

# 2016-2017

## Before and After School Care Parent Handbook



Great Expectations Business Office  
10500 E. 60th Terrace Raytown, MO. 64133  
Phone (816) 268-7086 Fax (816) 268-7085



Welcome to Great Expectations Before and After School Care!

Great Expectations is opening a path to our mission to **reach, grow, connect, and discover** with our student scholars. Our goal and vision is a team of qualified staff dedicated to providing an excellent standard of care for children. Great Expectations is honored you chose this program to help foster the needs of your family. We are committed to partnering with parents, community, and schools. Your feedback is always welcome and encouraged. This year will be filled with an abundance of enriching and exciting activities! A part of our mission is to honor the power of creative exploration in child development. Great Expectations is devoted to collaborating with the mission of Raytown Quality Schools and looks forward to a great year of providing a safe environment, quality care, and support in academic achievement.

Warm Regards,  
*Tonya Crompton*  
Before and After School Care Director

# Great Expectations

## Before and After School Care Service Locations

<p><b>Blue Ridge Elementary</b> 6410 Blue Ridge Blvd. Raytown, MO 64133 (816) 268-7206 School: (816) 268-7200</p>	<p><b>Eastwood Hills Elementary</b> 5290 Sycamore Kansas City, MO 64129 (816) 268-7216 School: (816) 268-7210</p>	<p><b>Fleetridge Elementary</b> 13001 E. 55<sup>th</sup> St. Kansas City, MO 64133 (816) 268-7226 School: (816) 268-7220</p>
---	---	--

<p><b>Laurel Hills Elementary</b> 5401 Lane Raytown, MO 64133 (816) 268-7236 School: (816) 268-7230</p>	<p><b>Little Blue Elementary</b> 13900 E. 61<sup>st</sup> St. Kansas City, MO 64134 (816) 268-7746 School: (816) 268-7740</p>	<p><b>Norfleet Elementary</b> 6140 Norfleet Rd. Raytown, MO 64133 (816) 268-7246 School: (816) 268-7240</p>
---	---	---

<p><b>Robinson Elementary</b> 6707 Woodson Rd. Raytown, MO 64133 (816) 268-7266 School: (816) 268-7260</p>	<p><b>Southwood Elementary</b> 8015 Raytown Rd. Raytown, MO 64138 (816) 268-7286 School: (816) 268-7280</p>	<p><b>Spring Valley Elementary</b> 8838 E. 83<sup>rd</sup> St. Raytown, MO 64138 (816) 268-7276 School: (816) 268-7270</p>
--	---	--

<p><b>Westridge Elementary</b> 8500 E. 77<sup>th</sup> St. Kansas City, MO 64138 (816) 268-7296 School: (816) 268-7270</p>
--

<p><b><u>Early Start Schools</u></b> <b>8:30am-3:35pm</b> Blue Ridge * Eastwood Hills, Fleetridge * Norfleet, Spring Valley</p>	<p><b><u>Late Start Schools</u></b> <b>9:05am-4:10pm</b> Laurel Hills * Little Blue, Robinson * Southwood, Westridge</p>
---	--

### Before and After School Care Hours of Operation

<b>AM Session:</b>	6:30 AM until school begins
<b>PM Session:</b>	After school is dismissed until 6:00 PM
<b>Full Day Session:</b>	6:30 AM until 6:00 PM
<b>Business office:</b>	10500 E. 60 <sup>th</sup> Terrace Raytown, MO 64133
<b>Main Line:</b>	816-268-7086
<b>Fax Line:</b>	816-268-7085
<b>Email:</b>	<a href="mailto:greatexpectations@raytownschools.org">greatexpectations@raytownschools.org</a>
<b>Website:</b>	<a href="http://www.raytownschools.org">www.raytownschools.org</a>

## **PROGRAM COMMITMENT TO SPECIAL NEEDS AND INCLUSION**

Great Expectations is an inclusive program, embracing the similarities and differences in children. If your child has special needs, requires a higher level of care, or has behavior issues, please contact the Great Expectations Director at 816-268-7086. Great Expectations Before and After School Care works cooperatively with families and school faculty to educate our staff about the needs of your child. If your child has an I.E.P. (Individual Education Plan) or an I.H.P. (Individual Health Plan), Great Expectations will work to support the IEP/IHP at the parent's request.

