



Parent Handbook

2009-2010

Raytown Quality Schools

Great Expectations

Office

268-7086

268-7039 (Fax)

Dear Parents,

As the Child Care Director, I want to welcome you to Raytown's *Great Expectations* Before and After School Child Care Program. I plan to be out in our programs a lot this year. I want every child enrolled in our program to have a warm, enriching experience. I also want every parent to feel welcome every day as they drop off and pick up their child(ren).

Customer service is also very important to those of us at *Great Expectations*. We have a software program that will help us maintain payment records for all families. You can access your information and print receipts on-line at Kidzwhere through the district website at www.raytownschools.org. Further directions are listed in this handbook.

As a Raytown Schools program, we follow all school board policies.

I look forward to working with you and our staff to give your child(ren) a quality before and after school experience.

Sincerely,

Sherri Kuhn

Sherri Kuhn
Before and After School Care Director

GREAT EXPECTATIONS

Child Care Locations

Blue Ridge Elementary 6410 Blue Ridge Blvd. Raytown, MO 64133 268-7206	Eastwood Hills Elementary 5290 Sycamore Kansas City, MO 64129 268-7216	Fleetridge Elementary 13001 E. 55 th St. Kansas City, MO 64133 268-7226
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Laurel Hills Elementary 5401 Lane Raytown, MO 64133 268-7236	Little Blue Elementary 13900 E. 61 st St. Kansas City, MO 64134 268-7746	Norfleet Elementary 6140 Norfleet Rd. Raytown, MO 64133 268-7246
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Robinson Elementary 6707 Woodson Rd. Raytown, MO 64133 268-7266	Southwood Elementary 8015 Raytown Rd. Raytown, MO 64138 268-7286	Spring Valley Elementary 8838 E. 83 rd St. Raytown, MO 64138 268-7276
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Westridge Elementary 8500 E. 77 th St. Kansas City, MO 64138 268-7296	<u>Early Start Schools</u> 8:30am-3:35pm Blue Ridge, Eastwood Hills, Fleetridge, Norfleet, Spring Valley	<u>Late Start Schools</u> 9:05am-4:10pm Laurel Hills, Little Blue, Robinson, Southwood, Westridge
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GREAT EXPECTATIONS

Hours of Operation

AM Session: 6:30am until school begins

PM Session: After school is dismissed until 6:00pm

Raytown Consolidated School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to programs, activities, or employment. Any person having inquiries concerning Consolidated School District No. 2's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Kathleen Harris, 6608 Raytown Road, Raytown, Missouri 64133, (816), 268-7000.

Kidzwhere Instructions

Go to the Raytown Schools website www.raytownschools.org and click on the Parents & Students tab. Once there, click on Kidzwhere. Please turn off your "pop-up blocker" for this process.

Parent Access

This is the screen that automatically displays when you go to this link.

From it you are able to ...

Access Account Information where you will be asked to enter the **Student ID** (the number generated by school district Powerschool and is used as the lunch code) and the **Password**. In this area, you will be able to find account balances, print receipts, print tax information and get fee details. Upon initial entry of each registration, the Kidzwhere program created a temporary password. You can click on ...

Retrieve Password

to have this temporary password sent to the email address that was entered in the registration. This screen will ask for the **Student ID** (explained above), the **Student's Birthdate** and the **Student's First Name**.

If you did not include an email address on the registration, you will be notified by a pop-up box. Please contact your site coordinator to get this temporary password.

If you would like to ...

Change Password

Click here and you will be asked for **Student ID**, **Current Password** and then you are to type in the **New Password** you want to use. It will ask you to **Confirm Password** and then you need to click on the **Create New Password** box.

Current School Year

This screen is where you go to enroll your child(ren)

New Registration

We are taking registrations/enrollments for the current school year 2009-2010.

In the Spring we will begin accepting registrations for Summer School and / or the next school year.

Edit Registration

Please make the necessary changes to your child's/children's registration any time there is a change in your information.

Year End Tax Statement: Parents can print off their own tax statement receipt for child care payments through the Access Account Information screen on Kidzwhere.

