

Pirate Pals



Before & After School Program
Revised 2009
Parent Orientation Booklet

This section to be filled out by Pirate Pals staff:

This booklet is issued to _____

Weekly Tuition: _____

Enrollment fee: _____

Outstanding Balance: _____

Total balance to start the 10-11 school year: _____

Welcome

This informational booklet is designed to provide you with the important guidelines and information about the Ash Grove R-IV Pirate Pals before and after school program. Please retain this booklet for your records. Please completely fill out the enrollment form and all other forms included with this booklet. All forms and your tuition/fees will need to be turned in for your child to begin staying.

Mission:

Ash Grove/Bois D'Arc Pirate Pals' mission is to provide your children with a safe, fun environment, to support families, and strengthen communities.

Goals:

Pirate Pals seeks to develop student's well-being by connecting academic standards to real life experiences while practicing healthy life choices. Students will develop:

- * Self-direction
- * Self-discipline
- * Self-esteem
- * Self-fulfillment/understanding
- * Healthy lifestyle
- * Academic enrichment

Staff:

- * Alicia Brown-Program Coordinator
417-751-2533 abrown@ashgrove.k12.mo.us
- * Kristen Norsten-Bois D'Arc Elementary Site Director
417-742-2203 knorsten@ashgrove.k12.mo.us
- * Teachers

Daily Schedule:

- 3:00 attendance, restroom break, snack, social time
- 3:30 recess/physical activity time
- 4:00 Educational Instruction
- 5:00 Enrichment activities
- 6:00 Program closing/shut-down

Policies and Procedures:

Following are the general policies that will apply to the Pirate Pals program during the current school year. You will be notified of any changes in these policies. Please note that Pirate Pals follows all policies and procedures as noted in the board policies and school handbooks of the Ash Grove R-IV School District.

Signing In and Out:

Every child must be signed in and out of the program each day. Students attending the morning Pirate Pals sessions must be checked in by their parent or individual dropping them off. After school students will go directly from their class to Pirate Pals. Students will be signed out by the individual picking them up. Students will be released only to the parent or person designated by the parent on the enrollment form. Parents or designated persons may be asked to show a photo I.D. before the child is released from the program.

Illness/Medication:

Medicine will not be given during the time in which Pirate Pals is in session. All medicine should be given to your child before or after Pirate Pals or by the school nurse during the school day. (This includes Aspirin & Tylenol.) Please notify a staff member of any medication you may have given your child before bringing them to Pirate Pals. Your child may be sent home if any symptoms of illness arise during morning or afternoon Pirate Pals. In such cases, your child will be isolated and you will be contacted. Your child must be picked up as soon as possible, as we have no provisions to care for ill children. Ill children may not be accepted.

*Please notify the After School Coordinator and Instructor of any allergies or major medical conditions your child may have. In severe cases, a plan of action from your child's doctor may be required.

Accidents/Injury:

A first aid kit will be available on-site at all times, for treating minor injuries. The staff will also have access to the nurses office in the event that further aid is needed. You will be notified anytime that first aid is given to your child. In the event of an accident or injury involving your child, emergency procedures will be followed and you will be notified immediately. The staff will call 911 in the event of a serious accident or injury. All accidents and injuries will be documented and kept in the students records. Please see the green binder near the sign out sheet or the red flow chart posted near the door for emergency procedures.

Programs/Activities:

- * Innovative instruction designed to motivate students
- * Individual/group tutoring
- * Our curriculum is taken from Missouri's Grade Level Expectations (GLE's)
- * Reading and/or math enrichment activities fostering positive learning in a child-centered, hands-on environment
- * Activities provided on early dismissal days (location will alternate between the Ash Grove and Bois D'Arc building)
- * We may occasionally go on field trips that will most likely be walking field trips that will be of no cost. On early dismissal days Pirate Pals may go on a field trip that will require you to pay. We will notify you up to 2 weeks in advance of cost and times.

Snacks:

Thank you to those who have volunteered to bring snacks! Please look on the calendar for your child's snack day. The snack calendar will be handed out during the first week of school and following calendars will be handed out on the last week of every month. We have plenty of storage space if you would prefer to send in snacks earlier than your marked day. Snacks should be packaged and non-perishable. Please allow for 30 kids.

