Vacation Station

Francis Howell School District

and

QUEST

PROGRAM HANDBOOK 2026-2027

A PROUD PROGRAM OF THE FRANCIS HOWELL SCHOOL DISTRICT SINCE 1991

VACATION STATION CONTACTS AND LOCATIONS

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QUEST ● Program Phone 636-851-6465

Vacation Station Program Foundations

The information below overviews the foundation behind the Vacation Station Program. By reviewing this information you will gain an understanding of what principles guide the quality out-of-school time program provided by the Francis Howell School District.

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, preschool through incoming eighth grade. Children are given a choice of activities designed to provide experiences that stimulate the child's physical, social, intellectual, and emotional development.

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.

Collective Commitments

- We will commit to quality programming by planning and implementing hands-on, age appropriate activities.
- We will be present and actively engaged when interacting with students, staff and families.
- Safety will permeate every decision within our program to ensure a secure environment for all.
- We will support our schools, the community, our students, staff and families through intentional relationship building.
- We will promote acceptance by welcoming and treating everyone with dignity and grace to model and develop kind humans

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 practicing communication, social skills, and teambuilding. Board games, along with reading, writing and listening areas are often found in Communication.

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 in a small or large group setting. 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 activities that involve drawing, painting, or cutting.

Exploration

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

Lesson Planning

Vacation Station staff plan daily activities for the children. Lesson plans are centered on a theme and provide opportunities for students to participate in hands-on enriching activities. Overviews of each site's lesson plans are available for review upon request 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 Resource Board (DDRB) to allow for extra staffing assistance for the inclusion of children with disabilities. DDRB facilitators provide extra assistance to a reduced number of students so that all children can experience 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 DDRB Grant. For continuity of students' social goals, the Vacation Station Coordinator at your school is available to attend IEP meetings.

DDRB

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**

Inclusion in Vacation Station

What does inclusion mean?

Facilitators support each child in developing independence, confidence, and a love of learning. We believe inclusion means that all children are welcomed and supported in every aspect of our program.

Inclusion promotes a sense of community, eliminates segregation, and helps change perceptions about what each of us can do. It's not just a practice—it's a mindset that values every child's unique contribution.

What Do All Children Gain from an Inclusive Vacation Station Program?

An inclusive program benefits everyone involved. Here are some of the ways children grow through inclusion at Vacation Station:

ACCEPTANCE

Children learn to value and respect differences in others. Facilitators model acceptance through their actions and words, highlighting each child's unique strengths and abilities. Every child is encouraged to participate and to grow at their own pace.

BELONGING

Vacation Station fosters a community where every child feels seen, included, and valued. Each child contributes in their own way to the success of the group and gains confidence through shared responsibility and meaningful participation.

COOPERATION

Through group activities and social play, children develop teamwork and problem-solving skills. Learning to cooperate with peers of all abilities helps children build empathy and strong interpersonal skills that support success in school and life.

DIVERSITY

Inclusion celebrates, rather than overlooks, our differences. Vacation Station embraces the wide range of learning styles, abilities, and backgrounds our children bring. Facilitators use developmentally appropriate activities and flexible supports to meet each child's individual needs.

FRIENDSHIP

As children learn and play together, they build meaningful friendships that often extend beyond our program. These positive social experiences help make the elementary years more enjoyable and fulfilling for everyone.

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 record 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. Staff members are 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 communication 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). Families are charged a late pick-up fee beginning at 6:01 p.m. 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 3 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, early release/partial days, 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 for students not enrolled in the program.

Summer Programs

Vacation Station has an Elementary Summer program for all Francis Howell School District's students entering Kindergarten through 5th grade. Programming is provided from 6:30 a.m. until 6:00 p.m. at Summer locations may be consolidated at times to allow for building maintenance. This program is designed to provide fun and exciting activities for school-aged 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 6th, 7th, and 8th 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.

- Full time enrollment is for those families who will attend Monday through Friday each week of summer, starting with your first day of scheduled summer attendance.
- Families may indicate summer-only attendance on their registration and be moved to an inactive status when school starts.
- A prorated amount of Excused Day Credits are provided depending upon your attendance start date. Children attending from the 1st day of summer receive 10 excused day credits to use.
- 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 the Vacation Station Business Office 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.
- **Please Note**: The Vacation Station Business Office makes all changes to full-time schedules. **Do not make changes to your schedule in your Vacation Station Procare account.**

Part-time enrollment- Requires a minimum days of attendance dependent upon start date.

