

WENTZVILLE R-IV SCHOOL DISTRICT

CHAUTAUQUA BEFORE & AFTER SCHOOL PROGRAM PARENT HANDBOOK 2017-2018



Chautauqua Program Office
280 Interstate Drive
Wentzville, MO 63385
Tanya Kirkpatrick, Coordinator
Phone: 636-327-3800, ext. 20356

Boone Trail Elementary
555 E. Highway N
Wentzville, MO 63385
636-327-3830

Heritage Primary
612 Blumhoff
Wentzville, MO 63385
636-327-3846

Lakeview Elementary
2501 Mexico Road
Wentzville, MO 63385
636-332-2923

Crossroads Elementary
7500 Highway N
O'Fallon, MO 63368
636-625-4537

Heritage Intermediate
601 Carr Street
Wentzville, MO 63385
636-327-3839

Duello Elementary
1814 Duello Road
Lake St. Louis, MO 63367
636-327-6050

Green Tree Elementary
1000 Ronald Reagan Drive
Lake St. Louis, MO 63367
636-625-5600

Peine Ridge Elementary
1107 Peine Road
Wentzville, MO 63385
636-327-5110

Discovery Ridge
2523 Sommers Road
O'Fallon, MO 63367
636-561-2354

Prairie View Elementary
1550 Feise Road
Dardenne Prairie, MO 63368
636-625-2494

Wabash Elementary
100 Golden Gate Parkway
Foristell, MO 63348
TBD

Stone Creek Elementary
1850 Highway Z
Wentzville, MO 63385
TBD



Learning Today, Leading Tomorrow

Dear Wentzville R-IV School District Families:

In a continuing effort to meet the needs of our community, the Wentzville School District is offering the Chautauqua Before and After School program for families needing a caring, enriching, and well supervised program for their children's before and after school time. The Chautauqua Program is in its sixteenth year in the Wentzville School District; the program originally began as a summer program. We are pleased to offer this service at all elementary schools as an extension of the school day.

Increasingly, studies show that after school programs can make a difference and are a fundamental part of youth development. We are happy to provide a program that keeps kids safe, helps working families, and can improve academic performance.

The Chautauqua Before and After School Programs are designed to provide children with an enriching, nurturing, and safe environment. The program's focus is to enhance children's self-confidence, respect for others, and sense of responsibility while promoting development of social, physical, cognitive, emotional and creative skills, which are needed in everyday life.

If you are interested in registering your child(ren), please contact me at (636) 327-3800 ext. 20356, for more information. Thank you for choosing the Chautauqua Program and we look forward to serving you.

Sincerely,

Tanya Kirkpatrick

Tanya Kirkpatrick, Ed.S
Chautauqua Coordinator

WENTZVILLE SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students
Laura Smith
280 Interstate Drive
Wentzville, MO 63385
(636) 327-3800
Title IX and Section 504/Title II Coordinator for Employment
Nathan Hoven
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Individuals who wish to file a complaint with OCR may contact OCR:
U.S. Department of Education, Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email:
OCR.KansasCity@edgov.

For further information on notice of non-discrimination, visit
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Dr. Curtis Cain
Superintendent of Schools

Form 1310.1
Revised 6/5/2015

CHAUTAUQUA GENERAL INFORMATION

Tanya Kirkpatrick: Chautauqua Coordinator
Phone: 636-327-3800 ext. 20356
tanyakirkpatrick@wsdr4.org

Peggy Lembke: Chautauqua Administrative Assistant
Phone: 636-327-3800 ext. 20360
peggylembke@wsdr4.org

SCHOOL YEAR SESSION CHAUTAUQUA HOURS OF OPERATION:

During the school year, the Chautauqua Program is available in every elementary school from 6:00 a.m. to start of school and from dismissal until 6:00 p.m. Monday through Friday following the Chautauqua calendar.

