff, and our paraprofessionals." (District 90 Student / Parent Elementary Handbook)

As an extension of the District 90 school day, all Discipline policies and procedures stated in the Elementary Student/ Parent Handbook apply to Before and After Care enrollment.

Classrooms- including before and after care room Respect <ul style="list-style-type: none">• Give your best effort• Clean up your area Responsibility <ul style="list-style-type: none">• Keep your hands and feet to yourself Right Choices	Bathroom Respect <ul style="list-style-type: none">• Wash hands• Keep bathroom clean Responsibility <ul style="list-style-type: none">• Respect the privacy of others• Observe time limits Right Choices <ul style="list-style-type: none">• Use restroom and return to	Playground Respect <ul style="list-style-type: none">• See supervisors for help• Line up at end of recess• Include others Responsibility <ul style="list-style-type: none">• Keep your hands and feet to yourself• Play fair Right Choices
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Behavior Procedure and Policies

1. Student teacher conference:
 - a. Students not following a rule or conduct policy will be counseled by Before and After school staff.
2. Parent Contact:
 - a. If the behavior persists, Before and After Care staff will inform parents of the rules/policy violation and they will be asked to speak with the child. A written notice will be issued to the parents if the behavior continues to be a problem.
3. Parent/ Administrator Contact:
 - a. If the behavior continues to be a problem, an additional written notice will be issued by Before and After Care Staff and the building administrator consulted. The building administrator and parent will meet to discuss the student's behavior.
 - b. If the behaviors cannot be resolved, the child will be dismissed from the program.
 - c. Parents/ guardians of children displaying violent or aggressive behaviors will meet with the Principal regardless of number of written notifications. Students may be dismissed from the program if the behavior poses a threat to other students, families, or staff. Dismissal is at the discretion of the school administrator. (please see District 90 Elementary Student/ Parent Handbook for Guidelines for Determining Penalty, Leveled Infractions, and definitions of consequences.)

If a child is unable to meet our standards of conduct, we reserve the right to withdraw the privilege of being in our program.

Fee Schedule

Weekly Rates

	4 or 5 days Before AND After	4 or 5 days Before OR After	1 to 3 days Before AND After	1 to 3 days Before OR After
1 child	\$69	\$51	\$51	\$39
2 children	\$131	\$87	\$87	\$69
3 children	\$172	\$113	\$113	\$86
4 children	\$228	\$145	\$145	\$110

Monthly Rates for Budget Billing

	4 or 5 days Before AND After	4 or 5 days Before OR After
1 child	\$224	\$167
2 children	\$414	\$304
3 children	\$604	\$431
4 children	\$792	\$565

Payments may be made by cash, check, or online with credit card.

Checks should be made payable to O'Fallon District 90

Receipts will be given for payments.

Online RevTrak payments may be made once registration is complete. There is a 3.49% service charge for using revtrak.

www.of90.net click on the "ONLINE PAYMENT" link to take you to the RevTrak Payment Store.

The FEIN # is 37-6006179 for tax purposes.