

## MEADE SCHOOL DISTRICT 46-1

“To build knowledge and skills for success today and tomorrow”

# PARENT HANDBOOK

## CAPABLE KIDS

### After School Program

Dear Parents:

Welcome to the Meade School District CAPABLE KIDS after school program.

**YOU ARE WELCOME TO VISIT, PARTICIPATE, AND SHARE WITH YOUR CHILD'S FUN ACTIVITIES WITHIN THE PROGRAM AT ANY TIME.**

We look forward to partnering with you so your child can have a safe, quality, supervised after school experience with a multitude of activities. Your child will be served a nutritious snack each day and participate in crafts, games, sports, arts, field trips, technology, and speakers. We pride ourselves in providing enrichment and academic experiences to nurture, stimulate, and develop the cognitive and physical skills.

Please review the handbook information so you and your child are familiar with the goals, expectations, and school policies. Please address any inquiries to the school principal at 787-5295. It is essential that good communication be maintained between the family and the program. Your concerns and questions are welcomed.

### **POLICIES AND PROCEDURES**

#### **ADMISSION**

Any child in grades kindergarten through sixth grade is eligible to participate. All necessary forms need to be **COMPLETED IN ADVANCE** before your child can attend. Enrollment forms are available at the Piedmont Valley Elementary School. All paperwork regarding application and payment from the South Dakota Department of Social Services, Office of Child Care Services, to assist you in financial aid for your child (ren) to attend CAPABLE KIDS must be completed and submitted by the parent/guardian. Students may not attend the program until all paperwork is completed and approved. You may contact the South Dakota Department of Social Services at 605-945-5016 to answer any and all inquiries regarding the application.

#### **OCCASIONAL USERS**

Occasional users will be accepted as space permits. **REGISTRATION FEES AND FORMS MUST BE COMPLETED** and on file prior to program participation.

#### **PAYMENT**

Tuition is paid every month. Please keep your account current. The ability to provide the after school program depends on your prompt payments. If timely payments are not maintained, you **will** be charged a past due amount and your child may be removed from the program. Payment can be dropped off or mailed to Capable Kids, 16159 Second Street, Piedmont, 57769. Checks should be made payable to Piedmont Valley Elementary. If you have any questions or concerns, please discuss them with the site coordinator or call 787-5295 to talk with the Principal.

## **SCHOLARSHIP**

Based on family income and application to Pierre, fees may be reduced for your child to attend. This means that families who want their kindergarten through sixth grade children to attend may now apply for financial assistance from the state. After completing and submitting application to Pierre for approval, reimbursement for the child's attendance will be made directly to the program with the family being responsible for the balance. Processing and notification is usually completed within five working days. Application forms are available from the Department of Social Services and the Community Education office.

## **FEE**

The fee is a daily or a monthly rate. Each month's tuition pays for the direct operating cost of the staff, snacks, crafts and program supplies. The fee schedule is:

**On child in immediate family— \$183.89 monthly or \$9.57 daily**  
**Second child in immediate family— \$139.61 monthly or \$7.27 daily**  
**Third and subsequent children— \$95.45 monthly or \$4.97 daily**

Keeping your payments current assures your child's ability to attend Capable Kids. If timely payments are not maintained, you **will** be charged 10% of the total past due amount and your child may be removed from the program. The success of the Capable Kids after school program depends on income from fees collected.

## **ATTENDANCE/SIGN IN POLICY/RELEASE**

Your child must sign in upon arrival each day. If your child signs in he will be charged for that day. Unusual circumstances should be discussed with the teacher/director. Parents must come into the building and sign out their child each day. No child will be released to another person without **WRITTEN PERMISSION** in advance from the parent/guardian.