ENROLLMENT

Only children of elementary age who are residents of the Raytown C-2 School District can attend *Great Expectations* care. A child is enrolled in *Great Expectations* for the entire school year on days that school is in session. No part time enrollments are accepted. Each child should have a completed Kidzwhere enrollment form on-line including health care information on file with *Great Expectations* office and paid the registration fee prior to beginning care. Parents must make changes of address or contact phone numbers to the Kidzwhere enrollment form by editing information at the earliest convenience. There is a non-refundable registration fee due at the time of enrollment.

The Raytown C-2 School District does not discriminate in enrollment in the program on the basis of race, color, national origin or disability in its programs and activities. The District will make reasonable accommodations to grant all students meaningful access to the *Great Expectations* program. Inquiries related to District programs may be directed to Dr. Kathleen Harris, 6608 Raytown Rd., Raytown, MO 64133, (816) 268-7000, fax (816) 268-7029.

ENROLLMENT POLICY FOR CHILDREN WITH SPECIAL NEEDS

Raytown's *Great Expectations* program is responsive to individual differences among children. All attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, defining a behavior plan, training staff, adjusting ratios and adapting the space are just a few of the ways Raytown *Great Expectations* program meets the needs of individual children.

PAYMENTS

Checks or money orders are the preferred methods of payment for children in the *Great Expectations* program. **Please do NOT pay with cash!** Payments are due the Friday BEFORE the week of care. Payments should be made payable to Raytown C-2 Day Care. Snow day care charges will be added to the families account after date of occurrence.

LATE PAYMENTS

Payments received after Monday morning sessions will incur a \$10 per week late charge. In the event a parent's account(s) becomes one week in arrears, the child(ren) will be withdrawn from the program until the account(s) is paid in full.

INSUFFICIENT FUNDS

The Raytown C-2 School District has a contract with TransWorld Collection Service. This contract means that all checks received at any district building for any school related service will be subject to a \$25 charge if the check is returned for Insufficient Funds. If there is an occasion when this policy affects you, the *Great Expectations* office is notified by the District Finance Office. The *Great Expectations* secretary then notifies the site coordinator who then in turn informs the parent with a collection letter provided by the office. This is so the matter can be resolved immediately. Payment for insufficient funds must be made to the District Finance Office (6608 Raytown Rd. ~ ask for Debbie Hershey). Once an insufficient check has been written/received, the parent must pay for child care services with a money order until the insufficient check has been paid. Upon notification of a 2nd insufficient check, payment must be made with money order for the remainder of the school year.

SUBSIDY

Great Expectations accepts child care payments through the Family Support Division - Department of Social Services. Applications for subsidy from DSS can be made with your current caseworker or at one of the following locations: 615 East 13th Street, Ground Floor, Kansas City, Missouri, phone 889-2258 OR 201 Partridge, Independence, Missouri, phone 325-5934.

Listed below are the steps to enroll your child. These steps should be completed before your child can begin our program.

<u>DSS Subsidy</u>	<u>Adoption / Foster</u>
<ul style="list-style-type: none">✓ Call Great Expectations Office for DVN #✓ Get approval from caseworker✓ Caseworker sends written approval to Great Expectations Office✓ Enroll online in Kidzwhere✓ Pay the registration fee	<ul style="list-style-type: none">✓ Call Great Expectations Office✓ Fill out Handbill Application✓ Get approval from caseworker✓ Caseworker sends written approval to Great Expectations office✓ Enroll online in Kidzwhere

CHECK IN / OUT OF CHILD

Parents must sign their child(ren) in and out of *Great Expectations* each day with the time and their signature. A child shall be released from the facility ONLY to the child's custodial parent(s)/guardian or a person authorized IN WRITING by the parent(s)/guardian to receive the child. Parent Log is available at sign in/out desk as a way for parents to communicate changes to the day care staff. If parents fail to sign their child(ren) in and/or out continually, the child(ren) may be dropped from the child care program.

INCLEMENT WEATHER / SNOW DAYS

Great Expectations **WILL** be open for an additional charge of \$25 per child fee which will be added to the family's account when a child attends Full Day Care on snow days

- Sites **WILL** be open until 6:00pm on afternoons that school is dismissed early due to inclement weather. Charge will be based on amount of time available.
- *Great Expectations* **WILL** be open **only at Blue Ridge Elementary** on days when school is cancelled before 6:30am.
- *Great Expectations* **WILL** be open in each elementary when school is cancelled after 6:30am.