SITE PHONE NUMBERS AND EXTENSIONS:

Boone Trail: 636-327-3830 ext. 42265
Duello: 636-327-6050 ext. 47265
Heritage: 636-327-3846 ext. 40250
Peine Ridge: 636-327-5110 ext. 46265
Prairie View: 636-625-2494 ext. 45265
Green Tree: 636-625-5600 ext. 43265
Crossroads: 636-625-4537 ext. 44239
Discovery Ridge 636-561-2354 ext. 48265
Lakeview 636-332-2923 ext. 49265
Stone Creek 636-ext. TBD
Wabash 636-ext. TBD

Chautauqua Program Orientation

Enrollment in the Chautauqua Before and After School Program constitutes an understanding that you will abide by the policies listed in this parent handbook.

Goals of the Program

The Chautauqua Before and After School Program will offer a variety of activities, which include:

- Reading Center-Promotes reading through reading aloud, listening to books on tape, storytelling, role-playing, and extension activities related to literature.
- Game Center-Encourages development of critical thinking, problem solving, math, language, and social skills.
- Art Center-Fosters creativity, freedom of expression, ability to follow directions, experimentation with a variety of media and also encourages development of fine motor skills.
- Homework Center- Provides a quiet, organized area where students can accomplish school assignments. Staff members and A+ tutors are available as needed.
- Dramatic Play-Gives children the chance to relate to others through cooperative play, language, role-playing, and pretend play.
- Gross Motor Activities-Focuses on movement to help strengthen large and small muscle groups, coordinate actions, follow directions, and participate and cooperate as a group.
- Upper Grade Center-For the older students who need special activities that are age appropriate.

All centers are presented as open-ended **FUN** activities, which encourage children to develop their organizational, critical thinking, conflict resolution, as well as their intellectual skills. All children will be encouraged to learn and work comfortably with others.

Parent's Expectations

1. Children are cared for in a safe, supportive environment.
2. They may visit with the Facilitator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and to visit the Facilitator in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. The Facilitator will contact you if your child becomes ill while in the program.
6. To receive information regarding the program.

Chautauqua Expectations of the Parents

1. Pay fees on time as explained in the Parent Handbook.
2. Keep child's records up to date.
3. Make alternate pick up arrangements in the event you are unable to pick up by 6:00 p.m.
4. Pick up children on time as explained in the Parent Handbook.
5. Follow the health policy as explained in the Elementary Handbook.
6. Contact the Facilitator if child will not be attending on a scheduled day.
7. Pay attention to any communications from the Facilitator(s) regarding child's behavior, and cooperate in efforts to bring about improvement in the situation. Sign your child (ren) in and out daily at Parent Table.
8. Support staff with discipline situations.
9. Provide a lunch on days children are attending longer than normal hours.

Children's Expectations of Chautauqua

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment from adults and other children.
4. To have discipline that is fair.
5. To feel welcomed by staff and other children.
6. To experience success.
7. To have input on activities.

Chautauqua Expectations of the Children

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while attending Chautauqua.
3. Remain with Chautauqua staff at all times.
4. Take care of materials and equipment properly and return them to their proper place when finished, or before taking out new equipment.
5. Use appropriate language and express emotions in an appropriate manner.
6. Treat staff and other children with respect.
7. To make choices and take responsibility for actions.

Application Procedures

The application is online and must be completed via the Chautauqua website; if you do not have access to a computer you may come by the Chautauqua Office and complete an application at a district provided computer.

*The application process is the same for all families. There is at least a three day waiting period for applications to be processed, depending on the time frame of when the registration is completed. The application process is not complete until all forms and fees are received. If you prefer to pay in cash you must come to the Chautauqua Office and apply in person. The Chautauqua Office is open daily Monday through Friday from 7:30 AM- 4:30 PM. Once you have read the handbook, you may begin the on-line application process. The Chautauqua Office will start accepting applications for the 17-18 school year in May. **Applications will be available on-line throughout the year; however, applications for the start of school must be received no later than August 1, 2107. Applications received after the 1st will not have a start date beginning the first day of school.** No student's enrollment is complete until you have received a notification from the Chautauqua Office.*

Notification of Acceptance

An email confirmation will be sent when your child has been accepted into the program. This email will contain general program instructions along with your PIN numbers for pick up/drop off purposes.

