

Pow Wow

Handbook

2026-2027

Our Mission

Our mission is to provide students with a safe and nurturing environment. We are a full-time program that serves children up to 12 yrs. of age and/or the end of 5th grade. We offer age appropriate tutoring, large motor activities, and recreational time. We will promote the importance of education and make it exciting for the children to expand their knowledge on many topics.

Hours of Operation

Our hours of operation will be Monday through Friday from 3:00-6:00 p.m. We will also offer care on early dismissal day (inclement weather days are NOT included) and full days prior to the start of the school year as well as the month of June. We will not be in session when the district is closed or on snow days. **If school is dismissed early due to inclement weather, we will close early also.** Failure to pick up your child by 6:00 p.m. will result in a late fee of \$1.00 per minute. If late pick up becomes repetitious, services will be discontinued. All late fees must be paid before the child can return.

Tuition and Fees

****We are a full-time program that costs \$50 a week.** If you have multiple children, a discount will be applied. A \$35.00 yearly enrollment fee will be required at the time of registration. Our rates are as follows:

- ❖ \$50 a week for one child (3:00 - pick up)
 - ❖ \$15 for an early dismissal day for one child (12:30 – pick up)
 - ❖ **Summer Care** is **ONLY AVAILABLE** if you are already enrolled in our after school program for at least 2 months prior to school being out
 - ❖ \$25 per child for a full day (7:00 a.m. – pick up (or 6:00 p.m.))
 - ❖ \$20 for each additional child
- *Summer School Rate is \$15 a day (Monday-Thursday ONLY)

Accounts will be billed on Mondays for the previous week, and are due in full by that Friday. Late fees will be assessed for late payments and any accounts retaining a balance. If school is not in session on Friday, payments will be due on the day that we return. Tuition will not be charged on days that school is not in session. All accounts must stay current in order for your child(ren) to attend. **Any account that is past due by two (2) weeks will result in the removal of that child from the program until the account is current.** If an outstanding balance remains from the previous year, all outstanding balances will be due before the child(ren) can return to the program. Accepted forms of payment are cash, check, and credit card. ****All credit card payments will incur a 2.7% processing fee.**

Meals / Snacks

If you want your child to have a snack after school, you must provide one. On **full** days the students will need to eat breakfast before arriving (or bring it with them) and **bring** their lunch and snack.

Student Responsibilities

- ❖ Come directly to the gym after school.
- ❖ Take care of all personal belongings and keep them in the designated areas.
- ❖ Treat staff and other students with respect.
- ❖ Keep your hands to yourself.
- ❖ Use appropriate language.
- ❖ Take care of equipment and supplies.
- ❖ Share equipment and supplies with others.
- ❖ Clean up after yourself.
- ❖ Follow the school handbook policies.

Parent/ Guardian Responsibilities

❖ **YOU MUST BRING YOUR PICTURE ID AND CAR TAG EVERY DAY TO PICK UP** (You have the option of taking a picture on your phone of both of these items and show the picture to pick up if you prefer)

- ❖ Sign your child(ren) in and/or out of the program
- ❖ Pick up child(ren) on time
- ❖ Pay all tuition and fees on time
- ❖ Notify Director 2 weeks in advance of any changes in enrollment
- ❖ Voice compliments and/or concerns in a timely manner
- ❖ Review the school policies and be aware of all program policies and procedures.
- ❖ Keep staff informed and updated on any issues that may arise with your child(ren).
- ❖ Keep child(ren)'s file and records up to date. Including: any changes in address, phone numbers, employment, medical conditions, etc.

Discipline

All students will be expected to follow all building and playground rules while attending the program. Consequences for failing to follow the rules are as follows:

- ❖ 1st Offense: Verbal Warning
- ❖ 2nd Offense: Time-Out
- ❖ 3rd Offense: Unable to participate in activities for the remainder of the day and the parent/guardian(s) will be notified.
- ❖ 4th Offense: Parent is called to pick up the child immediately from the program. Child and staff member will work together to complete a discipline referral. The parent/guardian will be asked to sign the referral at pick up.

**** Disrespect and blatant disregard for rules, or intentionally causing harm to staff or other children will not be tolerated. Severe behavior will result in a call to the parent, and the parent may be asked to pick up the child from the program immediately.**

➤ Discipline Referral:

- ❖ 1st Referral: Written warning and a note to parent/ guardian
- ❖ 2nd Referral: 2-Day suspension from the program
- ❖ 3rd Referral: 5-Day suspension from the program
- ❖ 4th Referral: 10-Day suspension from the program
- ❖ 5th Referral: Permanent removal from the program may occur

**** Permanent removal from program may occur at any referral level depending on the severity of the incident.**

Accidents/ Injuries

In the event of an accident, parents will be notified by phone or when the child is picked up. First aid will be administered by the center staff or school nurse. The Director, supervisor in charge, or school nurse will determine if the child should be transported to an emergency facility. If the decision is made to transport, the parents will be notified before or as the child is being transported to the location listed on the enrollment form. An incident report will be completed, by the supervising teacher, for all parties involved. The incident report will need to be signed at the time of pick-up.

Medication

A medication form must be filled out **prior** to medication being administered. All medication must be in the **original container with the label attached**. Prescription medications must be labeled and include the pharmacy, child's name, physician's name, date, medication name, dosage, and time information.

Ill Children

Upon arrival, observation of children for illnesses or contagious disease shall be noted. If a contagious disease occurs, parents will be notified immediately. Parents must pick up their child within **one hour** of notification. Symptoms include, but are not limited to:

- ❖ **Temperature at or above 100.0 degrees**
- ❖ **Vomiting or loose stools**
- ❖ **Severe coughing** (turns red, whooping or croupy sounds)
- ❖ **Difficulty breathing**
- ❖ **Yellowish skin or eyes**
- ❖ **Unusual spots or rashes**
- ❖ **Sore throat / trouble swallowing**
- ❖ **Severe itching of body or scalp**
- ❖ **Matted or oozing eyes**
- ❖ **Any other medical concerns at the discretion of center staff and/ or listed by the Missouri Department of Health**

Children will be monitored until they are picked up. If a parent does not respond, the center may be obligated to notify 911 emergency systems and have the child sent for medical attention.

Children **WILL NOT** be allowed to return until they are **FREE** of symptoms (without medication) for a minimum of **24 hours**.