Breakfast and an afternoon snack will be provided. Each child is required to bring a sack lunch (drink will be provided). Families are asked **not** to bring "fast food" for lunch. Children who do not have a lunch will be charged \$5.00 for provided food items.

If weather warrants that child care needs to be closed, a special announcement will be made that states:

The Raytown School District and Child Care will be closed. This would mean that *Great Expectations* at Blue Ridge would not be open for services. **"School Closing" information can be found by:**

- Listening to area news media (TV or radio)
- Dialing 268-7001
- Visiting our website at www.raytownschools.org

FULL DAY OF CARE

Only students enrolled in the *Great Expectations* program may use full day care on school holidays or scheduled early release days. Parents must sign up their child(ren) by the deadlines stated at each *Great Expectations* site. Payment must be received at the time of sign up for the child(ren) to be registered for full day care. Payments are non-refundable, regardless of whether the child(ren) attends full day care or not.

Since some of the children will be in a different environment and being supervised by staff who may not be familiar with them or you, please be prepared to show identification when you pick up your child(ren). Please sign your child(ren) out as you always do, but the coordinators have been instructed to ask you for identification if they don't know you personally. Also, be certain that you leave accurate emergency contact information and any special instructions about who may pick up your child(ren). These procedures will help us insure your child's safety.

Please remember to provide a sack lunch for your child(ren). During Full Days of Care, our cafeteria is not staffed to prepare school lunches. If you do not send a lunch for your child, they will be given breakfast food for lunch. Your account will be charged \$5.00 for this lunch.

FULL DAY LOCATIONS:

- Blue Ridge - Enter in through back door. Drive onto playground, park by sheds, entrance is down 5 steps. Press buzzer to have door opened.
- Laurel Hills - Enter in through main door. Press buzzer to have door opened.
- Southwood - Enter in through north parking lot door. Press buzzer to have door opened.

When Full Days are offered at 2 locations, this is how the sites will be split:

Laurel Hills site will be available to students who attend Blue Ridge, Eastwood Hills, Fleetridge, Laurel Hills, and Little Blue.

Southwood site will be available to students who attend Norfleet, Robinson, Southwood, Spring Valley, and Westridge.

GREAT EXPECTATIONS Full Day Hours of Operation: 6:30am - 6:00pm

GREAT EXPECTATIONS

Calendar 2009/2010

Date	Type of Special Day	Location
August 17	First Day - Early Release	All sites
September 7	Labor Day	<i>CLOSED</i>
September 25	Full Day of Child Care	Laurel Hills & Southwood
October 16	Full Day of Child Care	Laurel Hills & Southwood
October 22, 23	Full Day of Child Care	Laurel Hills & Southwood
November 25	Full Day of Child Care	Laurel Hills
November 26, 27	Thanksgiving Day Holiday	<i>CLOSED</i>
December 18	Early Release	All sites
December 21- 22	Full Day of Child Care	Laurel Hills
December 23-25	Christmas Holiday	<i>CLOSED</i>
December 28-30	Full Day of Child Care	Laurel Hills
December 31, January 1	New Year's Eve & New Year's Day	<i>CLOSED</i>
January 4	Full Day of Child Care	Laurel Hills
January 18	Martin Luther King, Jr. Day	<i>CLOSED</i>
February 12	Full Day of Child Care	Laurel Hills
February 15	President's Day	<i>CLOSED</i>
March 15-19	Full Day of Child Care	Laurel Hills
April 2	Good Friday Holiday	<i>CLOSED</i>
May 25*	Last Day - Early Release	All sites
May 31	Memorial Day	<i>CLOSED</i>
	Snow Days	Blue Ridge

**tentative per snow days*

GREAT EXPECTATIONS
Hours of Operation
Full Day of Child Care: 6:30am - 6:00pm

GREAT EXPECTATIONS Program 2009 - 2010 Fees

Fees for the program are based on whether children are full pay or qualify for free or reduced lunches. Fees are to be paid the Friday prior to the upcoming week of care. Please make checks payable to **Raytown C-2 Day Care**. Charges will accrue unless written notice is provided that a child is dropping child care. Should you choose to re-enroll your child in our program, all outstanding balances and a reinstatement fee of \$35 must be paid in full.