Absences

If your child will not be attending Chautauqua because of appointments, vacations or other absences, please notify the staff in advance through calling the Chautauqua Office, notifying a Facilitator as you sign in, or on the parent communication log. (If your child is ill, please call or email the Chautauqua Office if your child is aftercare). Absences without prior notification may be mistaken for a missing child and time spent searching for the child may occur. If a child does not arrive at Chautauqua as intended, the Facilitator will contact the parents. If the parents cannot be reached, the Facilitator will contact the child's emergency contact designee. **Please note, if your child is absent from school or leaves early they may not return to the building to attend the Chautauqua Program.**

Changes in Schedule

If a change needs to be made to your monthly schedule indicated on the application form at any time during the year, parents must submit a Change Form to your Facilitator or the Chautauqua Office. A two week notice is required for all changes. If changes are made in the middle of the month, it is the parent/guardian's responsibility to call the Chautauqua Office (636-327-5090 ext. 23287) for the adjusted rates. Please note that we do not allow more than one change per month.

Withdrawal from the Chautauqua Program

A student may be withdrawn from the program at any time with a two week notice. Notice must be submitted through a Change Form and can be submitted to the staff, emailed or faxed to the Chautauqua office. Tuition fees will be charged through the last day of the required two week period. If you wish to return at any time and a notice was

not given you will be required to pay the outstanding balance before your student can re-enroll.

Changes in Personal Information

Any changes in personal information on the application form (i.e. changes in address, work numbers, etc.) must be written on a Change Form and given to the Chautauqua Facilitator at the school as soon as possible.

Staff Development Days and Spring Break

Staff Development Days

The Chautauqua program is available for certain days that students are off due to professional development of district teachers, please consult the calendar that is included in your handbook. This program will cost an additional fee, which is listed on your fee schedule. Students will be required to bring a sack lunch during this time. Advance sign-up is required and participants will be accepted on a first- come, first-served basis. The program will be located at select elementary sites due to a condensed enrollment on these days. Site directions will be given upon registration for these days.

If the Chautauqua Program is closed on these days due to inclement weather, parents will be notified before the program begins.

Delayed Start

The Wentzville School District offers a delayed start or “snow schedule day” option as an alternative to closing schools for the entire day. Under the right conditions, such as overnight snow accumulations or substantial wind chill readings, the District could delay the start time of all WSD schools by two hours at the discretion of the Superintendent. The Chautauqua Before School Program will be available to all students on these delayed start days beginning at 6:00 a.m. for an additional \$12 per session per child. The 10% multiple child discount does *not* apply. Students that are registered in the Before School Program on a full time basis will not have to enroll or pay for this program. Payment must be made at the time students are dropped off.

2017-2018 Chautauqua School Year Program Rates

A \$65.00 per family non-refundable application fee due upon registration for new families.

BEFORE/AFTER SCHOOL CHAUTAUQUA FEES

2017-18 SCHOOL YEAR CHAUTAUQUA FEES

Before/After Chautauqua Fees

Days per Week <u>FEES PER MONTH</u>	4 or 5 Days		3 Days or less	
AM Only:	August through May	\$212	<i>August through May</i>	\$130
PM Only:	August through May	\$212	<i>August through May</i>	\$130
AM & PM:	August through May	\$287	<i>August through May</i>	\$180

A 10% discount will be given for additional children, to be taken off the lesser amount.

Fees are based on the total number of student attendance days in the District academic calendar. Payments are divided into ten (10) equal payments. There are no charges for school holidays, parent/teacher conference days, or break days included in this fee structure. Fees are based on the student academic calendar.

Payment Policy

A non-refundable, non-transferable enrollment fee of \$65 for each new first time family is due at time of enrollment. We do not offer partial payment for days missed. There is no refund policy for weeks/days missed other than the allowed five-day credit (see Illness/Vacation.) If divorced, both parents will have access to account information unless we have court papers stating otherwise. We do not get involved in custody situations determining payment of childcare; the parent who registers the child is responsible for payment on the Chautauqua account.

