

Eugene Field Before/After School Program



Parent Handbook

2020-21

Dear Parents:

Welcome to Eugene Field Before/After School Program and the 2020-21 school year. We look forward to having you and your child participate in the Eugene Field Before/After School Program. Please help us by communicating with staff about any concerns you have about upcoming activities, field trips, homework, billing, etc.

If you need to contact staff during hours, please contact (660) 562-3233. Please remember it is the parents responsibility to sign-in and sign-out your child. If you do not sign-in or sign-out your child you could be charged an additional fee or dismissed from the program. Eugene Field Before/After School Program utilizes the cafeteria, gym, outside east/west playgrounds, KIVA, library, and/or Eugene Field Before/After School Program room at EFES. If you have questions or concerns, please discuss them with the staff daily as you drop off and/or pick up your child.

Eugene Field Before/After School Program will be offered on early dismissal days due to weather only. At this time, the 2020-21 school year does NOT have any pre scheduled early dismissals in the calendar. Should one be added with we will NOT offer after school care. If school is closed for the entire day, Before/After School is closed. If school has a late start, Before School will not be offered in the morning. It is up to you to stay informed about Eugene Field Before/After School Program through newsletters, Facebook, phone calls, staff contact, etc. Permission slips must be signed before your child will be able to attend any field trips that are offered.

It is essential that all enrollment forms be completed **every year before** your child begins to attend Eugene Field Before/After School Program. If someone is picking up your child that is not on the parent pick-up list, make sure you send a note or leave a message.

We have lots of fun activities planned for Eugene Field Before/After School Program this year and as always we are looking forward to a great year!

Sincerely,

Eugene Field Before/After School Program Site Director

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Maryville R-II provides equal opportunity for training, employment, promotion pay and education without regard to sex, age, race, creed, national origin or disability.

Child Care Philosophy Statement

Program Philosophy

Eugene Field Before/After School Program, of the Maryville R-II School District, is a quality school-based program and is an appendage of the Northwest Technical School Community Education Program. The day-to-day operation of the program at Eugene Field site is under the direct supervision of the site director.

The program has been designed to meet the needs of individual children and their families. Developmental in nature, the program emphasizes the importance of all areas of growth and development (social, cognitive, physical, emotional and creative). We strive to work with each child as an individual and as a member of a social group in a safe, healthy, well-supervised environment.

Eugene Field Before/After School Program is well-balanced to provide a wide range of experience and activities based on the age and developmental level of the group. Activities are modified to meet children's individual needs (i.e. needs of special education children, time and space to complete homework assignments, activities to enhance basic skills). We hope to provide daily challenges as well as success for every child attending.

Parents are a vital component of our program. Please help keep communication channels open between home and your child's school. We are most anxious to work with you cooperatively for providing a service to our patrons and a year of growth and happiness for your most prized possession - your child.

Organizational Chart The following display illustrates the appropriate line of communication:

Kassondra Jones, Eugene Field Before/After School Program Director: (660)562-3233

Phillip Pohren, Principal of Eugene Field School Office: (660)671-1578

Lori Tally, Community Education Coordinator Office: (660)671-1283

Eugene Field Before/After School Program Staff

Brianna Biegel, Santa Childs, Emma Dorsey,
Faith Earley, Maddison Hayes, Logan Jackson, Keitlin LaFaver,
Keston Oltman, Bethany Pederson, Beth Mires, Grace Nelson,
Lydia Schrum, Kyle Singley, Hannah Staggs, & Hannah Wilmes

PROGRAM GOALS AND OBJECTIVES

1. To provide students with a safe, enriching environment.

OBJECTIVE:

Through activities such as arts and crafts, physical fitness, board games, science activities, multicultural activities, music and story time. Students are provided with age appropriate activities that enrich students not only academically, but physically. Facilitators provide students with enriching activities while parents are working.

2. To expand the quality of ongoing programs and availability for students.

OBJECTIVE:

Through specific space designated for ongoing Eugene Field Before/After School Program projects, adequate supplies, materials, equipment to meet Missouri Department of Health guidelines, space to display Eugene Field Before/After School Program projects.