Phone Policy:

Phone calls pertaining to Pirate Pals should be directed to the Elementary office at either Ash Grove or Bois D'Arc. Most often, the caller will need to leave a message and the call will be returned by the After School Coordinator or the Building Administrator. In the event of an emergency and you need to contact a Pirate Pals worker during Pirate Pal hours, please call 417-751-9607 for Ash Grove (you may have to leave a message) or 417-742-2203 for Bois D'Arc.

Safety:

The Pirate Pals staff seek to provide a healthy safe environment for your child. All employees are expected to be familiar with fire and natural disaster safety procedures. Safety drills will be practiced during Pirate Pals hours including fire drills every month and tornado drills every 3 months.

Parent/School Communication:

It is important to us to provide your child with the best possible experience during the hours of the program. Therefore, we encourage you to communicate openly with the program coordinator and staff about the program and your children. In the event that information is sent home regarding your child, it will be put in their backpacks or handed to you directly at the time that you pick your child up. Notes pertaining to you specifically will be closed and labeled with your child's name to ensure privacy. Parents are invited to visit the Pirate Pals program any time during the hours of operation. Licensing Rules for Group Day Care Homes and Child Care Centers is available for parent and public review. You may request a conference with the program coordinator and/or staff member at a mutually convenient time to discuss your child's progress and overall development. The Pirate Pals coordinator may also request a meeting with you as needed; additional school personnel may be requested to attend.

Parent Orientation:

Parents are encouraged to attend the Open House/Orientation at the beginning of each school year to gain information and ask questions about the program.

Discipline Policy:

At Pirate Pals we have established rules to safeguard every individual from injury as well as to maintain a safe, positive environment. If a discipline problem occurs, staff will use a "time-out" or a similar technique until the child is able to behave in an acceptable manner. At no time will our staff yell, use sarcasm, or corporal punishment with any of the children. Although we do respect and follow the handbook as written and supported by the Ash Grove R-IV School District, we do not participate in corporal punishment. Positive reinforcement will be used to encourage students to abide by the rules. For the safety and well-being of other students, children who are unable to behave appropriately after repeated attempts may be dismissed from the program.

Rules:

- *Follow directions
- *Keep hands, feet, and objects to yourself
- *Be respectful
- *Use an "inside voice" when inside the building
- *Cooperate and share with others
- *Clean up after yourself
- *Ask a staff member for permission before leaving the group area (cafeteria, gym, playground, etc.)
- *Take care of supplies and games
- *Use your words to solve problems rather than your hands
- *Use homework time appropriately; stay on task
- *Follow school rules as noted in the school handbook

Consequences:

- 1st offense: Warning
- 2nd offense: Time-out
- 3rd offense: Unable to participate in activities for the rest of day
- 4th offense: Child and staff member will fill out discipline referral
- 5th offense: Parent is called to pick-up student immediately
- *Severe behavior will result in a call to the parent. Parent may be asked to pick-up their child immediately from the program.

Discipline Referrals:

- 1st referral: Written warning, note to parent
- 2nd referral: 2 day suspension from the program
- 3rd referral: 10 day suspension from the program
- 4th referral: 45 day suspension from the program
- 5th referral: Permanent removal from the program

Student Responsibilities:

- * Come directly to Pirate Pals after school
- * Take care of all personal belongings and keep them in the designated area
- * 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:

- * Sign child in and/or out of the program
- * Pick child up on time
- * Pay tuition/fees on time
- * Notify site director 2 weeks in advance of changes in enrollment
- * Voice compliments or concerns to the coordinator in a timely manner
- * Review the school handbook policies and be aware of the Pirate Pals policies and procedures
- * Inform staff of any medical issues pertaining to your child
- * Keep your child's file and records up to date. This includes any changes in address, phone numbers, or medical conditions

Tuition/Collection Procedures:

For the past three years, the Pirate Pal program has been grant funded. The grant funding has allowed us to follow reduced rates for after school care. Beginning June of this year, the program will no longer be grant funded. Therefore, we will now be following the recommended state guidelines for after school, half-time, child care rates for school age kids. This rate is \$8.87 per day, per child. If you qualify for free/reduced lunches, you should inquire about the Child Care Assistance Program. This is a state funded program that may assist you in making your child care payments. If you qualify for Child Care Assistance, your tuition rates will change according to the level of assistance that you qualify for.