The monthly tuition is due on the first day of each month. A \$15 late fee will be assessed if an account has a balance after the 10th of each month. Your payment must be received by the 10th of each month. Parents will receive a notice that their account is delinquent, and an opportunity will be given to pay the account in full. **If the 10th falls on the weekend, payment must be made the Friday before in order to avoid a late fee. If you are late on your payment for two consecutive months you will have to prepay each month thereafter. If payment plan is not followed your child could be removed from our program.**

Payment options available:

- ***Credit Card***-We accept Visa, MasterCard, Discover, and American Express. Payments can be made online via invoices that are emailed monthly and parents can set up an automatic debit option to have your tuition taken monthly from your account.

- **ECheck**-Parents can send in a voided check and the Chautauqua Program will set up tuition payments on an auto debit system to come out of your checking/savings account on a monthly basis.
- **Check or Cash**-Do not mail cash or bring it into the Facilitators. Cash payments should be made directly to the Chautauqua Office. All other payments can be mailed, personally brought to the Chautauqua Office, or placed in the drop box on the door of the Chautauqua Office. Checks should be made payable to: The Wentzville School District and can be mailed to Chautauqua Program, 280 Interstate Drive. Wentzville, MO 63385

There is a \$20 return check fee that you will incur in the event your check does not clear. In the event that we receive a returned check on more than one occasion your account will be placed on a pre-payment status. Please note, we do not accept postdated checks, all checks will be cashed upon receipt. Payments should not be given to the classroom teacher; all payments must be submitted in the above manner.

Receipts

You may request a receipt in one of the following ways:

- **EMAIL:** Email the required information using the email address the Chautauqua Program has on file.
- **FAX:** Fax the required information to the Chautauqua Office (636-327-8611) and the receipt will be faxed back to the requested fax number.
- **MAIL:** The requested information will be mailed to the address the Chautauqua Program has on file.

Account information will not be released over the phone; all requests will be honored in approximately three business days.

Tax Statements

Tax statements will be emailed to address given by the registered parent by the IRS deadline of January 31 of the tax year. We cannot send out separate tax statements to more than one address, it is the parent(s) responsibility to forward that information to the correct person if it is someone other than who is listed on the account. The EIN number for the Chautauqua Program is 43-6004018.

Delinquent Account Policy

Once a child has been terminated from the program due to non-payment of tuition, a letter will be sent to the parent responsible for the account and an opportunity will be given to pay the account in full. If the balance remains unpaid, a fine will be placed in your child's school account.

Part-Time Care/Schedules

If your child is enrolled in the program on a part time basis it is up to the parent to provide a schedule to the staff in writing on a monthly basis. If schedules are not provided you may be asked to make other arrangements for the safety of your child(ren). Monthly schedules are binding and changes cannot be made for the safety of the students.

Late Pick Up Fees

The program opens at 6 a.m. and closes at 6 p.m. daily. Please be considerate of the closing time of the program. Chautauqua staff will begin calling your emergency contact list at 6 p.m. Failure to pick up your child by 6 p.m. will result in a charge of \$2/every minute per family. If your child is left at the site past 6 p.m. on more than two occasions, we will dismiss your child from the program.

If a child is still at the program after 6 p.m., the staff will take the following steps:

1. Contact parent/guardian phone numbers
2. Contact persons authorized on the child's enrollment form
3. Late fees will be assessed
4. At 6:30 p.m., the Police and/or the Department of Family Services may be contacted unless we have received word from an authorized pick-up person.

Illness/Vacation Procedure

Credit can be obtained for five **consecutive** school days of absence during a school year and will be deducted from your monthly payment. No more than five days can be claimed in one school year; days are non-transferable. The parent is responsible for notifying the Chautauqua Office and completing a Change Form when they would like to claim a credit for vacation purposes. This does not include days that school is not in session, such as holidays and snow days. **Vacation credits must be requested in advance, no credits will be given for past dates or dates that include days not in session.**

Sign-In Procedure

Parents/guardians/co-parents are required to accompany their child(ren) to the check in area and sign them in each morning. The check in system is for your child's safety. Failure to comply with the sign in system can result in dismissal from the program.