Through a survey needs assessment, ongoing evaluation, and curriculum development with a consultant, continue to develop multicultural curriculum, projects that enhance and expand on classroom activities, self-esteem building activities and activities designed for special needs students.

3. To provide ongoing evaluation of all curriculum, activities, staff, physical environment, and other components of Eugene Field Before/After School Program.

OBJECTIVE:

Through evaluations from parents, Eugene Field Before/After School Program students, teachers, school administrators, Eugene Field Before/After School Program staff and Eugene Field Before/After School Program advisory committee, Eugene Field Before/After School Program will continue to strive for ongoing improvements.

Through active use of a community wide Eugene Field Before/After School Program Advisory Committee, students in the Maryville R-II School District have a choice of attending the public school, Horace Mann Lab School (at NWMSU), or St. Gregory's Barbargio School. All sites have a before and after school program. Each site is self-supporting and designed to meet the needs of students enrolled in those programs, however, the overall advisory committee helps determine overall Eugene Field Before/After School Program philosophy, goals, program of work, and how the sites can work together.

4. To provide in-service and educational experiences for all Eugene Field Before/After School Program staff.

OBJECTIVE:

Though scheduled staff in-services with other area licensed childcare providers. These workshops and other workshops will be provided by YWCA programs, Eugene Field Before/After School Program grant consultants, and state conferences. Each staff member will need a minimum of 12 hours of training. Additional training will be offered in needed areas-

i.e. computer training to upgrade skills in this area so children can use this equipment daily basis for individual and/or group activities.

Eugene Field Before/After School Program

Daily Schedule

AM

6:15	Staff arrives
6:30	Student arrival
6:30 - 7:20	Quiet Group Activities/Individual Activities
7:20 - 7:25	Cleanup Time
7:25	Classroom or Breakfast Program

PM

2:20	Staff arrives
2:35 - 2:45	Check in/Announcements
2:45 – 2:55	Hand washing/restroom break/Snack starts
2:55 – 3:25	Free Play outside, Tutoring Begins
3:25 – 3:50	Finish Up Snack
3:50 – 4:20	Homework/Tutor time
4:20 – 5:00	Activities Story Music Art STEM
5:00 - 5:30	Physical Fitness Free Time-Gym or Computer Lab
5:30	Dismissal

OPERATIONAL POLICIES

Enrollment Forms

A complete set of enrollment forms is to be filled out at the time of enrollment. Enrollment forms must be completed each school year the child is enrolled in Eugene Field Before/After School Program. It is the parent(s) responsibility to notify the center regarding any changes in this information. This would apply to place of employment, emergency contact numbers, and changes in family arrangements.

Fee Agreement

Parents will be billed a fee of \$3.00 per hour that your child(ren) attends Eugene Field Before/After School Program. Some families will have unique fee schedules because of the variety of program combinations. If you have questions regarding your fee amount or payment schedule, please contact Lori Tally, Community Education Coordinator. All payments must be made payable to the Maryville R-II School District on the date specified in the fee agreement form. Bills will be e-mailed at the beginning of the month. **Starting 2020-2021 school year, when K-4th grade parents click to pay from their monthly invoice using a credit card or bank card they will be charged 3% of what the tuition cost for fees associated with processing payments.** If payments have not been received by the 20th day of the month, the child(ren) cannot attend Eugene Field Before/After School Program until full payment is made. All participants of the program shall pay a non-refundable yearly registration fee of \$25 per child. If your child is signed-in before 6:30 am or after 5:30 pm you could be charged \$1.00 per minute. Receipts of payment will be available.

Checkmarc Disclaimer

Your check is welcome with the following information:

- Full Name
- Street Address
- Phone Number Including Area Code
- Drivers License Number Including State

If your check is returned, it may be re-presented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

Parent/Child Orientation to Eugene Field Before/After School Program

Parent orientation includes a discussion of Eugene Field Before/After School Program philosophy and operational procedures by the Program Coordinator/or secretary and the Program teacher. Parents and the child are encouraged to make a pre-enrollment visit to the program.