- Part Time enrollment is for those who need a more flexible schedule
- June start dates require 25 days minimum attendance
- July start dates require 17 days minimum attendance
- **Part-time care is contractual and the minimum attendance will be invoiced if you exit early.**
- Parents/Guardians need to enter the student's attendance schedule into your Vacation Station account no later than **11:59 p.m. Thursday the week before attendance**. If you have difficulty entering your schedule, you may email the Vacation Station Business Office 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 same week, please contact the Vacation Station Business Office via email or phone.

FHSD Summer Programs:

- FHSD Summer Programs are: FHSD Summer Success, FHSD Camp Adventure or ESY.
    - This does not include any other district sponsored camps.
- Children enrolled in FHSD Summer Programs may also enroll and utilize Vacation Station programming concurrently at a discounted tuition rate when attending both programs simultaneously.
- Children enrolled in the Vacation Station Part-time Summer Program who also attend an FHSD Summer Program may count their attendance toward the Vacation Station part-time minimum when they attend both programs simultaneously.
- Children enrolled full-time in Vacation Station and who also attend an FHSD Summer Program will not be charged vacation days if they choose to not use Vacation Station during the time they are concurrently attending both programs.

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.
- 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 the Vacation Station Business Office by 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**: The Vacation Station Business Office makes all changes to full-time schedules. **Do not make changes to your schedule in your Vacation Station Procare account.**

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

- The Part-time program is contractual and minimum attendance is due regardless of attendance.
- The schedule may be any combination of before and/or after school sessions.
- Your account will be billed per session based on the dates scheduled in the system.
- If you have a set schedule or know your schedule in advance, you may enter your schedule into your Vacation Station account up to 12 weeks in advance.

- Parents/Guardians need to enter the student's attendance schedule into your Vacation Station account no later than 11:59 p.m. Thursday the week before attendance**. If there is no schedule entered; a late fee is charged and your account is billed for the minimum 2 sessions per week.**
    - If your child will not attend and you would like to avoid the late fee, please send an email to the Vacation Station Business Office notifying them of your non-attendance no later than 9:00 am. on Friday for the next week. **Your account will be billed only the minimum session requirement without a late fee.**
    - If you have difficulty entering your schedule, you may email the Vacation Station Business Office
- School Day minimums for shortened Vacation Station weeks (weeks when Vacation Station is not open 5 days) are as follows:
    - 5- day week: 2- session minimum
    - 4- day week: 1- session minimum
    - 3- day week or less: no minimum
- **Excused Absence Credits are not available for the part-time progra**m. A tuition credit cannot be applied for non-attendance however; you may exchange attendance dates for other dates <u>within the same week</u>.
- 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 same week, please contact the Vacation Station Business Office.

Early Release Days & Partial School 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.

Early Release Day & **Partial School Days** are when schools dismiss early**.**

- All families enrolled in Vacation Station may sign up for Early Release and Partial School dates.
- Families not enrolled in other Vacation Station components, but require programming on Early Release & Partial Days may enroll for this component only. A registration 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 or Partial School date at an additional fee.
- **Early Release & Partial School Day Cancellation Policy**: Early Release/Partial days cannot be refunded or credited once they are billed. If you need to add or delete an ER/PS Day, please contact the Vacation Station Business Office and your site Coordinator.
- Any changes must be 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, and scheduled school calendar breaks (Fall Break, Winter Break, and Spring Break). This programming may be provided at each elementary site or a consolidated site.

- **The Non-School Day Program is contractual and the minimum attendance will be billed if you exit early.**
- There is a **minimum attendance requirement of 8 days** over the course of the school year.
- Parents/Guardians must provide their schedule for Non-School Day attendance dates by completing the Google Enrollment form that is emailed to all account holders at least two weeks prior to each non-school day or break. **If a schedule is not provided and your child attends, a late schedule fee is charged.**
- To make changes to your submitted schedule, please contact the Vacation Station Business Office.
- Once invoiced, **you cannot remove scheduled days**, but you may swap them for other days within the same week.
- **There are no credits for any billed non-attended days.**
- **Early Release/Partial School Days, Summer and School Days are separate programs and <u>do not count</u> toward the Non-School Day Program's minimum attendance requirement.**

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 registration 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 Vacation Station 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.fhsdschools.org.**

The registration fee is a flat rate of $100 per child per program year. If you require enrollment in ***only*** the Early Release & Partial Day Component, then the registration fee is a flat rate of $25.00 per child. Registration fees are Non-Refundable.

