



**Pittsburg Community Schools
Unified School District 250**

WELCOME TO AFTER SCHOOL CARE

Dear parents/guardians:

USD 250 is committed to providing a safe and enriched environment for students during out of school time. We are pleased that you have chosen ASC, and look forward to partnering with you in the care of your child.

ASC for students in grades K-5 will begin on Monday, August 19th at each of the elementary buildings. The attached parent information sheet will acquaint you with procedures and expectations as defined for the ASC program.

Please review the parent information sheet prior to completing the enrollment form for your child. When you sign the enrollment form, you agree to the procedures.

We are here to assist you. Anytime you have questions or concerns, please visit with the Site Coordinator for your school.

George Nettels Elementary	TBD	Phone: (620) 230-9892
Lakeside Elementary	Joyce Camp	Phone: (620) 687-3619
Meadowlark Elementary	Abby Buck	Phone: (620) 232-4421
Westside Elementary	Melissa Untereker	Phone: (620) 235-9397

As the ASC Coordinator, I am at your service. Please do not hesitate to contact me regarding the program. We're looking forward to a great year!

Sincerely,

Kathleen Spencer
USD 250 After School Care Coordinator
(620) 687-3702

***Parents will receive a confirmation of After School Care enrollment for their children the first part of August.*

USD 250 After School Care Procedures

PARENT INFORMATION

MISSION

USD 250 values a safe and enriched environment for students during out of school time. After school care is offered by the district as a resource to help meet the diverse needs of USD 250 families. This programming further enhances the use of district staff and facility resources.

ORGANIZATIONAL STRUCTURE

Programming for After School Care (ASC) will be the responsibility of the ASC Coordinator. Site level operations will be managed by the ASC Coordinator with Site Coordinators located in each elementary building. A staff to student ratio of 1:10 will be maintained.

PROGRAM AVAILABILITY

USD 250 will make available after school care at designated USD 250 elementary schools on each day that school is in session during the school term. After school care will not be available during school vacations, teacher in-service, or early dismissal days. After school care will be available between the hours of 3:15 and 5:30pm, Monday through Friday on regular school days. Every effort will be made to accommodate and coordinate resources to meet the diverse needs of all district students.

DAILY PROGRAMMING

- ASC programming will include supervision of outside play, optional homework assistance, and small and large group indoor play. Play will encourage individual development as well as skill building in communication and gross and fine motor skills.
- ASC will coordinate with other after school programming.
- ASC will provide nutritional snacks through district food service. Snacks from home will not be permitted.

PROGRAM FEES

- A fee of \$5.00 will per day will be assessed for each child.
- All fees are based on a contracted schedule. Parents contract for specific days of the week and are responsible for all contracted days. Contracted days are based on a schedule given to the Site Coordinator by the parent. For example: Contract for Mondays only or Monday through Friday, etc. Parents may modify the schedule at any time by contacting the Site Coordinator.
- Court ordered division of payment is to be handled by the parents. The contract will not be split for accounting purposes.
- Parents are expected to keep the fee agreement regardless of current reimbursement by an entity or individual (cafeteria plans, child support, etc.).
- A \$10.00 charge per child will be assessed when parents/guardians do not pick up their child by 5:30pm. For children left after 6:00pm, the Site Coordinator will make every effort to contact the parent and/or an appropriate contact. In the rare circumstance that contact cannot be made, the Site Coordinator may request

assistance from law enforcement. Exceptions may be allowed if proper and acceptable notification is provided to the Site Coordinator.

- Fees are due on the last day each week that the child attends the program. Parents may also choose to pay in advance. There will be no adjustments to the contracted rates unless the child or parent is sick for an extended period of time (8 consecutive days).
- Two weeks notice is requested for discontinuation of care.
- Child care will be discontinued when accounts are not paid in full.
- Students with outstanding fees from a previous year will not be allowed to enroll until their account has been paid in full.
- Emergency care is provided in special circumstances.

AUTHORIZATION TO PICK UP STUDENTS

Parents will designate individuals as emergency contact and authorize pick up. The ASC program will not release students by telephone request. Parents or authorized adults are required to sign the child out before the child is released. This procedure will enable the After School Care staff to ensure the safety of all its clients. Exceptions may be made on a case by case basis with the Site Coordinator.