Ongoing interaction between parents and Program staff is encouraged daily as children arrive and depart. Parents may call the Community Education Office at 660-671-1283 any hour and leave a message concerning the program on the answering machine.

Daily Release of Child

Parents or authorized individuals **must sign the child in and out each day** using the child's pin number given after enrollment is completed. Parents must walk their child(ren) into EFES school to sign-in to Before School. The EZ Care software Remote Data Terminal and computer is located in the cafeteria. Failure to comply with these licensing requirements can result in dismissal of the child(ren) from the program.

A child shall be released from the facility only to the child's custodial parent(s) or guardian or to a person, authorized, in writing, by the parent(s) or guardian to receive the child. Staff members, including substitute staff members, should be familiar with the children and the parents and/or guardians designated to pick up the children. If necessary, staff has the right to ask for identification of the person picking up the child and check this with registration forms.

In the event that a court-ordered legal custody situation develops whereby a parent or parents are not allowed to pick up your child/children without your consent, we ask that you state in writing that you have legal custody and that (name and relationship) does not have a legal right to pick up your child. This written and dated statement will need to be delivered to the Community Education main office along with a notarized copy of your legal custody papers (to be kept in your child's file).

If an emergency should arise and you should need to take your child from school before the close of the day, notify us by phone (660) 562-3233 or by note before taking your child.

In the event of illness, vacation or other absences, such as: scouts, music lessons, visits to friends and other out-of-school activities call Eugene Field at (660)562-3233.

Please be prompt in picking up your child. Lateness is frustrating to your child and we too have schedules to keep. Remember, a charge of \$1.00 per minute may be charged for log-ins before 6:30 am or late pick-ups after 5:30 pm.

A signed permission form will be on file for children to attend other activities (see enrollment form). There will also be a permission slip that must be signed at the time of a scheduled field trip.

If a parent/legal guardian arrives intoxicated or otherwise incapable of taking the child home safely, or a non-custodial parent attempting to claim the child without the consent of the custodial parent the following procedure will be followed:

- a) Inform the parent/legal guardian that the child's safety is our responsibility
- b) Call the building principal if he is in the building for assistance.
- c) Dial 911 for assistance.

Birthdays

To be consistent, we plan to follow the same procedure of all children on their very special day. Parents are welcome to bring simple party favors to help their child celebrate. Please let the teacher know ahead of time.

Field Trips

Occasionally, children will participate in field trips away from the school. We will notify parents in advance of each planned adventure. Look by the computer for permission slips for upcoming field trips. We also encourage and welcome parents to go with us. **A permission slip must be signed by a parent by the date indicated on the slip.**

Snacks

Afternoon snacks will be provided and are included in your weekly tuition payment. Since the Eugene Field site is registered with the Missouri Department of Health Child Care Food Program, each child is asked to submit an application for free or reduced meals at the beginning of each year.

Personal Belongings

Children need to bring all of their belongings to the area where the program is held. They are responsible for hanging up their clothing and storing their other possessions in the space provided. Children are not allowed to go to other parts of the building once the school day is over unless they are with a staff member. It is helpful for your child to have belongings in a school bag.

Parent Information

Parents have access to the following Eugene Field Before/After School Program information:

- 1) Staff Child Abuse and Neglect/Criminal record forms
- 2) Completed accreditation or licensing materials as submitted
- 3) Lesson plans
- 4) Children's Eugene Field Before/After School Program file and developmental records

Parent Parking

Parents bringing or picking up children in the Program are permitted to use the parking lot North of Eugene Field School. Parking in loading zones must be limited to 10 minutes because of congestion and safety. Please do not use the parking lot behind the school.

Parent Involvement

The school district staff will be open to constant parent involvement through ongoing evaluation. Parents will be used as much as possible in volunteer positions, guest speaker situations, field trips, input into program planning, program evaluation, serving on Eugene Field Before/After School Program Advisory Committee and other capacities.