## **DISMISSAL**

Parents are expected to pick up their children in the building by **6:00 p.m.** **CHILDREN WILL NOT WAIT OUTSIDE THE BUILDING FOR THEIR PARENTS.** Please notify staff if you are going to be late or have unusual circumstances, then make arrangements for someone on your authorized list to pick up your child. Children will not be released to unauthorized individuals. The number you may call for delayed pickup is: **593-2127**

## **LATE PICKUP FEE**

Your cooperation is needed in making certain your child is picked up by the 6:00 p.m. closing time. If there is a problem and you know you will be late, please make arrangements for someone on your authorized list to pick up your child by 6:00 p.m. Our staff is required to remain with your child(ren) until 6:00 p.m. Unless the staff has been contacted by you, they will begin calling names on the emergency form at closing time. You will be asked to sign a form verifying the late pickup time. You will be charged \$10.00 for 1-15 minutes for late pickup and \$1.00 for every minute thereafter. Late fees will be added to your bill. Students not picked up on time three times will be dismissed from the program.

## **SNACKS**

A nutritious snack will be served each day. Any medical, allergy, or dietary information must be provided to the instructional staff. In the operation of child feeding programs, no child will be discriminated against because of race, color, creed, national origin, age or disability. If you believe you have been discriminated against write immediately to: Dept. of Agriculture, Wash. DC 20250.

## **ILLNESSES**

Do not send your child if he/she is sick. (It is in the best interest of your child and others as the program cannot provide for illnesses.) The program reserves the right to call, send children home when and if they become ill. You will be notified to pick up your child. Contagious diseases will be reported to the Department of Health.

## **MEDICAL FORMS**

Written information on health conditions are to be completed on registration forms. Required medical information is on file with the school they are attending. NO MEDICATIONS, prescribed or otherwise, will be administered by staff. Your child may utilize the services of the school nurse prior to the start of the program.

## **DISCIPLINE**

Please cooperate with us in stressing the importance of good behavior with your child. You are welcome at any time to discuss any concerns regarding your child, including behavior, with program staff. Any behavior, disruption, or interference with activities or social interaction with other children, will be discussed with you. All children are expected to act in an appropriate manner respecting the rights and privileges of those in attendance. We ask for your cooperation in supporting positive behavior. Major discipline problems will be given to you in writing and discussed. Hitting or unacceptable behavior will merit an automatic write-up. After three major incidents with no improvement or resolution, your child will be withdrawn from the program.

## **CHILDREN'S RIGHTS AND RESPONSIBILITIES**

- Be respectful and cooperative
- Be respected by peers and staff
- Fair and equal discipline
- Use appropriate language
- Care for property and equipment
- Abide by the established rules
- Achievement and growth with caring staff
- Make right choices/the right idea
- Choice in physical/creative/emotional/dramatic/quiet/exploration skills
- Understand consequences will occur for unacceptable behavior
- Be with a staff member at all times and inform them if leaving the area
- Dress worn should be appropriate for indoor and outdoor play
- Carrying out activities to which they have committed

## **RULES OF CONDUCT**

Inappropriate and unacceptable in CAPABLE KIDS:

- Disrespect of another's space
- Disrespectful behavior to others and staff
- Destruction of school or another's property
- Possession of weapons, drugs, or dangerous objects
- Not following CAPABLE KIDS established rules
- Inappropriate language
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## **PARENTS RIGHTS/RESPONSIBILITIES**

- Be aware of programs, activities, plans and feedback in which their children participate.
- Be informed if their child is not following the expected rules of conduct and have the opportunity to resolve the situation with teacher/director.

- Be provided the opportunity to discuss any concerns regarding their child, the program, or the handbook.
- Pick their children up on time.
- Are familiar with and understand the parent handbook.
- Share concerns about their child's needs.
- Work on solutions if the child's behavior is an issue.
- Be notified of any changes in policy or procedure.
- Replace misused equipment.
- Sign-out their child.
- Notify staff when taking child from the program.
- Notify staff when another authorized person is picking up the child.
- Keep all pertinent information regarding child current on enrollment form.
- Notify staff when child will not be attending.
- Return signed and dated handbook statement.