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

- Tuition may be paid in advance.
- Accounts must be kept current each week or will be subject to a late fee and/or suspension of services.
- If you do not receive a statement, please contact the VS Business Office.

Incidental Fees

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

- Late Pick-Up Fee (will be applied starting at 6:01 pm) — $1.00 per minute per child
  * Accounts with three late pick ups are subject to dismissal from the program
- 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

The Vacation Station Business Office and Program Coordinators adhere to the following accounting procedures weekly:

- **FRIDAY**: Accounts are billed after finalizing schedules for the upcoming week and applying late fees to delinquent accounts.
- **MONDAY**: Tuition is due on Monday or the first day of the week; if the program is closed on a Monday.

Delinquent Accounts

If an unpaid account is considered delinquent, we will contact the account holder to notify them that their program services are suspended until **payment is made in full.**

Failure to pay the account balance in full will result in the inability to reactivate or re-enroll your child(ren) in 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 via the DSS log in portal. Once approved, families are responsible for the applicable sliding scale fee. Please contact DSS to determine eligibility. A Vacation Station DVN number (required for subsidy authorization) can be obtained by contacting the Vacation Station Business Office

Families that receive financial assistance from **DSS need to attend a minimum of 8 hours each month to maintain your enrollment with Vacation Station**. Please keep this in mind when scheduling your childcare arrangements to ensure your family meets the monthly attendance requirement.

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 Vacation Station Business Office will notify you of the returned check and you will have two business days to submit payment to the 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 account balance 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 a written notice.
- Once your returned check goes to the Francis Howell Administrative Offices, payment can no longer be accepted by the 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 PAT Building located at 1400 Gettysburg Landing.
- 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 the Vacation Station Business Office or the District 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 Vacation Station 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.
- Weekly tuition payments are expected.Your statement can also be viewed online through your Vacation Station account. For your convenience, a statement will be emailed each week reflecting tuition charges and balance due. If you do not receive your weekly statement, please email the VS Business Office.
- Tuition payments made by Visa, Discover or MasterCard debit/credit card may be made online via your ProCare.com account.
- 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.
- 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.
- Account holders can access a record of payments through their MyProcare.com account.

General Information

Vacation Station uses Procare, a registration and billing program, to monitor attendance. Children must be signed in and out by either a staff member or the parent/guardian.

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 the Vacation Station Business Office to receive your excused credit on your account when your child is absent.

- Excused Day Credits are prorated based upon the first day of attendance in the summer, and school-day programs.
- Excused Day Credits can only be issued in full-day increments.
- **Excused Day Credits can only be used in their allocated component and cannot be combined**.
- Students enrolled part-time do not receive Excused Day Credits.

Enrolled	Excused Credits
Full Time Summer Only	10*
Full Time School Day Only	5*

*Credits will be pro-rated based on your first day of attendance..

Early Dismissal Due to Inclement Weather

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.fhsdschools.org**.

- There may be instances when 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.

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:

- School Messenger;
- The Francis Howell School District website (www.fhsdschools.org).

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 via email. If you notify us via email please copy the Vacation Station Coordinator, Assistant Program Coordinator, and VS Business Office to ensure notification. **Please note: Your elementary 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 and VS Business Office via 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 the VS Business Office (a reactivation fee applies)
- 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 and the VS Business Office. If you have a balance due, the balance must be paid in full. If you are enrolled in Non School Day or Summer Programming, you will be responsible for unmet attendance requirements.

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 Vacation Station Business Office.
- The Vacation Station Business Office 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 are limited to parents/guardians and must be pre-approved per Board of Education policy 1431..

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, smart watches,gaming devices,etc…) Items displayed or in use will be held for safe-keeping and Vacation Station is not liable for damage, theft, or loss of the device. Secured devices may be searched for improper messages/images. Personal 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-5th 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

Program Philosophy

At Vacation Station/QUEST, we believe children do well when they can. Our goal is to help every child make positive choices, learn from mistakes, and take responsibility for their actions. We focus on teaching, guiding, and supporting while keeping everyone safe.