Sign-Out Procedure

Parents/guardians are required to pick up their child (ren) and sign them out each day at the check out area. If you are unable to pick up your child by 6 p.m., please make arrangements with one of the persons on your child's registration form to pick up your child. Please let the Coordinator know if the person listed to pick up your child changes. We check photo identifications if necessary. No child will be released to leave with someone who refuses to show identification when asked. This is for your child's safety. Any special circumstances regarding custody of children should be brought to the Coordinator's attention. The Chautauqua Program adheres to the Elementary Handbook for divorce/custody situations. **Please note, no one under the age of sixteen will be allowed to pick up a student from the Chautauqua Program.**

Snow Days/Closing Policy

In the case of inclement weather or other emergency, the District Central Office may decide to close school. If this should happen, parents/guardians will be notified. The Chautauqua Program will not be in session on these days. We will make up snow days at the conclusion of the year for no additional fees.

Early Dismissal Policy

In the case of inclement weather or other emergency, the District Central Office may decide to close school early. If this should happen, parents/guardians will be notified. We will make every attempt to keep Chautauqua open; however, we do not want to endanger our staff and may ask that you pick your children up before 6:00 p.m.

Meals and Snacks

The after school program provides children with an afternoon snack. If your child has a food allergy please note that on the registration form. **A snack calendar is posted monthly and students have the option to bring a snack from home if they choose not to take the one provided by the program. Please note, for the safety of our students snacks cannot be shared and we ask that students do not bring snacks containing peanuts.** On the full days that the program is open, children will need to bring a sack lunch.

Learning Environment

The Chautauqua staff realizes that children learn best when the curriculum is diverse and all areas of a child's development play a part: physical, social, emotional, and cognitive. During all sessions of the Chautauqua program developmentally and age appropriate activities are planned. Gross motor play is available daily in the gym or outside, or both, encouraging the children to develop physical coordination and release energy. While children help plan, clean up and eat a snack, they learn responsibility, social skills, and why their bodies need a balanced diet and nutritious foods.

The Chautauqua Before and After Program focuses on centers with appropriate materials designed to allow the children to make choices and decisions, as well as to foster inquiry, discovery and learning through different types of play. The emphasis is always on choice. Children should have many opportunities to make choices during the time they spend with us.

Dress

Remember that Chautauqua staff will take children outside early mornings and afternoon whenever weather permits. Please be sure all children are dressed appropriately for outside/gym play.

Homework Policy

The Chautauqua Program will offer a homework center where students can have a quiet learning environment. We will not, however, force children to do homework. The opportunity will be there for every student with the availability of A+ tutors on certain days.

Special Needs of Children

If your child has special needs, note the proper information on the registration form or contact the Chautauqua Coordinator at 636-327-3800, ext. 20356. Every effort will be made to accommodate your child as we will work in coordination with the Wentzville School District Special Services Department.

Discipline

We want to ensure a safe and fun environment for your child(ren). We have established rules to help us meet this goal. Attendance in this program is considered to be a privilege and is not a requirement. We appreciate and require parental support when you are informed of a discipline situation. If we do not receive support in our discipline process, the family will be dismissed from the program. The goal in discipline is that children will regulate their own behavior. Occasionally parents are requested to pick up a child who is very disruptive.

Basic Rules: (Note these rules are not all inclusive, but most expectations for appropriate behaviors can be placed in these general categories.)

Respecting Others

Excessive noise, shouting, swearing, talk of inappropriate subjects, hitting, not being truthful, kicking, shoving, disrespect to students or staff, etc. are all unacceptable behaviors. Any child who physically or emotionally harms anyone will be reported to parents/guardians. Repeated incidents may result in suspension and or dismissal from the program.

Following Directions

Children will be expected to follow building and playground rules, listen to instructions, and ask questions if not clear about directions.