At times it may be necessary for a family and the Great Expectations Director to meet prior to the child's first day of attendance in before and after care to ensure quality care of individual needs. **GE** reserves the right to delay the starting date or interrupt care pending arrangement of accommodations. This helps to ensure the highest level of quality care, safety, and compliances for all children. In addition, Great Expectations program is a large group child care setting. Great Expectations is responsive to individual differences among all children. Staff will work with every child making accommodations to meet their needs within a large group setting.

## **NONDISCRIMINATION POLICY**

It is the policy of the Raytown Consolidated School District No. 2 not to discriminate on the basis of race, color, religion, gender, national origin, age, ancestry or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries or concerns regarding civil rights compliance should be directed to the Title IX/non-discrimination coordinator at 268-7000. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: 877-521-2172.

## ENROLLMENT TERMS AND CONDITIONS

Great Expectations (**GE**) is a fee-based program providing before and after school care for students kindergarten through fifth grade enrolled and attending Raytown Quality Schools. Great Expectations is also available during summer school on a space available basis. **Great Expectations is not a mandated program and participation is considered voluntary.** Programs and services are funded through participation fees.

## HOW TO ENROLL

Parents/Guardians must enroll online and pay a non-refundable registration fee to be considered for enrollment into GE programs. All enrollment and payments are done online according to the directions below:

1. Complete and submit an online registration for each child attending program
2. Pay required **non-refundable and non-transferable** registration fee
3. Receive email confirmation of registration and payment
4. Receive confirmation of acceptance into program and pay first weeks payment

**\*Great Expectations requires a 2 day business process period on all enrollments\***

**Enrollment is required every school year.** Enrollment will be taken on a first-come-first served basis. In order to serve our students effectively and with quality care, a maximum-minimum enrollment number may be required for each before and after school care site. **Waiting lists will form as space is filled.** A student is enrolled in Great Expectations for the entire school year unless dropped on days that school is in session. Part-time enrollment is not available. Enrollment in summer and full day sessions is considered a separate enrollment and must be completed online as well.

## ENROLLMENT OPTIONS

Registration is required for all options. Fees must be paid in full before attendance will be granted to any enrollment option. All Great Expectations fees are subject to change. **GE does not prorate fees for any option of enrollment.** All accounts must be paid in full before attending Full Day Care. Students that drop from the program will have to re-register on-line with a fee.

### **Enrollment Options -cost vary according to enrollment option:**

Before and After School Care

Before School Care Only

After School Care Only

Wednesday Early Release Care-registration and enrollment is required for this service

Full Day Care **Additional fee for services and student must be enrolled in an option above in order to use Full Day Care**

## ENROLLMENT STATUS CHANGES

Great Expectations values the safety and wellbeing of your child. It is important that children's emergency information remain updated. This includes phone numbers for authorized pick up, work phones, cell phones, and changes in address. Please contact the Great Expectations office at 816-268-7086 to make changes or to drop your child from programming. **Students will have to pay registration fees to re-enroll if dropped during the school year.**

## **PAYMENT POLICY**

All payments are made online. GE **does not accept cash** for payment. Payments are due in advance on Friday before the week of care.

1. Accounts must be paid in full before Winter Break in order to return the following year
2. Accounts must be paid in full at the close of the school year to attend the following year
3. GE does not prorate weekly fees due to absences
4. Full Day Care fees are due in advance
5. Delinquent accounts will be suspended interrupting before and after care services

## **INCIDENTAL FEES (these fees can be incurred and are additional cost):**

- Extra Session Fee
- Insufficient Funds on returned check fee
- Late Pick-Up Fee
- Full Day Care Lunch Fees
- Late Payment Fee
- Wednesday Early Release Care Late Pick-Up Fee

## **DELINQUENT ACCOUNT POLICY**

If payment is not paid in full by Friday of the week before service before and after school care may be discontinued or interrupted for your child. Parents will receive notice that their account is delinquent, and an opportunity will be given to pay the account in full.

In the event that childcare is discontinued for non-payment or because the child is no longer enrolled or attending the program **GE** will send a notice to the home and an opportunity will be given to pay account. Failure to pay accounts in full will result in the inability to re-enroll your child in Great Expectations for Early Release, Full Days, Spring Break, and Summer Camp programs. Enrollment will not be allowed in any program services the following year until account balance is paid in full. Any family that has been re-admitted to the program upon resolving a delinquent account, may be released immediately if payment is not received by the required due date. A new registration fee is required to be re-admitted.