## **BENEFITS OF THE PROGRAM**

- High energy program
- Safe, supervised enrichment activities
- Learning themes to enrich academic experiences
- Structure with designed activities
- Smaller size for positive growth and development
- One to one instruction
- Daily homework help
- Community service projects
- Healthy, nutritious snacks
- Good value for your money

## **CHILD ABUSE**

The program has a legal obligation to report any suspected or observed incident of child abuse to the proper law enforcement officials or to the Department of Social Services, Office of Child Protection. The director will make a report immediately upon learning of any incident.

## **EVACUATION/FIRE DRILL**

Procedures will be practiced and followed during the program. In the event of a disaster, students will follow the Meade School District 46-1's disaster program.

## **EMERGENCIES**

Necessary steps will be taken for emergency medical care if required for your child. They may include:

1. The attempt to contact parent or guardian
2. The attempt to contact child's physician
3. The attempt to contact individuals listed by you in case of emergency

### **If unable to make contact we may:**

1. Call another physician, paramedic, or ambulance
2. Take child to clinic/hospital

Any expenses incurred are the responsibility of the parent if any of these actions need to be taken for the safety of the child.

## **PROGRAM VISITATION**

We encourage the parents to visit and volunteer time with the CAPABLE KIDS.

## **PROGRAM SCHEDULE**

Each day, students will be served a snack, participate in physical activities, enrichment activities, and quiet time. The children have the right to choose among selected activities, we believe this is an important component of the CAPABLE KIDS program.

The program will operate the same days as the Meade School District 46-1. Listen to your radio and television for snow dismissal days. **IF THE SCHOOL DISTRICT IS NOT HAVING SCHOOL, CAPABLE KIDS WILL NOT BE IN SESSION.** It is the parent's responsibility to make arrangements for care on snow days, holidays, or inservice days.

## **STUDENT INFORMATION**

Your family and effective communication with one another allows us to better meet the needs of your child with any changes which may arise. Please make the program/staff aware of moving, illness, or special days, which may affect your child.

## **TRANSPORTATION**

It is the responsibility of the parent to provide transportation for their child. Bus transportation to the program will be available from schools with scheduled routes. No busses will run at the conclusion of the program. In the instance that children will be transported, only vehicles with liability insurance coverage and required number of seat belts following vehicle specifications will be utilized.

## **HOMEWORK**

A time will be provided each day for children to work on classroom assignments. There will be a linkage between the CAPABLE KIDS staff and the school day classroom teacher. There will be coordination of learning with the regular school program.

## **TERMINATION**

Violations of the policy of the program may result in your child's termination:

1. Failure to properly notify the program of an absence during a scheduled period
2. Refusal to pick up your child when you have been notified that your child is sick
3. Consistently picking up your child late
4. A disciplinary problem which has not been corrected under the discipline procedure
5. Overdue balance in account

## **PARENTAL INPUT**

Every effort will be made to meet the needs of your child. Any comment, concern, or suggestion needs to be discussed with the staff as they arise. Inquiries, questions, or concerns may be directed to the Piedmont Valley Elementary School Office between 7:00 a.m. and 3:00 p.m. Monday through Friday.

## **STUDENT ATTENDANCE**

If a child does not attend the daily program and the parent has not notified the site coordinator or program office, the site coordinator or program designee will call the parent to verify the child is not attending.

## **STAFF**

Ethan Dschaak—Site Principal

Abby McCaskey — Administrative Assistant

Cora Atkinson — Site Coordinator

Brenda Linneweber—Paraprofessional

**Any concerns of all parents should be reported to:**

Capable Kids After School Program

Piedmont Valley Elementary

16159 Second Street

Piedmont, SD 57769

605-787-5295

## **NONDISCRIMINATION STATEMENT**

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, or age in the education programs or activities it offers or to admission to or employment.

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Ethan Dschaak, 16159 2<sup>nd</sup> Street Piedmont, SD 57769 605-787-5295. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Debra Kerstiens, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)