

Out-of-School Time Care



Program Handbook



MISSION STATEMENT

We, the Francis Howell School District Vacation Station program, provide quality and progressive out-of-school time experiences for children by offering enriching opportunities that support home, school and community.

VISION STATEMENT

The Vacation Station program will become a community that

- will remain at the forefront of innovative out-of-school time programming.
- will empower dedicated staff by providing professional development, mentoring and opportunities for growth.
- will maintain personal connections between children, families, schools and the community.
- will be actively involved and engaged in all aspects of a child's character and social development.
- will provide opportunities that support and empower parents in their role to promote life-long learning.

VALUES

The Vacation Station program

- will gather current research-based concepts in program development.
- will recognize and provide avenues for staff to build upon their personal strengths.
- will use communication as a bridge to build relationships.
- will focus on activities based on children's needs.
- will involve parents by offering relevant resources and information for the education and development of their children

Program Philosophy

The philosophy of Vacation Station is an affordable, quality program designed to meet the needs of the families of Francis Howell School District. This is an enriching program that is fun and challenging for students, kindergarten through seventh grade. Children are given a choice of activities designed to provide experiences that stimulate the child's physical, social, intellectual and emotional development.

Vacation Station Guiding Principles

- The Vacation Station team recognizes that all children have strengths and works with each child to develop those strengths.
- We believe that all children should have the opportunity to participate in an inclusive environment that celebrates diversity.
- Through the extended school day, Vacation Station provides a bridge between community, home, and school.
- Vacation Station recognizes that parents are the experts on their child(ren).
- Vacation Station provides a safe and nurturing environment of mutual respect.
- Vacation Station encourages open communication among children, family, school personnel and staff.
- Vacation Station encourages socialization and empowerment of children through fun, innovative, child-centered, developmentally appropriate activities.
- Vacation Station fosters education through play, based on constructivist theory which promotes child choice and meaningful enrichment activities.
- Vacation Station is an advocate for children.



Francis Howell School District

Vacation Station Program Handbook

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The Benefits of Home, School, and Community Partnerships

Research indicates that family involvement in schools increases student achievement. The **benefits of parent and family involvement** include higher test scores and grades, better attendance, more completion of homework, more positive attitudes and behavior, higher graduation rates, and greater enrollment in higher education. A **review of school-family partnerships** literature indicates that benefits are apparent not only for younger children but all students through high school. Although parent involvement typically is strongest at the primary level, continued involvement through the **middle grades** and at the **secondary school level** is important in encouraging and guiding children's development and achievement.

When schools regard their relationship with families as a partnership in which school and home share responsibility for children's learning, the result is an increase in the levels and types of parent involvement as well as the support that families demonstrate for the school. When this partnership is extended to include the larger community, the benefits are greater yet. Perhaps most important is that when responsibility for children's learning is shared by the school, home, and community, children have more opportunities for **meaningful, engaged learning**. Students are able to see the connection between the curriculum in the school and the skills that are required in the real world.

Dr. Joyce Epstein, Director at the National Network of Partnership Schools at Johns Hopkins University, sees the main goal as "helping schools and districts establish permanent programs of partnerships." Acknowledging that family and community involvement in education is critical to student achievement, Epstein has developed a framework of Six Types of Involvement. This framework shows how parent involvement is defined. Each type of involvement may be demonstrated by hundreds of practices that schools may choose to develop through an Action Plan approach. Each practice that is implemented opens opportunities for interactions between teachers, students, parents, administrators, and community members. When schools develop and implement strategies for promoting effective school-family-community partnerships, the result is improved learning for all students and strengthened schools, families, and communities.

The National Network of Partnership Schools 6 Types of Involvement

1. **Parenting-** helping families establish home environments to support children as students.
2. **Communicating-** designing effective forms of school-to-home and home-to-school communication about school programs and their children's progress.
3. **Volunteering-** recruiting and organizing parent help and support.
4. **Learning at Home-** providing information and ideas to families about how to help students at home.
5. **Decision Making-** including parents in school decisions and developing parent leaders.
6. **Collaborating with the Community-** identifying and integrating resources and services from the community to strengthen school programs, family practices, and student learning.



VACATION STATION TEAM

Vacation Station Site Teams

Each site employs a team of experienced adults who enjoy working with children. The site-based teams include the Director of Early Childhood, the Program Quality Coordinator, Program Coordinator, Lead Facilitator, and Facilitator(s). Some sites, based upon their individual needs, may have additional staff such as an Assistant Coordinator and DEVELOPMENTAL DISABILITY RESOURCE BOARD Facilitators.

Staff Education

Vacation Station team members have a variety of educational levels which include certified teachers degreed in physical education, home economics, elementary education, early childhood and special education; persons degreed in areas other than education; persons that are currently enrolled in the local universities; and team members that have chosen to begin their professional careers without continuing their formal educational training. In addition team members are required to complete a pre-determined amount of professional development hours each year based upon their years of experience with Vacation Station.

Professional Development

All Vacation Station team members are required to participate in professional development and enrichment opportunities. The amount of hours each team member is required to obtain depends on the years of service with Vacation Station. Vacation Station supports staff in their professional development by providing over 200 professional development hours each year, including a 2-hour Orientation class. These in-house staff development opportunities are designed and implemented by the Program Coordinators. Program Coordinators also present workshops at State (MOSAC) and National (NAA) School Age Care conferences. Courses are offered each year in the following content areas: Child Development, Lesson Planning and Implementation, Communication, Conflict Resolution and Inclusion. Upon hire, each team member also participates in a 2 hour Orientation class and takes a First Aid Certification Class. Team members are also encouraged to attend state and local school age care conferences.

Lesson Planning

Team members have time built into their work week to plan learning activities for the children. Lesson plans are centered on a theme and provide opportunities for students to participate in hands-on enrichment. Lesson plan objectives are aligned with state guidelines and support District achievement goals. An overview of each site's lesson plans are made available for review at the Parent Table.

Essential Curriculum

In addition to the lessons written by the Facilitators, Vacation Station has written an Essential Curriculum. The Essential Curriculum consists of 114 hands-on activities aligned with both State and District Standards. Activities are presented to students through out the school year in conjunction with the District's Curriculum Maps. Essential lessons are offered in the four core areas of: Math, Communication Arts, Science and Social Studies. The curriculum was written by the Vacation Station staff and tested by the students and is FHSD Board approved.

Staff Certifications

All Vacation Station Team Members will be trained in First-Aid within the first three months of being hired. Each site's leadership staff is also trained in CPR.

Developmental Disability Resource Board Facilitators

Vacation Station has obtained a grant from the Developmental Disabilities Resource Board to help fund appropriate staffing for the inclusion of children with disabilities. DDRB Facilitators provide extra assistance to a reduced number of students so that children with special needs are able to get the full experience of Vacation Station by assisting children with individual needs, modifying lesson plans, and helping children socialize with peers. In general the DDRB staff to student ratio is 1:3. However, the number of children that a DDRB Facilitator assists is based upon individual student and program needs. A Regional Service Center Client Code must be provided for children that receive services through the Developmental Disability Resource Board grant.



VACATION STATION PROGRAM DESIGN

Vacation Station's environment and curriculum are designed to provide enrichment experiences that stimulate a child's physical, social, intellectual and emotional development. The child makes activity choices based on his/her interest areas. The environment and planned activities are designed to give opportunities for self-expression and the development of positive self-image. The structure for the children's day is provided by a schedule that moves children through 6 core centers as well as various site-based centers. This structure allows the children to vary the activity of their day in the following centers:

Communication (Core Center)

This center is designed for quieter play that focuses on communication skills. This center is made up of a reading center equipped with books and current magazines for children, a writing center, and a listening center.

Imagination (Core Center)

This center is designed for children to role-play by providing the props that stimulate imagination. The center provides a variety of ways for the children to express their dramatic side with puppets, a stage and other action play sets.