## **LATE PAYMENT FEE POLICY**

Accounts with a balance after Monday morning's session will incur a \$10 late charge each week. In the event accounts become past due, the child (ren) may not attend programming until the account is paid in full. **This policy will be strictly enforced.**

## **LATE PICK UP FEE POLICY**

Great Expectations closes at 6:00 PM daily. In order to safeguard your child and our staff, Great Expectations will enforce a strict pick up policy. Failure to pick up your child by 6:00 PM will result in a charge per minute. Charges will be added to your account and due the first Friday after the late pick up occurs. Excessive violations (3 or more) of the pick-up policy and failure to pay charges could and will result in dismissal from the program. In the event you are going to be late, please contact the Site Coordinator immediately to advise.

## INSUFFICIENT FUNDS POLICY

The Raytown Quality Schools has a contract with Global Collection Service. This contract means that all checks received at any district building for any school related service will be subject to a \$30 charge if the check is returned. If there is an occasion when this policy affects you, the Great Expectations office is notified by the District Finance Office. The collection letter gives details of how payment for the returned check is collected for the child to remain eligible for the Great Expectations program. This is so the matter can be resolved immediately. Once an insufficient check has been received, payment for child care services must be made by online payment, credit or debit, or money orders ONLY until the insufficient check has been collected. Upon notification of a 2<sup>nd</sup> returned check, payment must be made by online pay, credit or debit or money order ONLY for the remainder of the school year.

**Proper Notification Language: All checks returned NSF will be electronically debited for the face value of the check plus a returned processing fee as allowed by the state law.**

## SUBSIDY TERMS AND CONDITIONS

Great Expectations accepts subsidy payments from the Family Support Division – Department of Social Services (**DSS**) for families that qualify. Please contact DSS to determine eligibility. Confirmation of eligibility notice by **DSS** must be provided to **GE** office prior to attendance. This can take up to 30 days. The **registration fee does not qualify for subsidy payment** and the parent/guardian is responsible for paying the registration fee prior to attendance as well as any incidental fees incurred on the account. Failure to pay incidental fees in a timely manner can result in the interruption of before and after school care services.

Listed below are the steps to enroll children who qualify to receive State assistance. These steps should be completed **before** the child can begin before and after school services.

### Missouri Division of Social Services Subsidy Accounts

1. Call Great Expectations Office for DVN #
2. **Get approval from DSS caseworker**
3. Caseworker sends written approval to Great Expectations office
4. Follow online enrollment process
5. Pay the registration fee and sliding fee
6. Child can begin once approval is received from Great Expectations

### Adoption / Foster Accounts

1. Call Great Expectations Office for DVN #
2. Get approval from caseworker
3. Caseworker sends written approval to Great Expectations office
4. Follow online enrollment process
5. Child can begin in before/after program
6. No registration or incidental fees are applied to these accounts

## CHECK IN/OUT OF CHILD POLICY

Parents must sign their child in and out of Great Expectations each day with the time and their signature. A child will be released from the site only to the child's custodial parent/guardian or a person authorized who is 18 years or older. Siblings under the age of 18 may pick up students once a written release and consent is signed and on file. A Parent Log is available at the sign in/out desk as a way for parents to communicate changes to our staff. **GE** staff will check photo ID of adults they are not familiar with for the safety of the child. In order to access after school care, students must have attended school on the given day.

## INCLEMENT WEATHER / SNOW DAYS

Great Expectations will **not be open** on days of inclement weather. School closing information can be found by listening to area news media outlets, visiting the District website at [www.raytownschools.org](http://www.raytownschools.org) or by calling the District at 816-268-7001.

## FULL DAY OF CARE TERMS AND CONDITIONS

Only students enrolled in the Great Expectations program may use Full Day care on closed school days or scheduled early release days. Parents must sign up their child by the deadlines stated at each Great Expectations site. Payment must be received at the time of sign up for the child to be registered for Full Day Care. Payments are non-refundable/non-transferrable, regardless of whether the child attends the full day of care or not. **Accounts must be current for children to attend Full Day Care.** You must provide a sack lunch for your student on full days or your account will be charged \$5.

## WEDNESDAY EARLY RELEASE CARE POLICY

The Raytown Quality Schools calendar for 2016-2017 includes a **Professional Development Early Release every Wednesday afternoon.** Bus transportation will run at the early dismissal time. Wednesday Care will be provided with no charge from the time of early dismissal until the regular school day dismissal time for the children who need to remain at the school to be picked up. Regular Great Expectations fee-based services will be available from the regular school day dismissal time until 6:00 PM (fee schedule is listed below).