A safe and caring environment is our top priority. Every child and staff member deserves to learn, play, and work in a space that is free from harm and disrespect.

Behavior Support

We use a Mindset-based approach that focuses on building positive relationships, understanding behavior, and helping children develop self-control and problem-solving skills.

Our staff will:

- Provide fun and meaningful activities that promote respect and cooperation.
- Redirect and guide children to make positive choices.
- Offer calm-down or reflection time when needed.
- Communicate openly with families about successes and challenges.
- Partner with families to support consistent expectations between home and program.

Behavior Expectations

Children are expected to:

- Follow program rules and directions from staff.
- Be respectful to others, staff, and property.
- Use safe and kind behavior.
- Participate positively in all activities.

Behavior Concerns and Consequences

When behavior disrupts the program or causes safety concerns, staff will respond in a fair and consistent way. Steps may include:

1. Redirection and Reflection – Talking through the situation and helping the child make a better choice.
2. Think Sheet – A chance for the child to reflect on their behavior and how to improve.
3. Parent Communication – Families will be informed of the behavior and any actions taken.
4. Incident Report – A written report shared with parents for acknowledgment.
5. Behavior Plan – If concerns continue, a plan will be created with the family to support improvement.

If a child's behavior causes harm to others, property damage, or continued disruption, they may be removed from the group, and parents will be contacted to pick up their child.

Safety and Dismissal

Aggressive, threatening, or abusive behavior toward others, whether verbal or physical, will not be tolerated.

A child may be temporarily or permanently dismissed if:
- The behavior poses a safety risk to themselves, other children, or staff.
- Repeated efforts to correct the behavior are not successful.
- The behavior severely disrupts the program.

Families may be responsible for replacing or repairing property intentionally damaged by their child.

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.

Working Together

We value our families and believe that strong communication and teamwork help children succeed. By working together, we can ensure a safe, supportive, and positive environment where every child can learn and grow.

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 or gym 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	Shortened Outdoor Activity (20 minutes)
15°F to 20°F	Shortened Outdoor Activity (10 minutes)
Below 15°F	Indoor Activity

Heat Index Policy

Heat Index 95°F to 100°F	Shortened Outdoor Activity (10 minutes)
Heat index above 100°F	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 aerosol spray 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 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.

Health Policies

We ask that parents assess their child's and family health daily before coming to Vacation Station. Children with any of the following symptoms should be kept home from Vacation Station: diarrhea or vomiting**,** unexplained rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness**,** temperature of 100 degrees *or* higher, persistent cough or untreated head lice.

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 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.

Any known diagnosed 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 made available, and the appropriate forms completed.

Illness During Program Hours

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

- Exhibits 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.

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 or emailed 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 box.**

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 the program.
- We cannot release medication to a child.
- It is the responsibility of the parent to bring any medication needed.

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:

TOPICAL

- Aloe Vera
- Anti-Fungal Ointment
- Anti-Itch Spray/Ointment (Diphenhydramine HCL 2%)
- Triple Antibiotic Ointment or Polysporin Double Antibiotic Ointment
- Burn Spray/Ointment
- BZK (Benzalkonium Chloride) Antiseptic Towelettes
- Caladryl/Calamine Lotion
- Hydrocortisone Ointment 0.5% & 1%
- Isopropyl Alcohol 70%
- Peroxide 3%
- Sting Relief Wipes/Sting Relief Swabs
- Vaporub
- Vaseline Petroleum
- Zinc Oxide

ORAL/DENTAL

- Oral Anesthetic/Antiseptic (Ambesol/Oragel)
- Campho-Phenique
- Glucose Tablets/Gel
- Lip Ointment
- Salt Water Gargle
- Sore Throat Spray

EYE

- Artificial Tears
- Buffered Isotonic Eye Irrigating Solution
- Saline or Multi-Purpose Solution For Contact Lenses
- Pataday Eye Drops- Allergy
- Zaditor Eye Drops-Allergy

GI

- Baking Soda
- Calcium Carbonate tablets (Tums, Mylanta)

Please note a Generic Equivalent may be substituted for ALL listed medications.

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 VS Business Office 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 or Lead Facilitator.
- 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 from school property
    - 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 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 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 when school is not in session.

Lunch

Children attending the Summer & Non-School Day programs must provide their own sack lunch. Water is provided upon request. 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 & Partial 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.