Parent Visitation

Parents are strongly encouraged to visit the center. It is not necessary to call ahead; feel free to drop in at the center at any time.

Volunteers

Volunteers will be utilized wherever possible in caring for children and adding to the success of the center. Volunteers will help by supervising activities or in presenting programs whenever a program will enhance what the children in the center are doing. A schedule sheet for volunteer helpers will be posted in the center.

Insurance

Parents are expected to carry sufficient medical and personal insurance to cover injuries or illness to their child. **Medical care is the parent's obligation and responsibility.**

Medication and Special Diets

If you note any health concerns on enrollment papers, an Individual Plan for Specialized Care must be completed and signed by a health care physician at the time of enrollment.

If asthma medication is requested to be kept on hand "for emergencies only" special instructions must be given in writing from parent(s) and physician and Individual Plan for Specialized Care form must be completed. The inhaler is kept in the nurse's office.

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 adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.

Illness or Accidents

Any child who has a bathroom related accident, showing signs of illness, a temperature of 100 degrees, nauseated, vomiting, rash of any kind or with a communicable disease will be isolated until he/she leaves the child care site. A staff member will be available to comfort and observe him/her periodically. Parents will be notified and expected to pick up the child immediately after

contact. **Staff will complete a Principal's Report of School Accidents or Injuries and submit a copy to parent, child's file, school nurse and administration.** Call Eugene Field principal if appropriate to inform him/her of the situation. If the child received a **head bump**, complete the appropriate form and send home with the child.

If children have been exposed to a communicable disease within the childcare site, parents of enrolled and incoming children will be notified.

Immediate treatment will be obtained for a child who sustains a minor injury (scratches, scrapes, insect bites, and etc.). In addition, the child's parents will be notified.

If a major injury to a child occurs, the staff will immediately call for professional help. Parents, designated emergency contacts, or the child's doctor will be notified immediately. **IF THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE STAFF HAS MY PERMISSION TO TAKE MY CHILD TO THE HOSPITAL.** (See enrollment form.) Parents are required to sign a Medical Emergency Form, included with the application packet.

The Site Director will complete the Director's Report of School Accidents or Injuries form when a physician's service is secured. **One copy will be filed immediately with administration and a duplicate copy in the child's file.**

Child Abuse/Neglect Policy and Procedures

Immediately report via the Child Abuse Hotline to the Missouri Division of Family Services, as required by law. The building principal (Philip Pohren), will also be notified that a report has been made. The procedure outlined in School Board Policy JHG will be followed. (On file at EFES)

Outdoor Play

All children will be required to go outdoors, weather permitting, of course, and parents are expected to dress their child accordingly. Parent(s) must send a written note if the child should not go outdoors due to illness. If illness persists for more than several days, that child will not be admitted until fully recovered.

Eugene Field Before/After School Program has a policy concerning children playing on the playground that is not enrolled in the program. This includes ANY child including:

- 1) children from the community
- 2) a staff/teacher's child
- 3) a child/playmate "going home" with a program child

We are a licensed day care facility responsible **only for those** enrolled in Before/After School. Before/After school staff is **NOT** responsible for these children who are not enrolled in the program and are interacting with program children.

Discipline

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and cooperate with parents to resolve any problems that may arise. This policy is consistent with the Eugene Field discipline policy.

When inappropriate behavior occurs, we will:

- *Give the child a cue to remind him/her of the rule
- *Redirect behavior
- *Discuss the problem with the child to determine causes and help the child find ways to resolve it.
- *Assign special tasks and responsibilities that will help to build their self-esteem (for example, special helper, line leader, clean-up supervisor).
- *Notify the parent/guardian by note when the child is picked up from Before/After School.

At times it may be necessary to:

Separate a child from the group (with supervision) allowing him/her to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others. Give time out from play period, free time or group activities.