The tuition chart below reflects a **WEEKLY** rate. Tuition should be paid in full during the week prior to attendance. **Tuition is collected every Thursday for the following week; a weekly deposit is made every Friday.** Late payment will result in a delay of check processing. Paying in advance for several weeks is allowed. All account balances must remain up to date. If your balance is not paid, your child will not be allowed to stay at Pirate Pals; the elementary office will contact you to make alternative arrangements. Excessive overdue balances will result in immediate dismissal from the program.

If there is a week that your child will not be in attendance, please notify the site director or program coordinator in writing at least one week in advance. If there are multiple or consecutive weeks that your child is not in attendance, a \$15 per child weekly fee will be applied. **Unless written notice is given in advance, you will be charged.**

Enrollment Categories:

Weekly Rate (per child)	Full-time (4-5 days)	Part-time (1-3 days)
AM - only	\$30.70	\$18.42
PM - only	\$30.70	\$18.42
Both AM & PM	\$44.35	\$26.61
Enrollment fee: A one time enrollment fee of \$25 per child will apply to students new to the program.		

****Late Fees****

Children must be picked up by 6:00 p.m. The fee is \$10 per child for every 10 minutes that you are late. Late fees must be paid when your child is signed out or by the next day in session.

Licensing Procedures:

The licensing procedures are available in each building in the green binder that is located near the sign-out sheet.

Students files:

At any time, parents may request to the program coordinator to view their child's file/records from. All records are kept confidential.

Child Abuse/Neglect

The Child Abuse Prevention and Treatment Act, a federal law, provides a minimum set of acts or behaviors which constitute abuse. Each state is responsible for providing its own definition of child abuse and neglect. Missouri's provisions relating to child protection are found in Chapter 210 of the Missouri Revised Statutes.

Missouri law, at 210.110.(1) RSMo., defines "abuse" as:

". . . any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.

Missouri law, at 210.110.(12) RSMo., defines "neglect" as:

". . . failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being."

A child is any person, regardless of physical or mental condition, under eighteen years of age. Section 210.110.(4).

**Pirate Pals
Ash Grove R-IV School District
100 N Maple Lane
Ash Grove, MO 65604**

**Request and Consent for Release
of Education and Other
Records by Parent**

RE: Student's Name: _____
Social Security Number: _____
Date of Birth: _____ Sex: _____

The undersigned Parent hereby authorizes and consents to the release of certain education records and other records regarding the above-described Student pursuant to the Family Educational Rights and Privacy Act and any other applicable federal or state statute. By signing and dating this release of information, I allow the persons or agencies listed below to share specific information, as listed, about my child. I understand that this is a cooperative effort by agencies involved to share information that will lead to better utilization of community resources and better cooperation amongst our agencies to best meet the needs of my child.

Agencies or agency representatives that will be sharing information:

<u>Name</u>	<u>Address</u>
Pirate Pals After-School Program	100 N Maple Lane Ash Grove, MO 65604
Ash Grove R-IV School District (Including Ash Grove & Bois D'Arc Elementary)	100 N Maple Lane Ash Grove, MO 65604

The specific records to be released are as follows:

- Academic transcript, achievement test scores or other documents which reflect the Students educational achievement;
- All special education records, including, but not limited to evaluations, individualized education programs;
- Health records;
- All disciplinary records for the Student, including, but not limited to the following records:
 - disciplinary records which reflect any serious violation of the school district's student discipline policy;
 - records which indicate that the Student has been, or is currently under suspension or expulsion form the school district;
 - records which indicate that the Student has engaged in any "act of school violence" including, but not limited to the exertion of physical force by the student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the school district, or while involved in school activities;
 - all records which indicate that the Student has received discipline under the school district's student discipline policy for violation of the school district's weapons, drug, alcohol or assaultive behavior policies.