Construction (Core Center)

The construction part of this center is equipped with wooden blocks, Legos, K'Nex, Lincoln Logs and many more building manipulatives. Paper plates, cups and cardboard boxes can be used in this area. Children experience problem solving through building and creating simulations of real life models.

Recreation (Core Center)

This center is located in the Gym or Multipurpose room to allow children to move and get their wiggles out! The focus is on social development with peers on an individual and group basis. Cooperative play, learning about winning and losing, and sportsmanship are stressed. The child's physical growth and development parallels sports and game skill development. This area is equipped with a variety of balls, jump ropes, parachutes and various types of athletic equipment.

Creation (Core Center)

This center is designed to stimulate the creative and curious nature in every child. The room is equipped with a variety of art mediums for endless projects and creative expression to enhance art awareness and appreciation. The creative process stimulates self-expression and problem solving through the designing and development of arts and crafts, both seasonal and thematic. Fine motor skills are honed through a variety of manipulatives, such as beads, toothpicks, and skill sticks.

Exploration (Core Center)

This center enables children to make discoveries about their world. Problem solving techniques are highlighted as children sink their hands into activities or explore independently. Children observe, learn and apply scientific principles through play. As children explore and make sense of their world through play and designed activities, they gain independence in their learning.

Life Skills

In this center children have the opportunity to explore how to manage a savings account, how to use ads and coupons, and basic skills needed in everyday life.

Homework

Children have access to resources and support to assist them with the completion of their schoolwork. This center is staffed by VS facilitators, parent volunteers, and A+ students from the Francis Howell High Schools. This center is an informal setting with structured support to help each student be successful in school. This is a helpful center for families' busy life styles.

Character Education

This center focuses on the six pillars of character education: Responsibility, Trustworthy, Citizenship, Caring, Respect, and Fairness. Children can play games, role play, read books, write, and participate in community circles (class meetings).

PROGRAM EXPECTATIONS

Children's Expectations

- Children may expect to be in a safe, supportive environment.
- Children may expect to have the use of all the program equipment, materials and facilities on an equal basis.
- Children may expect receive respectful treatment.
- Children may expect to be disciplined in a fair and non-punitive manner.
- Children may expect to receive nurturing care from staff members who are actively involved with them.

Parent's Expectations

- Parents may expect their children to be cared for in a safe, supportive environment.
- Parents may expect the Program Coordinator to be available to talk about concerns related to their child or the program.
- Parents may visit the program at any time.
- Parents will be regularly informed about program activities.
- Parents will have open communication with the entire Vacation Station staff.

Vacation Station's Expectation of the Children

- Children are responsible for their actions.
- Children are expected to respect the program rules and guidelines for their protection and safety.
- Children must remain with the group and staff member at all times.
- Children must use materials and equipment properly and return them to their place when finished.

Vacation Station's Expectations of the Parents

- Parents are expected to pay tuition on time.
- Parents are expected to pick up their children on time
- Parents are expected to notify Vacation Station by noon when their child is absent due to illness.
- Parents are expected to communicate their child's schedule and keep Vacation Station staff updated on changes made to the Vacation Station schedule.
- Parents are expected to respond to communication from the Vacation Station staff regarding behavior of their children.
- Parents are expected to cooperate with the staff regarding their child's behavior and help to bring about improvement.

PROGRAM OFFERINGS

School Day Component

This component provides care for elementary school children before and after the school day at each Francis Howell School District elementary school. There are 10 possible sessions per week at each site: 5 morning sessions and 5 afternoon sessions. The School Day Component runs from the first day of school to the last day of school (there are 164 School days and 4 Early Release days in the School Day Component). Tuition is determined by the number and choices of days that you reserve for your children in the program. A copy of the current Rate Chart will be provided to you at the time of registration.

Vacation Station is self supporting; therefore, tuition and supply/activity fees are utilized for salaries, building expenses, equipment supplies, field trips, snacks, drinks and other expenditures to provide a quality, safe, fun-filled program. All tuition, processing and supply/activity fees are non-refundable.

- Before school programming is offered from 6:30 a.m. until the school day begins.
- After school programming is offered from the time school dismisses until 6:00 p.m.
- The activities are organized in six core centers: Creation, Communication, Construction, Exploration, Imagination & Recreation
- These centers are located in the cafeteria, gym, computer lab, library or classrooms.
- Programming is provided in this component only when school is in session.
- Tuition, processing and supply/activity fees are non-refundable.

Attendance Status Choices

Students may enroll for full time attendance status, or part time attendance status.

School Day Component Full Time Attendance Status

There are three options for full time status:

1. Before and After School – Students attend every morning **and** every afternoon
2. Before School only – Students attend every morning only
3. After School only – Students attend every afternoon only

Full time attendance status is subject to the following:

- Full time attendance status requires that your child attend the program 5 days per week.
- A limited number of sick day credits are given on a pro-rated basis based on the date of enrollment.
- Your full time care is contractual and your account will be billed for the full week on the 1st business day of the week.
- Children enrolled full time will be scheduled to attend every school day in accordance with your enrollment status and your account will be billed for every school day.
- Tuition payments are due for each day the student is scheduled whether or not the student attends the program, unless a sick day credit is used for the absence.
- You may change your Before & After attendance status from one full time program to another or to part time at any time by completing a *Change of Attendance Status form* and paying a non-refundable \$10.00 processing fee.
- Families enrolled in the full time School Day Program receive a reduced tuition rate reflective of continuous attendance which simplifies staffing and program planning.

School Day Component Part time Attendance Status

Part time attendance status is any schedule less than 10 sessions per week. We offer 5 AM sessions and 5 PM sessions each week. The part-time program allows you to schedule your care by session rather than by day. You may choose the any combination of AM and/or PM sessions that are required to meet your needs. There is a minimum of 2 sessions per week and a maximum of 10 sessions per week.

Part time attendance status is subject to the following:

- Part time attendance status requires students to attend a **minimum** of 2 sessions per week.
- Sick day credits are **NOT** offered in the part-time program.
- Your part time care is contractual and your account will be billed per session on the 1st day of the week according to the schedule you submit, regardless of attendance.

- If you have a need to add dates to your schedule after it has been submitted, please contact the Administrative Assistant at your site.
- Parents/Guardians must provide the program with the student's attendance schedule no later than 9:00 a.m. Friday the week before attendance in order to be billed the part-time rate. In the absence of a schedule, you will be billed a non-refundable late schedule fee of \$15.00 per family per week.
- You may change your Part time attendance status to Full time at any time by completing a *Change of Attendance Status form* and paying a non-refundable \$10.00 processing fee.

Allowable Absences in the School Day Component

Sick Day Credits are offered for absences due to illness for students enrolled in the full time School Day program. **Students enrolled part time do not receive sick day credits.** Sick day credits are calculated according to the following guidelines:

Registration Timeframe	Allowable Sick Day Credits
Registering to attend beginning 1 st day of school to December 31	5 days
Registering to attend beginning January 1 to April 30	2 days
Registering to attend beginning May 1 to last day of school	0 days

Sick day credits are automatically applied to your account when a student is absent and are subject to the following guidelines:

- If your child's attendance status is full time and your child is absent on a day they are scheduled to attend, call the Vacation Station business office at the site your child attends to inform them of your child's absence.
- Sick day credits can only be issued in full-day increments. If your child attends both Before and After School and becomes ill during the school day, you will have the option of using a full sick day credit or paying for the entire day. We cannot issue half-day credits.
- If you are enrolled in 2 or more program components, sick day credits cannot be transferred from one program component to another.
- If you use all your sick day credits, tuition will be due for all remaining school days regardless of attendance.

Requesting Schedule Changes in the School Day Component

You may change your attendance status from full time to part time or part time to full time by:

- Submitting a completed *Change of Attendance Status form* to the Program Coordinator along with a \$10.00 processing fee. The processing fee is non-refundable.