Practice Safety

Children will be expected to stay with the group in a designated area, ask for permission to leave an area, have bathroom privileges, and walk in halls to or from one activity to another.

Discipline Plan

If rules are not followed, or if disciplinary action is necessary, these steps will be used.

1. Verbal warning and discussion or reminder of expected behavior. This may include re-direction to another activity chosen by the staff or the child.
2. Parent phone call.
3. Discuss reoccurring or serious behavior concerns with the child. A behavior form may be required.
4. In any situation where we cannot gain control of the child, the parent will be contacted to immediately pick up the child.

Dismissal from the Program

Immediate dismissal from the program will be necessary in the case of a child or parent becoming physically or verbally violent with a staff member, or another child for repeated incidents of a serious nature. The parent /guardian will be contacted and required to immediately pick up the child with no reimbursement for the day. A child will also be dismissed in the case of repeated incidents endangering the physical or emotional safety of any child or staff in the program, or consistently disrupting the flow of the program. In certain circumstances, a child may be released from the program without notice. Safety is our main priority. The Chautauqua staff will work with the

child and cooperate with families to resolve problems; if behavior does not change, dismissal from the program will result.

Any student who is serving an “In-School Suspension” will have limited activities in the program.

Any student who is serving an “Out-of-School Suspension” may not participate in the program for the days listed on the District’s Discipline Report.

Prevention and Control of Communicable Diseases

It is very important that we attempt to control the spread of communicable diseases. We would appreciate your consideration in following these guidelines:

1. Students should be fever-free (without the influence of fever reducing medication) for 24 hours before returning to school.
2. Students should be free of contagious coughing.
3. Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

Illness Policy

If your child is ill or experiences any of the above, please DO NOT bring them to Chautauqua. Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible. Immediate first aid will be provided for a child who sustains a minor injury (scrape, scratch, insect bite, etc.) A written report will be filled out and given to the parent at the time of pick up. In serious cases, 911 will be called and an emergency vehicle will take the child to the hospital. The parents/guardians will be contacted immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member may accompany the child and will have in their possession the emergency consent form signed by the parent.

Medications

Parents of students who require the use of medication are encouraged to give medication to their students before attending the program. Each building’s health clinic is open during school hours only. There will be no access to the health clinics during Chautauqua’s before and after school hours. **Chautauqua staff cannot dispense medications.** If your child has a medical situation and requires use of an EpiPen or inhaler the parent is required to submit a note in writing to the Coordinator to make sure staff is aware, along with the physician’s orders. Please do not send medication with your child.

Transportation

To ensure the safety of the students in our program we do not allow the option to have a bus on record if your child is enrolled in aftercare on a full time basis.

*School Year Calendar
Before & After Chautauqua Program
2017-2018*

September 1	No Classes PD Day	Chautauqua in Session
September 4	No Classes Labor Day	No Chautauqua
September 29	No Classes PD Day	Chautauqua in Session
October 13	Early Release Day	Chautauqua Extended Hours
October 16	No Classes PD Day	Chautauqua in Session
October 26	No Classes/Teacher Conf.	Chautauqua in Session
October 27	No Classes-Day Off	No Chautauqua
November 22-24	Thanksgiving Break	No Chautauqua
December 22	Early Release Day	Chautauqua Extended Hours
December 25-January 2	Winter Break	No Chautauqua
January 3	No Classes Teacher Work Day	No Chautauqua
January 15	No Classes MLK Day	No Chautauqua
January 16	No Classes PD Day	Chautauqua in Session
February 16	No Classes PD Day	Chautauqua in Session
February 19	No Classes Presidents Day	No Chautauqua
March 16	Early Release Day	Chautauqua Extended Hours
March 23-29	Spring Break	Chautauqua in Session
March 29	No Classes	No Chautauqua
May 25	Early Release Day	Chautauqua Extended Hours

*All registrations for the 2017-2018 school year must be received by August 1, 2017 in order to begin on the first day of school. Any paperwork received after that date will not be given a start date of August 17, 2017. **We cannot immediately enroll any student. Registration fees (if applicable) and your first month's tuition are due upon enrollment.***