The education records and other records designated above should be released and disclosed to :

**Pirate Pals
Ash Grove R-IV School District
100 N Maple Lane
Ash Grove, MO 65604**

Parent/Guardian

Date

This box to be filled out by office only.

Date Received: _____

Enrollment Fee paid: Y or N

Weekly Tuition Rate: _____

Required paperwork for licensing complete: Y or N Deposit: Y or N

Start Date: _____

**Pirate Pals Program
Before/After School Enrollment Form (2010-2011)**

If you are enrolling more than one child, please list from oldest to youngest.

Name of Student: _____ Age: _____ Birth Date: _____ Grade: _____

Name of Student: _____ Age: _____ Birth Date: _____ Grade: _____

Name of Student: _____ Age: _____ Birth Date: _____ Grade: _____

Name of Student: _____ Age: _____ Birth Date: _____ Grade: _____

Enrollment Status: (please check one per line)

_____ Part-time (3 days or less) _____ Full-time (4 days or week)

_____ Before School Only _____ After School Only _____ Both (AM & PM)

If enrolling part time, please list the days your child(ren) will be in attendance: _____

****Please notify the program coordinator 2 weeks in advance of any changes in enrollment.**

FAMILY STATUS (optional): ___married ___separated ___divorced ___single

Parent(s)/Guardian(s) with whom the child resides:

Parent Name (s): _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Mother's Place of Employment: _____ Work Phone: _____

Father's Place of Employment: _____ Work Phone: _____

****Please notify us immediately of any changes regarding the information on this form.**

Please share with us any information that would be useful in providing for your child's needs (allergies/chronic conditions etc.)

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY WHEN PARENT/GUARDIAN IS UNAVAILABLE:

NAME _____ **ADDRESS** _____

RELATIONSHIP TO CHILD _____ **PHONE** _____

PICTURE RELEASE: Throughout the school year pictures may be taken of Pirate Pals activities. Some of these pictures may be used in the Ash Grove Commonwealth or displayed in the hallways.

_____ I give permission for my child to be photographed.

_____ I do not give permission for my child to be photographed.

This form is for enrollment purposes only. Additional student information for each child in your family is required for admission. Please make certain that all necessary paperwork regarding your child is turned in promptly. This additional information is crucial to your child's safety and well being.

HELPING OUT:

I am interested in helping make Pirate Pals a continued success by:

____ providing a non-perishable snack once a month ____ volunteering

____ sharing a special talent/hobby, telling about my job, or reading a favorite story to the students (see below)

I would like to share: _____

Student Release Form

I give permission for the following person(s) to pick up my child from Pirate Pals:

Name	Phone	Relation to student
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Pirate Pals Enrollment Agreement

1. I understand that I am committing myself and my child to participation in the Pirate Pals program for the entire school year unless I inform the staff of an unforeseen event which makes withdrawal necessary. *If a change in enrollment needs to be made, the program coordinator must be given a 2 week notice.*
2. I understand that I am responsible for paying tuition every Thursday for the following week in order to keep my balance current at all times. Checks are to be made out to Ash Grove Schools. Receipts will be issued. **ALL BALANCES MUST REMAIN CURRENT.** *Overdue balances may result in dismissal from the program.*
3. I understand that my child **WILL NOT BE RELEASED** to any person(s) not listed on the student release form. I understand that I must pick up my child by 6:00 PM or late charges will result.
4. I will sign my child in when he/she attends the AM session and I will sign my child out of the evening session. I understand that my child will be signed out in the mornings by Pirate Pals' staff and released to the regular school staff, and that my child will report directly to the Pirate Pals' staff at school dismissal time in the afternoon to be signed in by staff.
5. I understand that if my child is having problems in the program, the program coordinator will schedule a conference with me. I further understand that the Pirate Pals program reserves the right to terminate care in the event of extreme behavior problems.

I have read the Pirate Pals Handbook, and I agree to abide by the policies and procedures contained in them.

Parent/Guardian's Signature _____ Date _____