School Day Non-Scheduled Attendance "Emergency Care"

We understand that emergency situations may arise in which you may need care on a day that your child is not scheduled to attend. Therefore we offer Emergency Care sessions.

Emergency Care sessions are subject to the following:

- Requests for emergency care require Program Coordinator approval and will be considered on an individual basis. The decision will be based on the staffing schedule and projected attendance for that day.
- If the Coordinator approves the request, your account will be charged the current emergency care fee per session.
- The current emergency care fee is \$15.00 per child per session. This fee is non-refundable.
- Emergency care sessions may neither be scheduled in lieu of part time attendance status to avoid the minimum session requirement nor submitted as a standing or regular schedule.

To request emergency non-scheduled care call your Program Coordinator to arrange for the non-scheduled attendance. Payment is due at the time of services.

School Day Enrollment Status Requirements

Your Attendance status is subject to the following requirements:

- Regardless of attendance status, if the student does not attend the School Day Component for 1 month they will be exited from the program.
- Once exited, if you decide to return to the program, you must re-enroll and pay an additional supply/activity fee.
- Re-enrollment is contingent upon availability.

Withdrawal from the School Day Component

You may withdraw from the School Day component by completing the following steps:

- Calling your Coordinator or Administrative Assistant-Accounting no later than 1 business day prior to the date you wish to withdraw your child.
- Completing an Exit form and submitting the completed form to your Program Coordinator or Administrative Assistant-Accounting at least 1 business day in advance of the date you wish to withdraw your child.
- Once you submit your Exit form, you will need to pay your account balances in full.
- When the Exit form is received and your **account balances have been paid in full**, charges will no longer be posted to your account after the exit date.
- Once exited, should you decide to return to the program, you will need to re-enroll and pay the pro-rated supply/activity fee.

Weather-Related and Emergency School Releases

In the event that your child's school is released after the start of the school day due to inclement weather or other emergency,

No afternoon care is provided. All children must be picked up at the designated release time.

- If your child does not ride the bus home, you must have a designated person to come pick up your child. This person should be within 10 minutes driving time from the school.
- Unless we receive prior written notice, we will follow the instructions you provided on your registration form, meaning your child will ride the bus home or be picked up by a parent or designated person at **release time**.

NON SCHOOL DAY AND SUMMER COMPONENTS

The Non School Day & Summer Programs are separate Components

Non School Day Program Component

This component provides programming for Francis Howell School District's elementary school children on days that school is not in session. The Non School Day Component includes school breaks, parent-teacher conference days, state teacher meeting days, Martin Luther King Day, President's Day, and other select holidays (please refer to the Vacation Station Attendance Calendar for a complete listing of Non School days). There are 22 non-school days and 2 Optional days in the Non School Day program. Programming is provided year-round at the elementary site. At times, based on attendance projections, care may be provided at consolidated sites. When care is provided at consolidated sites, you will be notified in advance. Children may be enrolled in full time or part time care. Tuition is determined by the chosen attendance status. A copy of the current Rate Chart will be provided to you at the time of registration. Care dates must be scheduled in advance.

The Non School Day Component offers children a wide variety of enrichment opportunities through field trips, workshops and special presentations.

Summer Program Component

This component provides programming for FHSD elementary school children as well as those attending private schools whose parent(s) reside in the Francis Howell School District. Enrollment of residents outside the FHSD school district may be allowed once all patrons have had the opportunity to enroll. The Summer Program is provided at each elementary school in the Francis Howell School District attendance area and is provided only in accordance with the Francis Howell School District schedule. There are 55 days in the Summer Program.

Enrollment packets will be made available in the spring of the Program Year. Students may enroll in full time or part time care. Tuition is determined by the chosen attendance status. A copy of the current Rate Chart will be provided to you at the time of registration. Care dates must be scheduled in advance.

The Summer Component offers student a wide variety of enrichment opportunities through summer camps, clubs, field trips, workshops and special presentations.

Vacation Station is self supporting, therefore, tuition and supply/activity fees are utilized for salaries, building expenses, equipment supplies, field trips and other expenditures to provide a quality, safe, fun-filled program. All tuition, processing and supply/activity fees are non-refundable.

Attendance Status Choices

Two attendance status choices are offered in the Non School Day Program Component and also in the Summer Component:

1. full time
2. part time

The cost per day is determined by the attendance status you choose. A copy of the current Rate Chart will be provided to you at the time of registration.

- Non School Day & Summer Programming is provided from 6:30 a.m. until 6:00 p.m.
- Programming is provided at the elementary sites where the space is transformed to provide children a fun & exciting day.
- Programming is provided on all Non School days and Summer days except for dates that we are closed for holidays (see the Vacation Station Attendance Calendar for a complete listing of Non School days).

Full time Non School Day or Summer Attendance Status

Non School day full time attendance status requires that:

- Children attend the program 5 days per week
- Children will be scheduled to attend each Non School day of the program year from the first day of school through the last day of school including school breaks and individual non- school days (please see the *Vacation Station attendance calendar* for a detailed listing of non-school days).
- A limited number of sick/vacation credits are provided pro-rated based on the date of enrollment.

Summer full time attendance status requires that:

- Children attend program 5 days per week.
- Children will be scheduled to attend each Summer day of the Program Year from the first day of summer through the last day of summer (please see the *Vacation Station attendance calendar* for a detailed listing of Summer days).
- A limited number of sick/vacation credits are provided pro-rated based on the date of enrollment.

Full time Non School Day or Full Time Summer attendance status is subject to the following:

- Your care is contractual, the *Vacation Station attendance calendar* must be submitted and you will be billed according to this schedule.
- If families elect to take more than the allotted sick/vacation credits, then the enrollment status is automatically changed to part time status, unless you inform us of your intent to remain enrolled full-time and pay tuition for all future absences.
- Sick/Vacation credits are automatically applied when your child is absent. However, you may schedule Vacation Credits in advance by notifying the business office at your site. Notification includes a phone call, e-mail or written note.
- Families enrolled in the full time Non School Day or Summer Component; receive a reduced tuition rate reflective of continuous attendance which simplifies staffing and program planning.

Allowable Non School Day Absences

Sick/Vacation credits are pro-rated depending upon when you register. Families enrolled in the full time Non School Day Component receive Sick/Vacation credits.

Registration Timeframe	Allowable Sick/Vacation Credits
Registering to attend beginning Aug. 8- December 31	5 days
Registering to attend beginning January 1 to April 30	2 days
Registering to attend beginning May 1 to last day of School	0 days

Allowable Summer Absences:

Sick/Vacation credits are pro-rated depending upon when you register. Families enrolled in the full time Summer Component receive Sick/Vacation credits.

Registration Timeframe	Allowable Sick/Vacation Credits
Registering to attend beginning 1 st day of summer-last day of June	10 days
Registering to attend beginning 1 st day of July-last day of summer	5 days

Non School Day or Summer Sick/Vacation Credits

Sick/Vacation credits are automatically applied to your account when your child is absent on a Non School Day except on an optional day. Sick/Vacation credits are not automatically applied for absences on an optional day. You may schedule sick/vacation credits in advance of the absence by any of the following methods:

- Marking the days you want excused with a "V" on the *Vacation Station Calendar* at the time of enrollment.
- Notifying the business office at your site. Notification includes a phone call, e-mail or written note.
- If you use all your sick/vacation day credits, your enrollment status will automatically change to part-time, unless you inform us that you wish to remain enrolled full-time and pay tuition for all future absences.
- You may request to use a sick/vacation day credit for an optional day if you have them available to use.

Part Time Non School Day Attendance Status

Part time attendance status requires that students meet a minimum attendance requirement. This attendance status is subject to the following:

- Because your care is contractual, a *Vacation Station Attendance Calendar* must be submitted and you will be billed on the 1st business day of the week according to the schedule you submit.
- Schedules are due to the Administrative Assistant-Accounting no later than 9:00 a.m. on the Friday prior to attendance. In the absence of a schedule a late schedule fee of \$15.00 per family per week will be charged.
- Students must attend or tuition must be paid for a minimum of 2 days, regardless of attendance each break: Fall, Christmas & Spring.
- You will be billed according to the schedule you submit. Tuition will be due regardless of attendance for the schedule you submit.
- If you have a need to add a date after your schedule has been submitted, contact the Administrative Assistant at your site.
- If students do not attend for two consecutive School Breaks, they will be exited from the program. Once exited from the program, families wishing to return to the program will need to re-enroll and pay a new supply/activity fee.

Part Time Summer Program Attendance Status

Summer Program Component Part Time attendance status requires that:

- Because your care is contractual, a *Vacation Station Calendar* must be submitted and you will be billed on the 1st business day of the week according to the schedule you submit.
- Schedules are due to the Administrative Assistant-Accounting no later than 9:00 a.m. on the Friday prior to attendance. In the absence of a schedule, a non-refundable late schedule fee of \$15.00 per family per week will be charged.
- Students must attend or tuition must be paid for a minimum of 22 days of programming during the Summer Break as scheduled by Francis Howell School District to remain enrolled in the program.
- If the minimum attendance requirement has been met, you may make changes to your schedule with one day's advance notice. In the absence of one day's advance notice a non-refundable change of schedule fee of \$10.00 may be charged.

- Families enrolled in the part time attendance status will be billed the minimum attendance requirement.
- Families will need to pay for the minimum number of days regardless of whether or not the student attends the minimum numbers of days. The minimum attendance requirement will be pro-rated depending on the date of enrollment.
- Sick/Vacation credits are not offered in the part-time program.

Requesting a Change of Status in the Intersession or Summer Components

Families wishing to change their attendance status in the Non School Day or Summer Program will need to notify the Administrative Assistant-Accounting of their intent to change attendance status by:

- Submitting your request in writing to the Program Coordinator or Administrative Assistant-Accounting 1 day in advance of the date you wish the schedule change to go into effect.
- Completing a new Vacation Station Calendar and submitting it to the Program Coordinator.

Non School Day or Summer Enrollment Status Requirements

Your Attendance status is subject to the following requirements:

Non School Day Component

- Students enrolled in the full time Non School Day Component must attend each non-school day of the program year as described above to maintain enrollment status.
- Students enrolled in the part time Non School Day Component must attend the minimum number of non-school days as described above to maintain enrollment status.
- If the student does not attend 2 consecutive Non School Day Breaks, they will be exited from the program.
- Once exited, if you decide to return to the program, you must re-enroll and pay a supply/activity fee.
- Re-enrollment is contingent on availability.

Summer Component

- Students enrolled in the full time Summer Component must attend each summer day of the program year as described above to maintain enrollment status.
- Students enrolled in the part time Summer Component must attend the minimum number of summer days as described above to maintain enrollment status.
- If the student does not attend for 1 consecutive month, they will be exited from the program.
- Once exited, if you decide to return to the program, you must re-enroll and pay a supply/activity fee.
- Re-enrollment is contingent on availability.

Non School Day or Summer Field Trips and Special Activities

Field trips and special activities will be scheduled by the Program Coordinator on a site by site basis. Students, families and Vacation Station Team Members are encouraged to give suggestions on field trips and special activities. At least 1 field trip or special activity will be scheduled for Fall and Spring Breaks. At least 4 field trips or special activities will be scheduled for the Summer Break. Students will be transported via the District's contracted transportation provider. Additional accommodations will be made for students requiring a lift bus.

Families will be notified in advance of field trips through any combination of the following communication methods:

- | | | | |
|----------------|-------------------|--------------------------|----------|
| • Parent Table | • Site Newsletter | • Activity Calendars | • Fliers |
| • Signs | • E-News | • Vacation Station Staff | • E-Mail |
| • Web site | | | |

Individual permission slips will be provided for Parent/Guardians and should be completed and returned to the Program Coordinator by the due date listed on the permission slips.

All transportation and field trip fees are included in your tuition and supply/activity fees. Generally, there are no additional costs to attend most field trips. On occasion a special field trip may require a small fee for food services such as a field trip to a ball game where hot dogs and sodas are served. Financial assistance may be available for field trips requiring fees. Please speak to your program coordinator if you are in need of assistance for special activity fees. All field trips are optional.

At times a field trip might require that all staff members attend to maintain safe ratio's while on a field trip. When a field trip requires all staff members to attend and you do not wish your child to go on the field trip you may:

1. Choose to attend another Vacation Station program for the day, if a site is available.
2. Make alternate plans outside of Vacation Station for that day. If you make alternate arrangements due to the field trip, you will not be charged tuition or a sick/vacation credit for the day

Parents wishing to volunteer for special activities or chaperone fieldtrips must attend Francis Howell School District Volunteer Training and have a background check on file with the District.

Dual Attendance in Summer School, ESY, STEAM camps, or other District Programs:

Students enrolled in Vacation Station for the summer may also participate in other FHSD Summer Programs such as Summer School, ESY, STEAM Camps, Enrichment Camps, etc...

Children who participate in both Vacation Station and other District Programs during the summer are subject to the following:

- Children must enroll at the Vacation Station site where the District Summer program is being offered. This may or may not be at their home school location.
- Children will not be bussed to and from their home Vacation Station site to the District Summer Program
- Children enrolled in Summer School or ESY may not participate in Vacation Station activities scheduled during Summer School or ESY hours where doing so would cause the child to miss attending Summer School or ESY. For example, special activities, field trips, guest speakers etc...
- DDRB Facilitators providing assistance to a child attending ESY are not scheduled at Vacation Station during the time the child is scheduled to attend ESY.
- Vacation Station tuition rates will be discounted depending on the attendance hours of the Summer Program for the period the child is attending the summer program.
 - Children attending programs running half a day will be billed half day tuition in Vacation Station
 - Children attending programs running full day will be billed Before & After tuition rates in Vacation Station
 - When the summer programs ends, the child's normal full day tuition will resume
- The DDRB Facilitator providing assistance to a child through the DDRB grant will transfer to the Vacation Station location where the child will be in attendance for the duration of the time they are attending the summer program.
- Once the FHSD Summer Program ends, children may either stay at the site where they FHSD Summer program was located or return to their home Vacation Station site

Withdrawal from the Non School Day or Summer Components

You may withdraw from the Intersession Component by completing the following steps:

- Calling your Coordinator or Administrative Assistant-Accounting 1 business day prior to the date you wish to withdraw your child.
- Completing an Exit form and submitting the completed form to your Program Coordinator or Administrative Assistant-Accounting 1 business day in advance of the date you wish to withdraw your child.
- Once you call your Program Coordinator and submit your Exit form, you will need to pay your account balances in full.
- When the Exit form is received **and your account balances have been paid in full**, charges will no longer be posted to your account after the exit date.
- Once exited, should you decide to return to the program, you will need to re-enroll and pay the pro-rated supply/activity fee.

OPTIONAL DAYS

Optional Days

Optional days are low attendance days where Vacation Station offers programming at designated locations. **The optional days for the 2015-2016 school year are: 1/18/16 (Martin Luther King Day) and 2/15/16 (President's Day).** Optional Day programming will be provided at Central Elementary.

You have the option of enrolling or not enrolling your child(ren) in this program. If you choose to enroll in this program, tuition will be due for all the dates you choose, regardless of attendance. If your child(ren) is enrolled in the full-time program, you may request to use a sick/vacation credit as long as you have them available to use. Sick/Vacation Day credits are not automatically applied on an optional day. If you choose not to enroll in this program, then tuition will not be due for optional days.

The Optional Day programs are subject to the following:

- Only children enrolled in the Non School Day Component are eligible for the Optional Day Program.
- Participation in the Optional Day Program is not mandatory.
- **Only those families that have signed up for the Optional Day Program will be allowed to attend.**
- If you sign up for an optional day, you will be billed tuition for the day even if your child does not attend. This is because staffing plans and supply and snack purchases are made based on the amount of people who have reserved a spot to attend.
- Sick/Vacation credits are not automatically applied to absences on an optional day. Full-time families may request to use a sick/vacation credit if they are absent on an optional day as long as they have them available to use.
- **The Optional Day sites will open at 6:30 a.m. and close at 6:00 p.m., unless a snow day is called.**
- **It is the responsibility of the parent to bring necessary medication on optional days.**
- **A totally disposable sack lunch is needed on optional days.**

SNOW DAYS

Snow Days

Snow Days are days that school is closed before the start of the school day. Snow day programming is offered at a designated site or sites each year which may not necessarily be the student's home elementary school. **Snow day care will be provided at Central Elementary during the 2015-2016 school year.**

The Snow Day programs are subject to the following:

- Only children enrolled in the Non School Day Component are eligible for Snow Day Program.
- Participation in the Snow Day Program is not mandatory.
- **Only those families that have signed up for the Snow Day Program will be allowed to attend.**
- Families registered for Snow Day Program will be billed only if they attend on a Snow Day. If a student does not attend on a Snow Day, then their account will not be billed.
- **The Snow Day sites will open at 7:00 a.m. & close at 6:00 p.m. on Snow Days (every effort will be made to open at 7:00 a.m.)**
- **It is the responsibility of the parent to bring necessary medication or adaptive equipment on optional/ snow days.**
- **A totally disposable sack lunch is needed on Snow Days.**
- If you are unsure if it is a Snow Day, please call the Program Coordinator's phone after 5:30 a.m. to hear a recorded announcement.

Snow Day School Closure

When it is announced that the Francis Howell School District Schools will be closed due to inclement weather, all schools and early childhood centers in the district will close for that day. Vacation Station and Francis Howell full-day preschool will be open on a snow schedule.

If it is announced that the administration office and schools are closed, all schools, early childhood centers, Vacation Station sites, and Francis Howell full-day preschool will also be closed that day.

The District makes every attempt to reach a decision regarding the closing by 5:00 AM. If you are unsure if Vacation Station is closed, please call the Program Coordinator's phone after 5:30 a.m.

Snow Day Schedules

When School is called off before the start of the school day and:

FHSD SCHOOLS CLOSED (Admin Open)

Vacation Station Snow Day Sites open at 7:00 a.m.

FHSD SCHOOLS CLOSED (Admin Closed)

All Vacation Station Sites are also closed.

If you are unsure if the snow day sites are open, please call your Program Coordinator's office at your regular attendance site to hear a recorded message after 5:30 a.

Late Start/Snow Schedules

When a decision is being made regarding the closing of school at 3-5 AM, it is very difficult to know if delaying school by one hour will be safe; therefore, this schedule will be *rarely used*. Dismissal time will be the same as a regular school day.

Schools open one hour later

Vacation Station opens at 7:30 am

Emergency Release for Weather or Other Emergency

On days that schools are dismissed early due to threatening or severe weather conditions, radio stations and television stations will be asked to announce the time schools will be dismissed and when busses will depart from schools. In addition, families subscribing to the School Messenger system will be alerted via phone, e-mail or text message. The District may also send an email to all e-News subscribers alerting parents of the time of early dismissal for that day. This will be an indication to parents that all students will arrive home earlier than usual. If school is in session and school is cancelled during the school day, Vacation Station **does not remain open, programming is not provided. All children must be picked up at release time.**

- If your child does not ride the bus home, you must have a designated person to come pick up your child. This person should be within 10 minutes driving time from the school.
- Unless we receive prior written notice, we will follow the instructions you provided on your registration form, meaning your child will ride the bus home or be picked up by a parent or designated person at **release time**

Notification for Snow Days/Delayed Openings/Early Dismissal

School Day Program Parent Notification

When school is in session, the Francis Howell School District will announce procedures for inclement weather, including school closings, the use of a snow schedule and early dismissal via the following media:

Radio Stations

KMOX (1120 AM)
KTRS (550 AM)
KWRE/KFAV (730 AM and 99.9 FM)
KSLQ/KWMO (104.5 FM and 1350 AM)

Television Station

Channel 2 (KTVI/FOX)
Channel 4 (KMOV/CBS)
Channel 5 (KSDK/NBC)

OTHER

District Webpage
Facebook
Twitter
E-News
School Messenger

School closing information can also be found on the District web page at <http://fhds.sharpschool.net> or call your Program Coordinator's office after 5:30 AM to hear a recorded closing announcement before driving to your site.

Non School Day Program Parent Notification

In the event we have a snow day on a non-school day, information regarding programming will be available through the following:

- Please call your site Program Coordinator's office to hear a recorded closing announcement.
- Remind Texting Service – Text @VSSNOWDAY to 81010 from your cell phone to sign up/
- E-mail from the Administrative Assistant- Accounting sign up for this list via the Household Information registration form.
- Francis Howell District web site <http://fhds.sharpschool.net> for school closure information.

EARLY RELEASE PROGRAM COMPONENT

This component provides care for elementary school students on those days that school is scheduled to be released early. The early release dates for the 2015-2016 school year are: Oct. 2 (elementary schools only), Dec. 22, March 4 (elementary schools only) and May 17.

On early release days, most sites feature a guest speaker, special activity or a special snack. Please look for information from your Program Coordinator to find out what events your program will be offering on early release dates.

Enrollment in the Early Release Program is subject to the following guidelines:

- Your child will be scheduled to attend all 4 Early Release Dates: **Oct. 2, Dec. 22, March 4, and May 17**
- Changes to your child's schedule must be submitted **by noon the day before the Early Release date** in order to avoid tuition charges for the early release date
- Your Early Release Tuition is due on the 1st attendance day the week of the Early Release Date
- A flat rate is charged per child per early release day
- If you are also enrolled in the School Day Program and attend only the morning session on an Early Release day, your **normal** weekly tuition will be due
- We cannot take children who are not scheduled to attend on the Early Release day

Schedule Changes in Early Release Program:

If your plans change for a specific early release day **24 hour notice is required** in order to avoid a tuition charge for the Early Release Day. Notification includes a phone call, e-mail or hand-delivered note to your Program Coordinator. For the safety of your child(ren), without advance notification, we cannot allow your child to walk or ride the bus home if they are scheduled to attend.

QUEST MIDDLE SCHOOL COMPONENT

During the summer before their 6th, 7th and 8th grade years, middle school students may enroll in the Quest Program. Enrollment packets will be made available in the spring of the Program Year. Programming is provided from 6:30 a.m. until 6:00 p.m. at a Francis Howell School District middle school or high school campus. The campus is redesigned to provide fun and exciting activities for older children. Field trips, special guests and service learning opportunities are a part of the Quest program. There are two attendance status choices for the Quest component: students may enroll in the full time or part time program. The cost per day is determined by the attendance status chosen. A copy of the current Rate Chart will be provided to you at the time of registration.

Quest is self supporting, therefore, tuition and supply/activity fees are utilized for salaries, building expenses, equipment supplies, field trips, drinks snacks and other expenditures to provide a quality, safe, fun-filled program. All tuition, processing and supply/activity fees are non-refundable.

Quest Attendance Status Choices:

Students may enroll for full time or part time attendance status as described below.

Quest Full Time Attendance Status:

Quest full time attendance status requires that:

- Students attend each summer Intersession day as scheduled by the Francis Howell School District.
- Students receive 10 Sick/Vacation credits.
- You can schedule a sick/vacation credit by notifying the Program Coordinator at least 24 hours in advance (please see the section on Allowable Quest Absences for more details on sick/vacation credits).
- Families enrolled in the full time summer Intersession program, receive a reduced tuition rate reflective of continuous attendance which simplifies staffing and program planning.
- Because your care is contractual, an Intersession schedule must be submitted and you will be billed according to this schedule.

Sick/Vacation Credits in the Quest Program:

Sick/Vacation credits are **automatically** applied to your account when your child is absent. However, you may schedule vacation credits in advance by any of the following methods:

- Marking the days you want excused with a “V” on the QUEST Calendar at the time of enrollment.
- Notifying the Program Coordinator or Administrative Assistant-Accounting at your site. Notification includes a phone call, e-mail or written note.

Quest Part Time Attendance Status:

Quest part time attendance status requires that:

- Students attend a minimum of 18 days during the summer Break as scheduled by Francis Howell School District to remain enrolled in the program.
- You can add or delete days from your schedule by contacting your Administrative Assistant-Accounting at least 24 hours in advance of the date you plan to be absent.
- Families enrolled in the part time attendance status will be billed a minimum of 20 days during the summer as scheduled by the Francis Howell School District.
- Families will need to pay for the minimum number of days regardless of whether or not the student attends the minimum numbers of days.
- Sick/Vacation credits are not offered in the part-time program.

Attendance Options for 5th Grade students going into 6th Grade:

QUEST has a transition week where programming is not offered between the last week of elementary school and the start date for the QUEST program. Children completing 5th grade, may continue to attend Vacation Station during this transition week before the QUEST program begins.

Attendance is subject to the following:

- The Summer Tuition rate will be charged for summer attendance during this week.
- If the child has enrolled in the QUEST program and paid a registration fee to QUEST a registration fee will not be charged in Vacation Station.
- If the child is not enrolled in QUEST and/or a registration fee has not been paid to QUEST, a registration fee will be due to Vacation Station.
- 5th grade children utilizing FHSD tuition based programs for the summer may elect to remain with Vacation for the entire summer, attend the transition week at Vacation Station and then go to QUEST, or Exit the Vacation Station program at the end of the school year and then go directly to QUEST when QUEST starts. However, once a child has transitioned to the QUEST program, they may not return to the Vacation Station program.

OPERATIONS

Program Hours

Vacation Station is open from **6:30 a.m. to 6:00 p.m.**

Daily Sign-In / Sign-Out:

Parents, guardians or authorized individuals must accompany the student into the school building, sign the child IN and OUT each day with the time of arrival, time of departure, their signature and notify the Vacation Station staff that they are dropping off or picking up the student. If you forget to sign in or out, you will be contacted and arrangements will be made for you to come in and sign the child in or out of the program.

Only people designated on the Emergency Contact form or designated in written form by the parent will have permission to pick up a child. **Anyone picking up a child at Vacation Station must be at least 18 years of age** and are required to present their photo ID when asked.

We check photo identifications. Any staff member may ask to see your ID at anytime if he or she is unsure of your identity. This policy is strictly enforced for your child’s safety and no child will be released to someone who refuses to show identification when asked.

To ensure the safety of all children, please be prepared to show I.D. when picking up your child.

Emergency/Authorized Pick-Ups:

A child shall be released only to the child's custodial parents or guardian unless permission has been given in writing for us to release your child to an authorized adult.

Either parent may authorize another adult to pick up his or her child. Disputes between parents regarding authorized pick ups are between the parents of the child and Vacation Station is not a party to the dispute. Such disputes should be resolved outside program time.

If someone other than the parents or guardians will pick up your child written authorization must be submitted. Written authorization includes, authorized adults listed on your registration paperwork, a Parent Authorization form or a written note or e-mail that includes the parent/guardian name and phone number. To ensure the safety of all children, please have the authorized person be prepared to show I.D. when picking up your child. The authorized person will also need to sign the child out at the time of pick up with the time of departure, their signature and notify the Vacation Station staff that they are dropping off or picking up the student.

When calling to authorize an individual to pick up your child over the phone, you will be asked to provide your secret family password so that we are assured that the legal guardian/parent is authorizing the change. Please be sure to indicate a password on your registration paperwork.

Authorized pick ups must be at least 18 years of age and have a valid photo ID.

It is imperative that we have updated telephone numbers in the event of an emergency. Please complete a Parent Change of Information form whenever your contact information changes.

Releasing Students to Parents/Authorized Pick Ups Who Show Signs of Impairment

Vacation Station will not immediately release students to adults who show signs of impairment due to drugs, alcohol or medical reasons. The following actions will be taken:

1. The proper medical or legal authorities will be contacted to assess impairment and
2. We will ask if there is another trusted adult who can be called to pick up both you and your child(ren) or
3. We will arrange for a taxi service to take you and your child home.

Once the safety of both the student and adult has been assured, then the child will be released for pick up.

Custody / Special Family Situations

Vacation Station realizes that parents who are separated or divorced, or who have never been married, may have legally defined responsibilities and/or limitations regarding participation in their child's education. While you are free to provide custody orders and parenting plans to Vacation Station, we are not a party to these court orders. Therefore, Vacation Station cannot be expected to enforce these orders. Unless a court order is provided that clearly states that parental rights have been terminated or that a parent cannot have any contact with a student, we cannot deny a parent access to his or her child.

Student Name Changes

Parents occasionally ask Vacation Station to enroll a student under a name other than the student's legal name. Vacation Station will always use the student's legal name for enrollment purposes and official documents.

Access to Vacation Station Records

Both parents/guardians will have access to student Vacation Station records including, but not limited to: registration paperwork, statements, attendance records, sign-in sheets, and incident/ accident forms, unless a court order is provided that clearly states that a parent's rights have been terminated. Vacation Station maintains records for a period of 5 years from the date of enrollment.

Parents/Guardians may request to inspect or duplication of Vacation Station records by:

1. Submitting a written request to the Administrative Assistant-Accounting at the site your child attends.

2. Upon receipt of your request the Administrative Assistant-Accounting will provide or deny access to Vacation Station records within 3 business days of the date of the request. The date of the request will not be counted as one of the 3 business days provided for response. Where a reasonable cause exists the 3 day response period may be exceeded.
3. If access is not immediately provided, the Administrative Assistant-Accounting will provide the person requesting access with a detailed explanation of the reason for the delay. The Administrative Assistant-Accounting will advise of the earliest date, time, and place when access will be provided.
4. If access is denied, the Administrative Assistant-Accounting will provide the person requesting access with a written explanation of the reason for denial of access. The written explanation will provide the specific provision of law relied upon in denying access and will be provided within three (3) days of the date when access was denied.
5. Fees for duplication of the Program's public records must be received prior to copying unless the fee has been waived by the Board. Upon request of the person requesting duplication, the Administrative Assistant-Accounting will certify that the actual cost of document search and duplication is fair, reasonable, and does not exceed the actual cost incurred by the District.

Late Departure Fees

Parents who arrive to pick up their children after 6:00 p.m. will be required to sign a "Late Form". Late fees will be posted to your account and will appear on your statement. The late fees are calculated as follows:

Each minute after 6:05 p.m.	\$1.00 per minute per child
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PLEASE NOTE: Childcare services may be withdrawn if five (5) late charges occur during the school year.

Holidays

Vacation Station operates year round except for a limited number of holidays when we are closed. Your account will not be billed and you do not need to pay for days that we are closed. Vacation Station will be closed on the following dates during the 2015-2016 school year: 5/25, 7/3, 9/7, 11/26, 11/27, 12/24, 12/25, 12/31, 1/1 and 3/25.

Visitors and Observations

Parents and community members are welcome to observe the Vacation Station program at any of our locations. All visitors to the building/program must sign in at the school office and with the Program Coordinator.

Parent Volunteer Opportunities

We welcome parent volunteers in our program. If you would like to volunteer for Vacation Station you will need to complete the District's Volunteer Training program and have a background check on file with the District. You need only complete this process once whether you are volunteering for Vacation Station or the elementary school. Parent input is welcome and we encourage parents to join Parent Advisory Councils and/or Assessing School Age Quality teams at your individual site. Please talk to your site Program Coordinator for more information.

Children's Personal Property

Necessary personal property should be marked with your child's name (for example coats, book bags, lunch boxes, etc.). Vacation Station will provide a place for necessary personal property. However, necessary personal property is the responsibility of the child within the management system established by Vacation Station.

Non-essential personal property and electronic equipment can be problematic in the Vacation Station setting. Non-essential personal property and electronic equipment including, but not limited to, cell phones, personal message devices, MP3 Players, CD, Headphones, DVD, etc... (in some instances use of these items may be permitted at Program Coordinator discretion) should not be displayed or used and should be kept in a child's book bag and remain off during program hours. Items displayed or in use will be confiscated and Vacation Station is not liable for damage, theft or loss of device. Confiscated devices may be searched for improper messages/images. Confiscated devices will be returned only to the parent/guardian and can be picked up from your Program Coordinator.

Non-essential personal property may be brought with Coordinator's approval but will have the following limitations:

- There will be a designated time and place that personal property may be used by your child.
- Personal property must be clearly labeled with child's name and must be stored in a suitable container.
- Non-essential personal property brought to Vacation Station is the responsibility of the child.
- The risk of lost, damaged or stolen non-essential personal property brought to Vacation Station lies solely with the parent and the child. Vacation Station will be happy to provide a written notice regarding lost articles; however that is the extent to which we are able to help recover a lost item.

Lost and Found

Any belongings left at Vacation Station will be placed in the building's Lost and Found. Children's personal property, coats, clothing, school bags, etc. must be cleared from each location each day. Every effort will be made to contact the owners of **labeled** items. Remaining items will be donated to charity periodically.

Dress Code

Children should wear comfortable play clothes for safety when running and playing. Messy activities are part of the Vacation Station curriculum. Vacation Station will provide protective apparel to minimize the risk of damage to clothing. However, clothing may become dirty during the course of the day. **WARNING: We will have fun. We will get dirty.**

Shoes and clothing must meet reasonable safety guidelines for physical play. Tennis shoes are most appropriate. If your child prefers to wear open-toed shoes, please send tennis shoes and socks for outdoor play. Participation in physical activities may be limited due to unsafe apparel. We do play outdoors almost every day so remember to send appropriate outerwear with your child.

Recess Policy

Children will have scheduled outdoor play and activity each day, weather permitting. We follow the temperature guidelines given by the School District.

Wind Chill Policy

If the air temperature and/or wind chill is:

- 15 to 20 degrees Shortened Recess (10 minutes)
- Below 15 degrees Inside Recess

Heat Index Policy

- 95 to 100 Heat Index Shortened Recess (10 minutes)
- Heat index above 100 Inside Recess

Wind Chill Outerwear Guidelines	
Children should be clothed with mittens, hats, and coats. Most days your child is going outside for some period of time either at recess or traveling to/from school.	
Below 60°	Jacket or Long Sleeves
Below 50°	Coat and Long Pants
Below 32°	Coat, Gloves and Hat to go outside

Please inform our staff, with a written note, if your child needs to be excused from recess.

Sunscreen

During warmer spring and summer months we will apply Coppertone Kids and/or Banana Boat Kids Sunscreen in SPF 50 or higher or an equivalent store brand before extended outdoor play lasting more than 30 minutes and on all outdoor field trips. Reapplication will be made every 2 hours while outdoors. If your child has sensitive skin or contact allergies* and you would like to send in your own sunscreen, please bring your labeled container with your child's first name, last name and grade to Vacation Station. Please note that we will apply the recommended amount of 1 oz. with each application. Therefore, an 8 oz. bottle will last for 8 applications.

***Some sunscreens contain tree nut oils.**

Individual Family Child Care

Employees may not provide individual family childcare immediately prior to or after the scheduled day at Vacation Station. The legal liability for an employee must have a beginning and an end in the program day. Therefore, parents or parent designees must bring the child to and pick the child up from Vacation Station during normal program hours.

Vacation Station staff members may not sign your child in or out of the program or transport your child to or from the site location.

Supervision of Children

The Daily Schedule and Group Rotation schedule will be posted for the convenience of children, parents and staff. Group Sheets will be used for session times and all children present for the session will be noted on the Group Sheet. Each Vacation Station Team Member will keep a walkie-talkie with them at all times when supervising the children so that they may easily and efficiently communicate with all other team members. No children will be left unattended for any reason at any time. Group sizes are expected to remain consistent with accreditation standards.

Family Orientation to the Program

Each family will be offered a tour of the facilities as well as an orientation to daily procedures at the time of registration. Families will make an appointment with the site's Administrative Assistant-Accounting, the Program Coordinator, or the Assistant Program Coordinator to ensure that they are given needed information at the time of registration. This orientation will include the child if at all possible.

Maintenance of the Facility and Playground Safety Checks

All safety checks of the facility will be performed by the building custodial staff or maintenance staff as mandated by the School District. Maintenance of the facility will be coordinated through and overseen by the head custodian and maintenance person assigned by the District. These individuals report to the building principal.

Building custodial staff will be responsible for the safe storage of any toxic materials. Toxic materials used exclusively by Vacation Station will be stored in a locked cabinet out of reach of the children.

After School Enrichment Program

Vacation Station is pleased to be able to offer enrichment classes after the school day ends at select sites. Any student enrolled in any of the elementary schools may participate in the After School Enrichment Program at their home school if available. We are able to offer these classes through our community and school partnerships. Some of the community businesses that partner with us to provide enrichment classes are: Doni's School of Dance ©, Mad Science ©, and Bricks for Kidz ©. Faculty, staff and parents from the school community also help us to provide enriching experiences for students. Some examples of the classes offered are art classes, dance classes, sport skill classes, cooking classes, photography classes and much more. Sites are not limited to these classes and the types of classes offered may vary from quarter to quarter. Please contact the Vacation Station Program Coordinator at your home school to find out more about these exciting opportunities.

Community Partnerships

Community partnerships will be developed through service projects, participation in building activities, field trips and our After School Enrichment Program. Community partnerships will be coordinated through the site Program Coordinator or Assistant Coordinator.

Inclusion in Vacation Station

Vacation Station has obtained a grant from the Developmental Disabilities Resource Board (DDRDB) to help fund staffing for the inclusion of children with disabilities. DDRB Facilitators provide extra assistance to a reduced number of students so that the children with special needs get the full experience of Vacation Station by assisting children with individual self-help needs, modifying lesson plans and helping children socialize with peers. If your child needs additional assistance:

- A Regional Service Center Client Code must be provided for the children that receive services through the DDRB grant.
- If extra assistance is required, there may be delay in your start date to allow us to provide your child with the appropriate care he or she requires.
- If your child has a disability that requires adaptation to the program such as walkers, protective headgear, wheelchair, or any other assistance, we require notification and educational information prior to the child attending the program.
- For continuity of student's social goals, the Vacation Station Coordinator at your school would be willing to attend IEP meetings. While the program is committed to helping student's work toward achieving their social goals, Vacation Station time cannot be counted toward IEP goals being met or not met. Any work toward IEP goals would be for the enrichment of the student. The IEP extends to the school day only. If you would like the Coordinator to attend IEP meetings, an authorization form will be available for completion.



What is DDRB?

DDRB is an abbreviation for the Developmental Disabilities Resource Board. DDRB is funded by a public tax that was established in 1977 by voters in St. Charles County. FHSD first obtained a grant through DDRB in 1991. For more information on the DDRB program you can visit the website www.ddrb.org

DDRB Mission Statement: The DDRB is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.

Vacation Station has obtained a grant through the Developmental Disability Resource Board. Through this grant Vacation Station is able to provide additional support for students with developmental and social delays. Currently more than 50 children in Vacation Station and Full Day Preschool utilize services provided through the DDRB Grant.