BEHAVIOR EXPECTATIONS

Students enrolled in ASC will follow the same rules of behavior that are enforced during the regular school day at each respective school. Misbehavior will result in one verbal warning/Time-out. Continued behavioral issues will be referred to the Coordinator and may result in dismissal from the program.

DROP-INS

The ASC program is not a “drop-in” service. In the event of an emergency or an unforeseen situation, the ASC staff will provide care for your child. The rate charged will be that of the standard contracted fee of \$5.00. It is imperative that the Site Coordinator have emergency information for all students who are in their care. For this reason, we encourage all parents to complete the ASC enrollment form to have on file in the event of an unforeseen circumstance. Staff is scheduled based on number of students attending per day, keeping a staff to student ratio of 1:10. Parents who habitually make use of ASC as a drop-in service will be required to enroll their child and agree to a contracted Schedule.

TERMINATION GUIDELINES

Circumstances which might necessitate termination of child care:

- A child has needs that cannot be appropriately met at the After School Care location.
- A child exhibits behavior which repeatedly endangers the health and/or safety of other children.
- A parent refuses to cooperate in adhering to the procedures defined for the ASC.

USD 250 AFTER SCHOOL CARE – ENROLLMENT FORM

Please complete one form (front & back) for each child.

Office Use Only

School: _____ Date: _____ No. _____

Child's Name (please print) _____ ☐ Female ☐ Male

Home Phone _____ Email _____

Address _____ City, State, Zip _____

Birth Date ____/____/____ Grade in Fall 2025 _____ School/Fall 2025 _____ Teacher _____

Parent/Guardian _____ Home Phone _____

Cell Phone _____ Work Phone _____ Work Place _____

Parent/Guardian _____ Home Phone _____

Cell Phone _____ Work Phone _____ Work Place _____

Child resides with: (please check one) ☐ Mother ☐ Father ☐ Both ☐ Foster Family ☐ Grandparent ☐ Other _____

CONTRACTED SCHEDULE

☐ Monday Attendance Time: _____ to _____

☐ Tuesday Attendance Time: _____ to _____

☐ Wednesday Attendance Time: _____ to _____

☐ Thursday Attendance Time: _____ to _____

☐ Friday Attendance Time: _____ to _____

☐ Emergency Only

Contact the Site Coordinator to modify the schedule.

Hours: Child care is available from 3:15 – 5:30 p.m., Monday - Friday on regular school days.

There will be no after school care during school vacations, teacher in-service, or early dismissal days.

Fees: \$5.00 per day, per child

- All fees based on the contracted schedule.
- There will be no adjustments to the contracted rate unless the child or parent is sick for an extended period of time (8 consecutive days).
- There is a \$10.00 charge per child if not picked up by 5:30 p.m.
- Fees are due the last day of each week the child attends.

I wish to pay: ☐ Weekly
☐ Bi-Weekly (Advance)
☐ Monthly (Advance)

EMERGENCY CONTACTS/PICK UP AUTHORIZATION

The following individuals are designated emergency contacts and authorized pick up for the child named above.

1. Name _____

Relationship to Child _____

Phone _____

2. Name _____

Relationship to Child _____

Phone _____

3. Name _____

Relationship to Child _____

Phone _____

List anyone not allowed to pick up child by court order:

☐ I have read and agree to the ASC Procedures.

Parent/Guardian Signature

Date

PLEASE TURN OVER TO COMPLETE FORM

USD 250 AFTER SCHOOL CARE

Does your child require any special services (i.e. assistance with special needs, medical accommodations, language)?

☐ No ☐ Yes - Please explain: _____

Food Allergies? ☐ No ☐ Yes - Please list: _____

Any other pertinent information: _____

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

REFERENCE K.A.R. 28-4-582(3)(B)

FACILITY: USD 250 AFTER SCHOOL CARE

I hereby authorize a representative of the USD 250 After School Care program to give consent for any and all necessary emergency medical care for my child or youth, _____ while said child or youth is in said facility's custody between the dates of **August 18, 2025 and May 21, 2026.**

Signature of Parent/Guardian

Date Signed

Parent's Name

Parent's Phone

Street Address

City, State & Zip Code

Health Insurance Company/Policy Name

Policy Number

Medical Assistance Program

Card Number

Military Medical Care I.D. Number

If known, date of last Tetanus inoculation

List any known allergies or other information about the medical status of this child or youth pertinent in case of emergency:
