



BRUNSWICK R-II

# THE CATS CLUB

## AFTER SCHOOL PROGRAM (SAC)

2024-2025

PARENT/STUDENT HANDBOOK

*\*Revised August 2024*

**BRUNSWICK R-II  
AFTER SCHOOL PROGRAM  
2024-2025**

Mrs. Cara Engelbrecht	Superintendent
Mr. Scott Singleton	High School Principal
Mrs. Heather Sims	Elementary Principal Program Director
Mrs. Kristina Dye	Lead Teacher
Ms. Stephanie Kuhler	Assistant Teacher
Mrs. Amber See	Assistant Teacher
Mrs. Shayla Buie	Secretary

## **CATS AFTER SCHOOL CLUB DAILY SCHEDULE**

2:55 – 3:05	Children arrive from regular school day Settle in time
3:05 – 3:45	Supervised Homework/Study Time
3:45 – 4:00	Snacks
4:00 – 4:45	Scheduled Lesson/Activity (Arts/Crafts, Music, Reading, etc.)
4:45 – 5:15	Physical Activity
5:15 – 6:00	Free Time
6:00	Dismissal

## GOAL

The goal of the CATS After School Club is to provide the students and parents of the Brunswick School District with an economical, organized, educational, and recreational oriented after school program for children in grades kindergarten through 7. It is the intent of the program to ensure that the students acquire after school supervision and activities in a home-like atmosphere.

## ORIENTATION PROCESS

New families and children are oriented into the program verbally by administrators, director, and/or staff upon enrollment. Orientation will include but not be limited to information in the Parent/Student Handbook.

## ENROLLMENT FORMS

A complete set of enrollment forms are to be filled out at the time of enrollment for every child. Parents must complete a **CHILD'S ENROLLMENT FORM** and return to the coordinator before a child is allowed to attend the program. It is the parent's responsibility to notify the supervisor on duty regarding any changes in this information. This would apply to place of employment, emergency contact numbers, and changes in family arrangements.

## TIME/DISMISSALS

The CATS After School Club will open on school days only. The normal operating hours are 3:00 P.M. to 6:00 P.M. On early dismissals of school prior to vacation or weather related emergencies, there will be **NO** childcare. The program **WILL BE** open when early dismissal is due to teacher in-service. We will **NOT** be operating if there is a weather closing in the morning, which indicates there will be no school for the day.

## FEES

PROGRAM FEES: The Cats After School Club's fees are as follows:

FEES: \$3.00/day/child	WEEKLY FEES:	1 child	\$15.00
		2 children	\$22.50
		3 children	\$27.50

## GENERAL FEE INFORMATION

1. A bill will be sent after the last day of each month. Payment is due by the 15<sup>th</sup> of each month. In the event an account becomes one month or more overdue, the student will be withdrawn from the program until the account is paid in full or other arrangements are made.
  - Payments may be made in the elementary office. Checks should be made payable to *Brunswick School District*.

2. Parents must give one week written notice regarding withdrawal of a child from the program.
3. Parents will be responsible for paying the fees agreed upon at the time of enrollment.
4. **(A \$1.00 PER FIVE-MINUTE ADDITIONAL FEE WILL BE ADDED TO THE DAILY COST OF CARE FOR THOSE PARENTS PICKING THEIR CHILD/CHILDREN UP AFTER 6:00 P.M. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.)** The clock on site will determine the time. The supervisor on duty will determine the amount of the fee and parents will be required to sign a late form indicating the time of arrival and the amount of the late charges.
5. If there is an early dismissal because of teacher in-service, your child/children can attend the SAC program for an additional fee (\$1.00 per child per hour) during what would have been school time.
6. The individual signing the registration agreement is ultimately responsible for ensuring the school-age care payments are up to date.

### **RELEASE OF CHILDREN**

1. Children will be released from the facility **only** to the child's custodial parent(s) guardian, or other persons authorized, in writing, by the parent(s) or guardian to pick up the children.
2. The parents, guardian, or authorized person must sign the child out **each day**.
3. If an emergency should arise and you should need to take your child from school before the close of the day, notify the school office to give The CATS After School Club staff the message.
4. In the event of illness, vacation or other absences, The CATS After School Club staff must be notified immediately.

### **ILLNESS**

1. If a child shows signs of illness, parents will be notified and expected to pick up their child immediately.
2. A child who does not appear to be fully recovered from an illness will not be readmitted to the program unless there is a statement by an attending physician that states the child is able to return and participate in activities.

### **INJURY/ACCIDENTS**

1. Immediate treatment will be obtained for a child who sustains a minor injury (scratches, scrapes, and insect bites, etc.). In addition, the child's parent(s) will be notified.
2. If a major injury to a child occurs, the staff will immediately call professional help. The emergency contacts designated by the parents or the child's doctor will be notified immediately. **(IF THIS EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE AFTER SCHOOL STAFF HAS PERMISSION TO CALL 911 AND TAKE THE CHILD TO THE NEAREST MEDICAL FACILITY.)**
3. Parents are required to sign a **MEDICAL EMERGENCY FORM** included with the enrollment packet. Failure to sign the form will disqualify the child for enrollment.

### **MEDICATION**

1. If a child needs to take oral medication on a regular basis during the day, medication must be in its original container, along with a note from the child's physician prescribing the medication, stating the reason for which it is given, and any special instructions. Parents must also give written permission.
2. If medication is requested to be kept on hand "for emergencies only" (i.e. asthma attacks, etc.), special instructions must be given in writing from parent(s) and physician.
3. **Parents are required to sign a MEDICATION AUTHORIZATION FORM AND PARENTS HEALTH STATEMENT FOR SCHOOL-AGE CHILD FORM included in the enrollment packet. Failure to sign forms will disqualify the child for enrollment.**

### **STUDENTS WITH SPECIAL NEEDS**

If a child enrolled in the SAC program is displaying signs of speech, academic, or developmental delays, SAC staff will set up a conference with the child's parent/guardians, and their classroom teacher to discuss noted concerns. Together they will determine a plan of action based on information that has been gathered and what types of interventions are necessary. Information about a child enrolled in the SAC program who has already been identified with special needs, in regard to their progress and services rendered may be obtained upon family or guardian's consent in written form. **(Request for Release of Information)** Staff members will be required to be aware of the varying needs, interventions, and strategies for each child in their care and find ways to adjust their programs and facilities to meet the child's individual needs. Staff will participate in IEP and/or IFSP meetings upon request of the parents.

### **SNACKS**

A nutritional snack will be available each day and is included in the fees. Please note any food allergies on your child's enrollment form.

Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and will be adhered to in preparation and service.

## **DISCIPLINE**

It is the commitment of the Brunswick R-II School District to create and maintain a school environment that allows our students to attain the best education possible. Students enrolled in the after school program will be expected to adhere to the policies, rules and regulations as set forth by the school district.

If rules are broken the staff:

1. Will take the child aside and discuss the problem.
2. Will remove the child from the group for a period of time with the understanding that when the child is ready to rejoin the group and cooperate he/she may do so.
3. May take privileges away (time taken from play period, free time or group activities).
4. Follow the procedures as indicated in the student handbook.
5. **If a child's behavior is such that it has a negative effect on the children or staff, parents will be notified. The child will be placed on immediate probation, with the parents understanding that the child will be asked to withdraw from the program if the behavior is not corrected.**

Things may happen at home which affect your child's behavior. Please feel free to discuss these matters with the staff. In order for us to instill self-discipline, we need the cooperation and support from all parents.

Parents may also have a conference with the Director of The CATS After School Club.

## **CURRICULUM**

The curriculum is MOA approved following Missouri Core Competencies and Missouri Learning Standards which provide quality youth develop activities and interactions. The curriculum will follow a theme-based approach that will provide many activities at all age levels and for involvement of the parents and community. Lessons and activities will relate to reading, math, science, music, physical activities, art, and a variety of other developmental skills for the children. Interaction with peers along with one-on-one attention is also a primary function of the daily curriculum.

### **RECORDS/FORMS**

The Brunswick R-II School maintains a permanent cumulative record folder on each child enrolled in the after school program. The folder contains record of attendance, grades, testing and other important information.

A folder containing licensing regulations and forms, accreditation information, child abuse/neglect policies and procedures regarding services for children and their families is also maintained.

The parents may examine records/forms by calling the school and making an appointment. Either the school counselor or principal/director will be happy to answer any questions concerning the folders. We feel that parents not only have a right to be informed about their children but also have a responsibility.

### **PROGRESS REPORTS/CONFERENCES**

Progress reports are sent home during the fifth week of each quarter. The staff is available to conference with you at a scheduled time. Conferences are encouraged and keep an open communication which is essential for the effective teamwork of maintaining a central focus on your child's progress in the SAC program.

### **PERSONAL BELONGINGS**

Children need to bring all their belongings to the area where the program is held. They are responsible for taking care of their clothing and storing their other possessions in the space provided.

All children will be required to go outdoors, weather permitting. Parents are expected to dress their child/children accordingly. Although care is taken, clothing does sometimes become soiled in outdoor play, painting, etc. Accidents happen and it is suggested that you send an extra set of labeled clothing for your child. **Parents must send a written note if your child is not to go outdoors due to illness.** If you send a note, please have one for The CATS After School Club as well.

### **CHILD ABUSE/NEGLECT**



We are ALL mandated reporters. Anyone who works at a school is required by law to make a hotline if they feel a child is suffering from physical abuse, neglect, sexual abuse, lack of supervision, medical neglect, emotional abuse, or educational neglect. Between 24 and 48 hours after a hotline is made to social services, they will have two days to begin an investigation.

### **ACTIVITIES**

Children who leave The CATS After School Club to participate in classes, clubs, or other activities shall have written permission from the parents. This should include naming the activity, time of leaving and returning, and method of transportation to the activity. Permission for regular activities such as scouts or Wednesday School may be given for the entire school year.

### **FIELD TRIPS**

Field trips may be planned throughout the year. These trips will be planned with a definite purpose in mind and you will be informed about them in advance. We will send out sheets for you to sign and date for your child's participation. The help of parents may be sought to assist with these field trips. If your schedule is such that you would be available, we would be happy to have you volunteer to help with the trips.

### **FIRE/DISASTER DRILLS**

Monthly fire and disaster drills will be held throughout the school year. The after school director, school nurse and/or SAC staff will instruct children in the appropriate procedures for each particular type of disaster and practice with students to assure everyone's safety.

### **CRISIS PLAN**

A Crisis Plan detailing procedures in the event of an emergency will be posted in each classroom. SAC staff will implement and have complete knowledge of the crisis plan in order to provide staff and student safety.

### **EMERGENCY/SCHOOL CLOSING**

In case of fire or other emergencies, we will follow the Brunswick District Crisis Plan. If for any reason it is deemed necessary to dismiss school early or to cancel school for the day, announcements will be made over the radio stations, **KMMO-Marshall FM 102.9, KMZU-Carrollton FM 100.7, and KRES-Moberly 104.7. Any announcements concerning the closing of school will also be made on KOMU, Channel 8 in Columbia.**

### **RESPONSIBILITIES**

Children's Responsibilities Include:

1. Taking care of equipment.
2. Cleaning up after themselves.
3. Sharing equipment with others.
4. Keeping their hands and feet to themselves.
5. Using appropriate language
6. Treating staff with respect.
7. Finish what they start.
8. Being responsible for all personal belongings.
9. Leaving all toy weapons at home.

Parent's Responsibilities Include:

1. Signing their child out each day.
2. Picking their child up on time.
3. Treating staff with respect.
4. Paying their fees on time.
5. Bringing their concerns to the staff.
6. Knowing about changes in policy.
7. Notifying staff of changes in enrollment information.
8. Informing staff of child's contagious illness.
9. Keeping the child's records up to date.

## **CATS AFTER SCHOOL CLUB RIGHTS**

Children's Rights Include:

1. To be respected.
2. To be involved in choice of activities.
3. To have a safe and reliable environment.
4. To express their creativity.
5. To express emotions in an appropriate manner.
6. To have staff members that care about and enjoy children.

Parent's Rights Include:

1. To be respected.
2. To visit the site at any time.
3. To know their children are safe.
4. To voice concerns about the program and/or activities.
5. To know if their child is misbehaving.
6. To be informed about special events and field trips.
7. To have an open communication with the after school staff.

Staff's Rights Include:

1. To be respected by children, parents, and other staff members.
2. To give input into the program.
3. To express their creativity.
4. To have a safe, comfortable working environment.

## **BRUNSWICK R-II CHAIN OF COMMAND**

Should a problem and/or concern arise, parents are urged to follow the Chain of Command as indicated below:

