

# Affton School District Cougar Care

Before and After School Care



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## CHANGES IN PERSONAL INFORMATION

Any changes in personal data on the application form (i.e. changes in address, phone numbers, emergency contacts) must be reported to Melissa Eckhard at 314-633-5920 or by email [meckhard@afftonschoools.net](mailto:meckhard@afftonschoools.net) as soon as possible to ensure your child's safety.

## CHILD ABUSE

Cougar Care staff are mandated to report any suspicion of child abuse or neglect.

## CONFIDENTIALITY

Information which concerns a Cougar Care student's physical, emotional, intellectual, and/or social welfare will only be shared with other Affton and/or Special School District staff who are involved with the care of the child.

## DISCIPLINE

Cougar Care is designed to provide children with a safe, well-supervised and nurturing atmosphere before and after school.

Students are expected to demonstrate appropriate behavior during before and after care and follow the same discipline policy as during the school day.

It is expected that all students will be able to follow the discipline policy, however, in cases where student misconduct involves fighting, vandalism, sexual harassment, threats or abusive language, theft or extortion, harassment of another student, defiance and insubordination of Cougar Care staff or acts that endanger other's safety, there will be the following consequences:

1<sup>st</sup> Incident: Warning, separation from group and parents notified

2<sup>nd</sup> Incident: Two-day suspension from Cougar Care

3<sup>rd</sup> Incident: Child may no longer participate in Cougar Care for the school year, but may return the following year.

Please note: if a student's misconduct is a serious violation of the discipline policy such as those involving drugs, weapons, or serious bodily injury during Cougar Care, procedures for the Safe Schools Act will be followed instead of the above consequences.

## DRESS

Remember that Cougar Care will take children outside in the afternoons whenever weather permits. Please be sure all children are dressed appropriately for outside/gym play.

## DROP IN

Families not enrolled in the Before or After Care program, will be billed \$10.00 per hour. The 15% discount WILL NOT apply.

## EARLY RELEASE DAYS (HALF DAYS)

For your convenience, Cougar Care offers care on all Early Release days to currently enrolled families. A \$25 fee per child will be required for those families NOT CURRENTLY enrolled in the Cougar Care program.

### END-OF-DAY DISMISSAL FROM SCHOOL

Children will be dismissed from their class and will sign in with the site facilitator upon entering the program. Children will be monitored in the hall as they attend Cougar Care. The family should make the classroom teacher aware of the dismissal plan. In the event of a change in plans, the parents must notify Melissa Eckhard and the school secretary through email or phone.

### END OF YEAR RECEIPT

A year end receipt will be emailed on or before January 31<sup>st</sup>.

Affton School District's Federal Employer Identification Number (FEIN or EIN) number is 43-6000021

### FREQUENTLY ASKED QUESTIONS

Please contact Melissa Eckhard at 314-633-5920 or [meckhard@afftonschools.net](mailto:meckhard@afftonschools.net) if you have any questions regarding registration or billing.

### HOURS

Cougar Care hours are 6:30 a.m. – 6:00 p.m. If children are picked up after 6:00 p.m., the family will be charged a late pick up fee as follows:

6:05 – 6:15 p.m. - \$5.00

6:15 – 6:30 p.m. - \$10.00

6:30 – 7:00 p.m. - \$15.00

Continued abuse of time limits for scheduled sessions will be cause for dismissal for the Cougar Care program.

### HOW TO REGISTER

Registration for the new school year begins on April 1. Incoming kindergartners can register for Cougar Care at kindergarten enrollment February. Returning students accounts must be in good standing to be registered. Completed forms, accompanied by the deposit, must be returned to Melissa Eckhard to complete the enrollment process.

### ILLNESS

Cougar Care adheres to the district's policies regarding contagious illness. Children may not attend Cougar Care when afflicted with a contagious or infectious illness. Children who have been absent from school because of illness and elevated temperature should be kept home until they have been symptom free and their temperature has been normal for 24 hours. If a child becomes ill after arrival, the parents will be notified and expected to pick up as soon as possible.

### INCLEMENT WEATHER AND SCHOOL CLOSINGS

1. If Affton School District is closed due to any emergency conditions, including inclement weather, Cougar Care will also be closed. School closings, or early school dismissal will be announced on the Affton website at [www.afftonschools.net](http://www.afftonschools.net) as soon as the decision is made.

Parents will also receive a School Messenger voice notification message. This message will be send to your primary household phone number. *Important: The successful delivery of information is dependent on accurate contact information obtained from school records. If your household and/or emergency contact information changed, please let your school registrar know as soon as possible.*

If after school activities are cancelled across the Affton School District, we do ask that families pick up their children from Cougar Care as soon as possible following school dismissal.

2. If Affton School District closes during the school day, Cougar Care will also close. Your child will be dismissed with regular school dismissal. Please make arrangements for your child's early arrival at home should this occur. No credits will be applied for inclement weather closings.
3. If an individual school (not the entire district) is canceled during the school day due to an emergency situation (i.e. power failure, water main issues) Cougar Care will be cancelled. You will be notified by School Messenger about the situation and whether to pick up your child immediately at their school.
4. Fees may not be reduced due to emergency school closings or inclement weather closings.

### INJURIES

Cougar Care has a nurse on-call. As a result, Cougar Care staff members are trained in First Aid and CPR and will treat minor injuries, such as scratches, scrapes, insect bites, etc., if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help and/or 911. Parents or designated emergency contacts will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and will have in their possession the emergency consent form signed by the parent. A parent or guardian will be notified to which hospital the child is being transported.

### LATE PICKUP

The Cougar Care sites close at 6:00 p.m. Please make every attempt to see that your child is picked up before that time. If you are unable to do so, please notify Cougar Care before 6:00 p.m. and arrange for another person to pick up your child by 6:00 p.m. If a family is late a third time, their child will need to be picked up by 5:30 p.m. for 15 consecutive days. This step must be followed for continued enrollment in the program. A \$5 late fee will be assessed if picking up between 6:05-6:15 p.m.; \$10 between 6:15-6:30 p.m.; \$15 between 6:30-7:00 p.m.

### LUNCH/SNACKS

An afternoon snack and drink is provided through Chartwells. Lunch WILL NOT be provided on Early Release/Special Days unless noted on the Special Day form.

## MEDICATIONS

Cougar Care adheres to the Affton School District's medication policy. All prescriptions and over-the-counter medications must be given to the school nurse. The medication must be in the original container and accompanied by the appropriate paperwork. Children are not to keep medications, such as cough drops, vitamins, or Tylenol in book bags, purses, or lunchboxes. Please note that Cougar Care staff does not readily have access to medications warehoused within the locked school clinic (e.g. EPI Pens; asthma medications). These medications should also be provided to us by families of Cougar Care.

## OUT-OF-SCHOOL SUSPENSION

Any child assigned out-of-school suspension may not participate in any before or after school activity, including Special Days, during the period of removal from the regular school program. Other arrangements must be made for the child's care during this period of time.

## PAYMENT SCHEDULE

Registration Deposit covers August tuition  
Payment 1 – Due August 10<sup>th</sup> for September 1<sup>st</sup> – 30<sup>th</sup>  
Payment 2 – Due September 10<sup>th</sup> for October 1<sup>st</sup> – 31<sup>st</sup>  
Payment 3 – Due October 10<sup>th</sup> for November 1<sup>st</sup> – 30<sup>th</sup>  
Payment 4 – Due November 10<sup>th</sup> for December 1<sup>st</sup> – 30<sup>th</sup>  
Payment 5 – Due December 10<sup>th</sup> for January 1<sup>st</sup> – 31<sup>st</sup>  
Payment 6 – Due January 10<sup>th</sup> for February 1<sup>st</sup> – 28<sup>th</sup>  
Payment 7 – Due February 10<sup>th</sup> for March 1<sup>st</sup> – 31<sup>st</sup>  
Payment 8 – Due March 10<sup>th</sup> for April 1<sup>st</sup> – 30<sup>th</sup>  
Payment 9 – Due April 10<sup>th</sup> for May 1<sup>st</sup> – May 25<sup>th</sup>

## REFUNDS

If it is determined that our program owes you a refund for any reason, please know that it will take approximately two weeks to generate a refund check. A W9 must be completed for your refund. Please call Melissa Eckhard at 314-633-5920 for further information.

## REGISTRATION INFORMATION

Days of the week are not flexible. For planning and staffing purposes, days of the week must be established when enrolling (i.e. Mon, Wed, Fri). If days other than those originally enrolled for are used, your account will be billed accordingly.

## RETURNED PAYMENT POLICY

Written notice will be sent from the billing department when a payment is returned. The account will be charged a \$25.00 returned payment fee. Payments must be made by money order after the second returned payment occurrence.

## SIGN IN/OUT

1. A valid form of identification will be needed to release your child.
2. All children must be signed in/out daily by authorized person only. Children may NOT sign themselves in or out of Cougar Care.
3. A child shall be released from Cougar Care only to the child's custodial parent/guardian or to the person(s) authorized to pick up listed on the enrollment form. This policy is strictly enforced for your child's safety.

4. Notes to authorize a person to pick up on a one time (or more) basis can be given to the Cougar Care staff or emailed to Melissa Eckhard.
5. Please initial along with the time of arrival and/or dismissal on the sign in/out form.

### SPECIAL DAYS (FULL DAYS)

Cougar Care will provide a full day of care on days when students are not in school, such as record days, at a rate of \$40 per day. Children will be provided breakfast and an afternoon snack. Children are to bring a sack lunch and a drink on Special Day programs unless advised otherwise. The dates for these full day opportunities will be determined at the beginning of the school year. We combine at one elementary school on these days. Participating children must be registered to attend these full day programs. There will be no exceptions.

Special Day registration forms, with payment, are required in advance (see Site Facilitators for form). These days usually consist of a half-day field trip.

Last minute registrations CANNOT be accepted due to the advance registration and payment required by most field trip destinations.

If you have registered for a Special Day but do not attend for any reason, you automatically forfeit 50% of the Special Day fee.

### STAFF RATIOS

Cougar Care follows the Missouri staff guidelines of 1 adult per 16 students (1:16). Cougar Care does not offer 1:1 care.

### PHOTOS/VIDEOS

Photos and videos are sometimes taken at school. If you do not wish for your child to be included in these videos/photos, inform the site facilitator and indicate this preference on the enrollment form.

### TOYS/ELECTRONICS/VALUABLES

Toys, electronics, phones, kindles, iPods and iPads are not to be brought from home unless previous arrangements have been made with the Cougar Care site facilitator. School issued Chromebooks can be accessed during the time when students are working to independently complete homework assignments.

### TUITION DETAILS

- A 15% discount, per month, will be given to the second child, and each subsequent child, in the same family (with the same parent or guardian responsible for payment) enrolled full time in BAC.
- There will be no discounts for missed days in the month (due to illness, school breaks, vacation, suspensions, or other reasons).
- If a child starts Cougar Care any time after the start of the school year, a registration fee and full payment of the current attendance period are due at the time of registration.

### WITHDRAWAL FROM THE COUGAR CARE PROGRAM

A child may be withdrawn from the Cougar Care program at any time. Request must be made in writing and sent to Melissa Eckhard. If you wish to return to a program that is full, you will need to contact the facilitator at the school to be placed on a waiting list.