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, and otherwise conflicts with the program rules and guidelines, a conference with parents will be scheduled. In the event that the problem persists after all reasonable attempts have been made, staff will try to follow the following discipline plan. This plan may vary depending on the severity of offense.

- 3rd Write Up - 1 week suspension and parent conference
- 4th Write Up - 2 week suspension and parent conference
- 5th Write Up - dismissal from the program for school year

Before/After school is a privilege for students to attend outside the regular school day. If a student had a rough day at school it is up to the director and administration on if that child can attend the After school program for that day. If a student cannot attend the program, parents will be notified and expected to pick up the child immediately after contact. Before/After school staff will work with Eugene Field administration, staff and parents when providing a safe environment but consequences may not always be identical for offenses during the school day due to the different environment of the before and after school program.

Eugene Field Before/After School Program has a right to terminate privileges due to inappropriate behavior.

This discipline policy prohibits:

Corporal punishment, including hitting, spanking, beating, shaking, pinching, and other measures that produce physical pain.

Physical restraint except as necessary to ensure the child's safety or that of others, and then only for as long as is necessary to control a situation in which the child exhibits aggressive behavior.

Withdrawal or threat of withdrawal of food, rest, or bathroom opportunities.

Any form of public or private humiliation, including abusive or profane language and threats of physical punishment.

Any form of emotional abuse, including rejecting, terrorizing, or corrupting a child.

Administration of drugs that will affect a child's behavior except as prescribed by the child's health care provider with specific instructions for its use.

Remember, we are here to provide a most pleasant, enjoyable experience for all, so don't hesitate to discuss any concerns or helpful suggestions that will help to achieve this goal.

Learning Center Policies

If your child is attending the Before/After school program from the Learning Center we will start charging as soon as your child is off the bus. Students will follow the 5 write up policies and are expected to participate with their grade level. We will create reasonable accommodations for each student that may be reviewed and/or revised as needed. We want all students to be successful while participating in the Before/After school program.

Supervision Policies

No child will be left alone at any time.

At least one staff person *certified* in pediatric first aid (including rescue breathing and first aid for choking) is in attendance at all times and in all places that children are in care in the center.

Required child/staff ratio that is maintained during all hours of operation, including **transportation** times. Ratio is 1 adult: 16 children. Additional staff may be necessary depending on group size and mixed age groups. Maximum enrollment is 180 at one time.

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

Parents' Responsibilities Include:

1. Signing their child out each day
2. Picking up their child on time
3. Knowing about upcoming field trips
4. Treating staff with respect
5. Paying their fees on time
6. Bringing their concerns to the staff
7. Knowing about changes in policy
8. Notifying staff of changes in enrollment information
9. Informing staff of child's contagious illness, food allergies, asthma, or other illnesses

Staff's Responsibilities Include:

1. Treating all children and parents with respect
2. Providing a safe, warm environment
3. Providing a variety of interesting activities
4. Keeping Records
5. Being a good role model for the children.
6. Discouraging any play with toy weapons as well as discouraging children from making replicas of weapons

**Welcome To Eugene Field Before/After School Program
At Eugene Field School**

We're looking forward to this year.

To enroll each child, please complete the enclosed forms:

1. Enrollment forms
2. Payment Agreement

You will receive a pin # to log your Child in and out of the program each day.

Please enclose \$25.00 registration fee per child.

Please return this information to:

Lori Tally
Community Education
Northwest Technical School
1515 South Munn
Maryville MO 64468

For further information or help with your enrollment papers please call the Community Education Office at (660) 671-1283 or stop by between 8:00 am to 3:30 pm and Lori will help you.

Financial Assistance - Contact Division of Family Services at (660) 582-3141 to apply for this assistance.