REGISTRATION FEE

\$35 per year due at enrollment, this is a non-refundable, non-transferable fee.

FULL PAY

	<u>1 child</u>	<u>2 children</u>	<u>3 or more children</u>
Before & After	\$65/wk	\$85/wk	\$100/wk
Before OR After Only*	\$55/wk	\$70/wk	\$ 80/wk
Full Day / Snow Day	\$25/day	\$40/day	\$ 55/day
Early Release Day	<i>FREE</i>		

REDUCED OR FREE LUNCH

	<u>1 child</u>	<u>2 children</u>	<u>3 or more children</u>
Before & After	\$40/wk	\$55/wk	\$65/wk
Before OR After Only*	\$35/wk	\$45/wk	\$50/wk
Full Day / Snow Day	\$25/day	\$40/day	\$55/day
Early Release Day	<i>FREE</i>		

**-Attending an extra session will be a \$5 charge per child.*

Fees will be deducted for days school is not in session.

Fees are NOT deducted for child absences

FEES

Raytown does NOT have a drop-in service. Your child(ren) must be enrolled in *Great Expectations* to attend.

EMERGENCY CARE

Emergency child care is available to any Raytown C-2 child for a fee of **\$5.00 per hour per child**. This emergency care may be utilized only **twice** during a school year and should be reserved for emergency situations.

LATE PICK UP

Great Expectations sites close at 6:00pm. For your child's peace of mind, please notify the staff if you will be later than usual picking up your child.

Failure to pick up child(ren) by **6:00pm** will result in a **\$1.00 per minute per family** charge added to the families account.

The site clock will be used as the exact time.

Repeated late arrivals will result in withdrawal of your child(ren) from the program. Legal authorities may be contacted for children left at the program more than one hour after closing time.

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

No medications will be given during before and after school child care. Medications will be given out during Full Days of Care only. All prescribed medications, with a completed "Medication Administration Request" form, must be given to the Coordinator for administration and safe keeping.

ILLNESS

If children have been exposed to a communicable disease requiring notification at the *Great Expectations* site, parents of enrolled children shall 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.** (Per enrollment form)

GREAT EXPECTATIONS

Before / After School Child Care

Sample Daily Schedule

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

6:30am	Child Care site opens
6:30am-7:45am	Choices: games, puzzles, dramatic play, reading, music, art, manipulatives, dolls, etc.
7:45am-7:55am	Circle Time - this could include a circle game or children sharing what they did in child care that morning.
7:55am-8:00am	Clean up, restrooms, wash hands
8:00am-8:20am	Breakfast
8:20am	Dismissal to class
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3:40pm	School dismissed - check children in as they come in the site area
3:45pm-4:00pm	Restroom, wash hands, snack
4:00pm-4:45pm	Choice of outside play or inside (areas)
4:45pm-4:55pm	Circle Time
4:55pm-5:30pm	Round Up Activities (led by staff) - Ideally at least one active choice and one calm choice.
5:30pm-6:00pm	Staff play calm activity with children such as "Uno", making up a story, reading, "I Spy", etc.
6:00pm	Child Care site closes

DISCIPLINE

All *Great Expectations* Site Coordinators are trained in "Love & Logic" and "Behavior Intervention Support" by district staff. This concept includes setting limits, giving children guidance in solving problems, redirecting behavior and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self control.

Many choices and activities are offered in our program. Activities are varied and interesting enough to eliminate boredom-related discipline problems. Staff members will not use corporal punishment or threatening as punishment. Food will not be withheld or portions changed as punishment.

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.

The 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.

Children may be suspended without notice for the following:

- Harrassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence
- Use of crude or profane language or gestures
- Behavior tantrum

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.

Children may be dismissed from our program if parents/guardians become verbally or physically abusive to staff or children within the *Great Expectations* program.

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