## EARLY RELEASE DAYS 2019-2020

October 24, 2019 (K-5)

December 20, 2019

February 7, 2020

May 15, 2020 (K-5)

May 22, 2020 (6-8)

## SPECIAL DAYS

October 18, 2019

October 25, 2019

November 15, 2019

November 27, 2019

December 23, 2019

December 26-31, 2019

January 2, 3, & 6, 2020

March 13, 2020

March 16-20, 2020

## NO CARE AVAILABLE

September 2, 2019 – Labor Day

November 28 & 29, 2019 – Thanksgiving Holiday

December 24 & 25, 2019 – Winter Break

January 1, 2020 – New Year Day

January 20, 2020 – Martin Luther King, Jr. Day

February 17, 2020 – Presidents Day

April 10, 2020 – Easter Holiday

May 27, 2019 – Memorial Day



## STAFF CONTACT INFORMATION

MESNIER PRIMARY SCHOOL (K-2)

Nicole Seckel – Site Facilitator

314-951-4945

[nseckel@afftonschoools.net](mailto:nseckel@afftonschoools.net)

Jenn Edgar – Building Secretary

314-849-5566

[jedgar@afftonschoools.net](mailto:jedgar@afftonschoools.net)

GOTSCH INTERMEDIATE SCHOOL (3-5)

Ron Medley – Site Facilitator

314-951-4947

[rmedley@afftonschoools.net](mailto:rmedley@afftonschoools.net)

Jackie Todt – Building Secretary

314-842-1238

[jatodt@afftonschoools.net](mailto:jatodt@afftonschoools.net)

ADMINISTRATION

Melissa Eckhard – Program Assistant/Billing

314-633-5920

[meckhard@afftonschoools.net](mailto:meckhard@afftonschoools.net)

**REGISTRATION AGREEMENT  
2018-2019**

I/We hereby enroll \_\_\_\_\_ in the Affton Before and After Care Program (K-8) for the 2018-2019 school year. I/We understand that the Before/After Care services provided are subject to the following terms and conditions:

**TUITION:** Tuition is determined by the program that you select for your child. The initial full tuition payment will be due on or before July 10<sup>th</sup>, 2018, (or upon enrollment if your child is registered after this date) followed by nine additional payments for the succeeding months thereafter. Each month's tuition payment shall be due and payable on or before the 10<sup>th</sup> of the preceding month. Students for whom payment is delinquent after the first of the month will be removed from the program. See Family Handbook for payment schedule.

The discount for siblings enrolled in the Affton Before and After Care Program (K-8) is 15% for the 2<sup>nd</sup> child and each subsequent child in the same family.

There will be no discounts for missed days in the month (due to illness, school breaks, vacation, or other reasons).

**BEFORE AND AFTER CARE:** The Before and After Care Program follows the Affton School District Calendar. There will be no tuition deduction for legal holidays, school district holidays, or professional development days because they are built into the tuition. The following discounts will be applied: August – 50%, December – 25%, and March – 25%. Days that the school district is required to close due to inclement weather will be made up at the discretion of the School Board according to district policy.

**SPECIAL DAYS:** If care is needed on days when school is not in session but Before/Aftercare is available, you must preregister for the Special Day with Melissa Eckhard. There is an additional charge for this full day service.

**REGISTRATION:** A \$150.00 deposit is required at the time of your child's registration for the 2018-2019 school year. This deposit will be applied to August tuition. Please complete the enrollment information below and return with your check made payable to Affton School District.

**ENROLLMENT INFORMATION:**

CHILD'S NAME \_\_\_\_\_

PARENT(S) NAME \_\_\_\_\_

Email Address for Tuition Invoices and Year End Tax Statements \_\_\_\_\_

**Return this form, the completed registration packet, and the \$150.00 registration fee to:**

**AFFTON SCHOOL DISTRICT  
ATTN: MELISSA ECKHARD  
8701 Mackenzie Road  
ST. LOUIS, MO 63123**

I/We have read and understand the terms and conditions of this Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_