Lori Tally, Community Education Coordinator

2020-21

**Eugene Field Before/After School Program
Enrollment Form 2020-21**

Grade Level: _____

Child's Name _____ Sex _____ Birth date _____
Family Information

Parent/ Guardian 1

Address (Street, City, State, Zip Code)

Home # _____ Work # _____ Cell # _____ E-mail _____

Employer: _____ Hours of Employment _____

Address (Street, City, State, Zip Code)

Parent/ Guardian 2

Address (Street, City, State, Zip Code)

Home # _____ Work # _____ Cell # _____ E-mail _____

Employer: _____ Hours of Employment _____

Address (Street, City, State, Zip Code)

Child Lives With _____ Bill To (*Email Address*) _____

What is the best way to contact you?

_____ Text _____ phone

_____ E-mail

Emergency Contacts

Other than Parents or Doctor (one contact must be local)

Name Relationship

Telephone No. Address (Street, City, State, Zip Code)

Name Relationship

Telephone No. Address (Street, City, State, Zip Code)

Other Information Requested:

Does your child wear glasses or contacts? _____ Yes _____ No

Date of last vision check: _____ Dr.'s name _____

Date of last hearing check: _____ Dr.'s name _____

Does your child have any hearing loss? _____ Rt. _____ Lt. _____ Both ears

Comments on Child's Development:

(Note any allergies, habits, special language etc).

* All expenses incurred as the result of emergency treatment are the responsibility of the parent(s) or legal guardian(s) [See Parent handbook for further explanation].

TRIP and ACTIVITY PERMISSION

I _____ do _____ do not give consent for my child to take part in field trips or excursions with this school and/or day care facility under proper supervision. It is my understanding that I will be notified when such trips are planned.

Persons Authorized to take child from the Day Care Facility:

Child will not be released to anyone unless listed.

Name Name

Name Name

Name Name

Authorization for Emergency Medical Care:

I understand that I will be notified at once in case of accident or illness to my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice.

If I cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, I hereby authorize a school official

***To Contact Doctor/Clinic**

Name Telephone No.

Address (Street, City, State, Zip Code)

***To Contact Family Dentist**

Name Telephone No.

Address (Street, City, State, Zip Code)

***To Contact Preferred Hospital for Emergency Medical Treatment of My Child:**

Name Telephone No.

Address (Street, City, State, Zip Code)

Agreements:

- a. I have received a copy of the Parent Handbook with the facility's policies pertaining to the admission, care and discharge of children.
- b. I have been informed that a copy of the licensing rules for child care homes/licensing rules for group child care centers in Missouri is available at this facility for review.
- c. The provider and I have agreed on a plan for continuing communication regarding my child's development, behavior and individual needs.
- d. When my child is ill, I understand and agree that s/he may not be accepted for care or remain in care.

Parent/Legal Guardian Signature

Date

Eugene Field Before/After School Program - PAYMENT AGREEMENT I agree to inform Program staff on what hours/days my child plans to attend. I agree to pay my Program bill monthly:I have read and understand the policies and procedures in the Parent Handbook. I understand that the program has the right to expel or dismiss my child if he or she creates a harmful environment to other children.

I understand if my child attends the program, I will pay for the amount of time my child attends. If my child does not attend, I will notify program staff.

I understand payments need to be sent to the Adult/Community Education Office, 1515 South Munn, Maryville, MO 64468. **I understand my child cannot attend the program if my bill is not paid in full.**

Date

Signature of parent or guardian

PROGRAM SCHEDULE FOR 2020-21

Check the **specific days** and **times** you plan to use the program. We realize schedules change but this helps site coordinator and staff plan routines and snacks.

A.M.

_____ Monday _____ to 7:30

_____ Tuesday _____ to 7:30

_____ Wednesday _____ to 7:30

_____ Thursday _____ to 7:30

_____ Friday _____ to 7:30

P.M.

_____ Monday 2:40 to

_____ Tuesday 2:40 to

_____ Wednesday 2:40 to

_____ Thursday 2:40 to

_____ Friday 2:40 to

_____ I will be using the program on an occasional or emergency basis. I will attempt to call (660)562-3233.

_____ I will be using the program for just early dismissals.

Child's Name

Parent(s) Name

Date

If you know your schedule is changing, please help the Site Director by completing a new form.