## WEDNESDAY EARLY RELEASE FREE CARE TERMS AND CONDITIONS

All families using Great Expectations for the child care option on Wednesday must enroll in the Great Expectations program. If you choose to use Wednesday **"Free"** Care for early release dismissal time, enroll in Wednesday **"Free"** Care. If you choose to use services past the regular school day dismissal time, please enroll your child in Wednesday **"Pay"** Care. All students must register on-line to use Wednesday **"Free"** Care Services.

### Wednesday Only Full Pay Fee Schedule

Session	1 Child	2 Children	3 or more Children
Early Release Care	\$12	\$15	\$17

### Reduced Fee (children receiving free or reduced lunches. Verification is required)

Session	1 Child	2 Children	3 or more Children
Early Release Care	\$8	\$10	\$11

#### Wednesday Early Dismissal Schools

Blue Ridge \* Eastwood Hills \* Fleetridge \*  
Norfleet \* Spring Valley

2:05pm-3:35pm

No charge

3:35pm-6:00pm

Fees due

#### Wednesday Late Dismissal Schools

Laurel Hills \* Little Blue \* Robinson \*  
Southwood \* Westridge

2:40pm-4:10pm

No charge

4:10pm-6:00pm

Fees due



## **HARASSMENT POLICY**

Harassment Policy can be found in the School District Discipline Handbook Policy AC and AC-R. The Discipline Handbook can also be found on the Raytown Quality Schools web site.

## **MEDICATIONS**

Great Expectations follows Raytown Quality Schools Board Policies and Procedures in reference to medications of any kind. The same forms are also used.

- It is the responsibility of the parent to notify the staff of a child's health concerns, including symptoms.
- It is the responsibility of the parent to provide medications and training on how and when to administer.
- A signed medication permit & other pertinent health information must be on file with Great Expectations.
- All medications must have a current prescription label and cannot be expired.

All prescribed medications, with a completed "Medication Administration Request" form, must be given to the Coordinator for administration and safe keeping. Children should not keep medication of any kind in their back pack.

## **ILLNESS**

If children have been exposed to a communicable disease requiring notification at the Great Expectations site, parents of enrolled children will be notified. If you have concerns, call your school office. School District rules apply when a child returns from an illness.

## **ACCIDENTS**

If a major injury to a child occurs, the staff will immediately call for professional help. Parents' designated emergency contact or the child's doctor will be notified immediately. If the emergency is such that immediate attention is necessary, the staff has written permission from the parent or guardian to call 9-1-1.

## **Great Expectations Sample Daily Schedule**

(Times are adjusted for late start schools but the routine is the same)

---

### **AM Session-All sites open at 6:30 PM-Students may not be dropped off before that time.**

6:30 - 7:45	Activity Zones
7:45-7:55	Enrichment Time–large group activity
7:55-8:00	Restroom Break
8:00-8:20	Breakfast
8:20	Dismissal to class

---

---

### **PM Session- All sites will close at 6:00 PM accounts will be charged a late fee after 6 PM**

3:40	School Dismissal-Student Check-In
3:45-4:00	Restroom Break/Snack
4:00-4:45	Activity Zones
4:45-4:55	Circle Time-large group activity
4:55	Enrichment Time/ Small Group
6:00	Closing Time

## **DISCIPLINE**

Behavior Intervention Support Team (**BIST**) a unique outreach program of Ozanam, created an intervention model that allows teachers and care givers to confront disruptive behavior with grace and accountability. All Great Expectations Site Coordinators are trained in **BIST** by **BIST** after school care consultants. Our common goal is to provide every student with a safe and productive learning environment. Children with discipline problems will:

- a. Be asked to stop
- b. Be asked to talk about the problem
- c. Be asked to discuss other options
- d. Be redirected
- e. Have their space or activities limited

Children may need to sit down for a short time to calm down in a "Safe Spot". The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem is repeated several times in one day, or over a short period of time, the Site Coordinator will talk with the parents. Parents may also request a conference with the Site Coordinator and the Program Director (and/or Principal). The Site Coordinator may set up a plan for the child that limits their space, activities or friends for an extended time to keep the child and others safe. If the misbehavior continues, parents will be asked to make other arrangements for care.

Cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements.

All parents/guardians will be asked to sign a copy of the Great Expectations Discipline Policy. Children may be suspended or dismissed from the program without notice for the following, but limited to:

- Harassment (sexual or racial)
- Leaving designated area(s) without permission
- Verbal or physical acts of violence toward people, furniture and/or classroom(s)
- Behavior tantrum(s)

Situations may happen at home that effect your child's behavior. Please feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

**Raytown C-2 School District Great Expectations  
is not a mandated program and attendance is considered a privilege.**