

Pirate Pals 2008-2009

Handbook and Enrollment Information

Please return enrollment packets as soon as possible to ensure enrollment.



This packet is being issued to _____.

Weekly Tuition (based on the information provided thus far): _____

Enrollment Fee: _____

Outstanding Balance: _____

Total Balance to start the 2008-2009 school year: _____.

Please complete the information in the enrollment portion of this handbook and return to the elementary office or program coordinator as soon as possible. Retain the handbook information for your records. Parents will be notified of permitted start date upon student admission to the program. In the event that additional forms are needed please respond quickly. See the contents of the program handbook for further information. Students will not be admitted to the program until all necessary forms are received. The above balance is due on August 15th; this balance includes payment for the week of August 18th. The first week is considered part time for everyone. Balances must be paid prior to attendance in order for your child to stay on that day/week.

Contact Information: Alicia Brown, Program Coordinator
417-751-2533; abrown@ashgrove.k12.mo.us

Pirate Pals 2008-2009 School Year

Pirate Pals provides a safe, fun environment for your child at the end of the regular school day and is open to all elementary students. The program will begin on Thursday, August 14th, the first day of school. Morning sessions will run from 7:00-8:00 AM and afternoon sessions will start at the end of the school day and go until 6:00 PM. Pirate Pals is offered at both the Ash Grove and Bois D'Arc locations. In the event of inclement weather, please see local news stations for school closings. When Ash Grove Schools are canceled, we will not have Pirate Pals.

Policies and Procedures

Following are the general policies that will apply to the Pirate Pals program during the 2007-2008 school year. You will be notified of any changes in this policy. *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.

****Late Fees****

Pick-up must occur by the designated end time of the program. Late fees must be paid when the child is signed out for that day or by the next day in session in order to participate.

Field Trips:

Pirate Pals may occasionally go on field trips. The field trips will most likely be walking field trips that will be of no cost. However, 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 of you 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 for August and September; future calendars will be handed out on the last week of every month.* We have plenty of storage space if you prefer to send in snacks earlier than your marked day. Snacks should be packaged and non-perishable. In the past the children have enjoyed gold fish crackers, graham crackers, Tootie Fruities Cereal, pudding, Cheezie Poofs, Little Debbie snacks, popcorn, Fruit Snacks, snack size bags of potato chips, etc. Please allow for 30 kids.

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 the day. In such cases, your child will be isolated and you will be contacted. Your child must be picked up as soon possible, as we have no provisions to care for ill children. Ill children may not be accepted.

Please alert 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 for treating minor injuries. In the event of an accident or injury involving your child, emergency procedures will be followed and you be notified immediately. All accidents and injuries will be documented and kept in the student record. Please see the green binder located near the sign out sheet or the red flow chart posted near the door for emergency procedures.

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 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.

Tuition/Collection Procedures:

Tuition and Fees: There is a \$25 enrollment fee per child to help cover the cost of additional supplies and snacks for new Pirate Pals in addition to the regular tuition, field trips, and special activities. In order to determine how your family will be charged for the time they will be with us in Pirate Pals, we have designed a chart that classifies what you will pay. Your tuition cost will depend on how many days a week you attend, if you attend morning - afternoon - or both, and if your family qualifies for Free or Reduced Lunches. Below is listed the WEEKLY rate. Please keep in mind that tuition must be paid in full for the week, prior to attendance. Tuition is collected every Thursday for the following week; paying in advance for several weeks is allowed. Fees for late payments may apply. Tuition Rates are as follows:

Enrollment Categories:

Part-Time (3 days or less)

Full-Time (4 days or the full week)

Weekly Rate	Regular Lunch Full Time	Regular Lunch Part Time	Reduced Lunch Full Time	Reduced Lunch Part Time	Free Lunch Full Time	Free Lunch Part Time
AM – 1 Child	\$30	\$22	\$19	\$15	\$13	\$11
AM – Family	\$45	\$31	\$27	\$20	\$18	\$15
PM – 1 Child	\$25	\$18	\$16	\$13	\$12	\$10
PM – Family	\$38	\$26	\$23	\$17	\$16	\$13
Both – 1 Child	\$45	\$30	\$27	\$20	\$18	\$15
Both – Family	\$65	\$40	\$38	\$28	\$25	\$20

***PAYMENTS MUST BE MADE FOR THE WEEK PRIOR TO ATTENDANCE.
PAYMENT STATEMENTS WILL BE SENT OUT EVERY 2 MONTHS FOR YOUR RECORD.
SAVE ALL OF YOUR RECEIPTS. MAKE CHECKS PAYABLE TO ASH GROVE SCHOOLS.***

Parent/School Communication:

It is important to us to provide your child with the best possible experience during after school hours. Therefore, we encourage parents to communicate openly with the program coordinator and staff about the program and their children. In the event that information is sent home regarding your child, it will be noted in the notes section beside your child's name on the sign-out sheet. Please see the table near the sign-out sheet for notes and handouts (schedules, snack calendars, statements, daily notes). 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 during the hours of operation any time. Licensing Rules for Group Day Care Homes and Child Care Centers is available for parent and public review.

A parent may request a conference with the program coordinator and/or staff member at a mutually convenient time to discuss his/her child's progress and overall development. The Pirate Pals coordinator may also request a meeting with a parent as needed; additional school personnel may be requested to attend.

Responsibilities

Student Responsibilities:

1. Come directly to Pirate Pals after school.
2. Take care of all personal belongings and keep them in the designated area.
3. Treat staff and other students with respect.
4. Keep your hands to yourself.
5. Use appropriate language.
6. Take care of equipment and supplies.
7. Share equipment and supplies with others.
8. Clean up after yourself.
9. Follow the school handbook policies.

Parent/Guardian Responsibilities:

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

Discipline Policy

Rules:

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be respectful.
4. Use "inside voice" when inside the building.
5. Cooperate and share with others.
6. Clean up after yourself.
7. Ask staff member for permission to leave the group area (cafeteria, gym, playground, etc.)
8. Take care of supplies and games.
9. Use voices to solve problems or disputes instead of pushing/shoving, etc.
10. Use homework time appropriately; stay on task.
11. 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 remainder of the day.
- 4th offense: Child and staff member will fill out a discipline referral.
- 5th offense: Parent is called to pick up child immediately from the program.

*Severe behavior will result in a call to the parent. Parent may be asked to pick up child from the program immediately.

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

**Severe circumstances/behaviors will be addressed on a case by case basis by the Program Coordinator and Supervising Administrator.

This box to be filled out by office only.

Start Date: _____

Enrollment Fee paid: Y or N

Weekly Tuition Rate: _____

Required paperwork for licensing complete: Y or N

Notes: _____

**Pirate Pals Program
Before/After School Enrollment Form (2008-2009)**

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)

_____ Free Lunch Enrollment _____ Reduced Lunch Enrollment _____ Regular Lunch

_____ 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 _____