HEALTH, SAFETY AND NUTRITION POLICIES

HEALTH

School Nurses are not on duty during program hours. All Vacation Station staff members are trained in basic first aid skills and at least one CPR certified staff member is on site during program hours.

Known Medical Conditions

Any known medical condition must be reported to the site Program Coordinator in writing with information on caring for your child should a medical emergency arises. Necessary medication must be available and the appropriate forms completed.

To help prevent children from contracting or spreading an illness while at Vacation Station, we ask that you adhere to the following guidelines:

1. Keep your child at home if they have had any of the following symptoms within the last 24 hours:
 - Fever of 100 degrees or more
 - Diarrhea-two or more episodes or associated with a low grade fever
 - Skin rashes-undiagnosed or suspicious of being contagious
 - Nausea or vomiting-two or more episodes or associated with a low grade fever
2. Keep your child at home if they have had any of the following symptoms that are persistent or associated with other cold-like symptoms:
 - Congestion (thick, colored mucus)
 - Discharge from the eyes or nose
 - Cough
 - Swollen glands
 - Sore throat
3. A child should not return to school within the first 24 hours of taking antibiotics.
4. **A child must be free of fever for 24 hours without fever reducing medication before returning to school.**
5. If a child contracts or is exposed to a contagious disease, you must report this information to the Program Coordinator immediately. Such notification will be handled according to the District's guidelines and policies.

Illness During Program Hours

If a child has any of the following symptoms, the parent must pick up the child immediately.

- Contagious disease
- Fever over 100 degrees
- Vomiting or diarrhea
- Accident requiring medical attention

If the parent/guardian cannot be reached, those persons listed on the child's emergency card will be contacted to pick up the child. While the child is waiting to be picked up, they will be isolated from the group. A facilitator or familiar adult will be available to comfort the child as needed until the parent/guardian or other designated adult arrives. Please be sure all phone numbers on your child's emergency form are up to date.

Children who exhibit any of the above symptoms within the past 24 hours should not be brought to the program and will not be allowed to remain for the day. Children must be free from the above symptoms without medication for 24 hours before they return to Vacation Station.

Medication

Whenever a child is to be given medication (including over-the-counter medication), the parent must complete or do the following:

- A "Medication Authorization" form.
- A doctor's written instructions. This information can be faxed from the doctor's office to our office.
- The medication must be provided in the original prescription container with the child's name.
- The dosage and times the medication is to be given must also be on the label.
- All medication must be given to a Vacation Station Team Member when your child arrives at school. Unless the student has medical authorization from their physician stating that they have a medical need to carry medication with them and that they are knowledgeable on how to properly use and dispense the medication. **Please do not leave medication in your child's book bag or lunch kit without notifying a Vacation Station Team Member.**
- Vacation Station is not authorized to obtain medication from the School Nurse. We will need separate medication and authorization forms for our program.
- It's required that Vacation Station dispose of any unused medicine at the end of every component. All medication must be picked up prior to the break for the Before and After component or at the end of each break for the Non School Day & Summer Components.
- We cannot release medication to a child.
- It is the responsibility of the parent to bring any medication needed on a snow day or optional day.

Medication transfers from one parent to another:

At times it may be necessary for a parent of a child with dual households to transfer medication from one home to another where it is not expected to be administered at Vacation Station. If you need to transfer medication from one home to another please do the following:

- Medication to be transferred must be signed in with the Program Coordinator, Assistant Program Coordinator or Administrative Assistant in the Vacation Station business office where it will be secured for the parent who will be picking it up at the end of the day.
- The parent picking up the medication will need to sign the medication out from the Program Coordinator, Assistant Program Coordinator or Administrative Assistant in the Vacation Station office.
- Medication to be transferred may not be left in the child's backpack, lunchbox or given to the child to transfer.
- Communication regarding the medication transfer must be made from one parent to the other and is not the responsibility of the Vacation Station staff.
- It is the responsibility of the parent picking up the medication to inquire about and insure that the medication is picked up from the Vacation Station office.

Vacation Station is in compliance with the Francis Howell School District's medication policy; therefore, over-the-counter medication can only be given with a doctor's written instructions. This includes Tylenol, aspirin and cough medications.

In compliance with Francis Howell School District medication policy, Vacation Station can provide the following over the counter medications in accordance with the medical orders provided by Dr. Thomas Lord:

- Triple antibiotic ointment
- Hydrocortisone cream 1%
- Caladryl lotion
- Anti-itch spray/cream (diphenhydramine HCL 2 %)
- Cough Drops (menthol, eucalyptus, other over the counter types)
- Tetrahydrozoline HCL eye drops
- Naphcon-A eye drops
- Buffered Isotonic Eye Irrigating Solution
- Sore throat spray (phenol 1.4%)
- Oral anesthetic/antiseptic (Ambesol/Oragel)
- Lip Ointments

- Burn spray/ointment (American)
- Zinc Oxide
- Saline or Multi-purpose solution for hard or soft contact lenses
- Campho-Phenique
- Peroxide 3%
- Isopropyl Alcohol 70%
- Baking Soda
- Calcium Carbonate tablets (Tums, Mylanta)
- Vaseline/Petroleum Jelly

Accidents

If your child is involved in an accident at Vacation Station, the following procedures will be followed:

In cases of severe injury or life threatening situations:

- A team member will stay with the child.
- Someone will be sent to call 911.
- The parent(s)/guardian(s), Site Program Coordinator and/or Director of Early Childhood Office or Quality Program Coordinator will be contacted.
- If more than one team member is at the program site and the parent is not available when the child is transported to the hospital by ambulance, a team member will accompany the child. The child's emergency information form will be taken to the hospital with the child. If no one is available to accompany the child, the Program Coordinator and/or Director of Early Childhood or Quality Program Coordinator will be contacted to have someone meet the ambulance at the hospital. A team member will remain with the child until the parents arrive and are fully informed about the emergency.
- The Francis Howell Incident/Accident//Injury Report will be completed and a copy will be sent to the Director of Early Childhood.

In a non-threatening situation or minor injury where the child requires medical attention but does not require an ambulance:

- The site Program Coordinator and/or Director of Early Childhood or Quality Program Coordinator will be called for assistance as soon as possible.
- The site Program Coordinator and/or Director of Early Childhood or Quality Program Coordinator will make the necessary phone calls to the parents/guardians and the emergency room.
- A team member will care for the injured child.
- The extent and seriousness of the injury will be made clear so that the site Program Coordinator or Director of Early Childhood or Quality Program Coordinator can relay this information to the parents.
- A program accident report will be completed and a copy sent home to the parents of the child. A copy will also be kept in the child's file and a copy will be sent to the Director of Early Childhood.

SAFETY

Safety and Security

Vacation Station Morning Safety and Security Procedure (6:30 AM to beginning of the School Day):

1. All doors in the building are locked and monitored buzzer systems are used to gain access to the school.
2. Parents are directed to one door for entry. A Vacation Station staff member will monitor the camera and buzzer system for the designated entry. Point of entry should be a door directly into the program space if possible.
3. Parents should stand in view of the camera, press the buzzer and clearly state their name and purpose to gain entry into the program.
4. The building principal determines when or if other doors are open and manages the security of all other doors when they are unlocked.
5. Safety and security plans are practiced in Vacation Station according to district guidelines.

Vacation Station Afternoon Safety and Security Procedure (End of school day until 6:00 PM):

1. The building principal determines if doors outside of the Vacation Station area remain open and manages the security of unlocked doors.
2. All doors in the VS area remain locked after the school day.

3. Vacation Station parents are directed to the one door and the Vacation Station door is monitored remotely by a Vacation Station staff member via the camera buzzer system.
4. Parents should stand in view of the camera, press the buzzer and clearly state their name and purpose to gain entry into the program
5. Safety and security plans are practiced in Vacation Station according to district guidelines.

Photo ID's are Required at Pick up

All parents/guardians and adults authorized to pick up your child should be prepared to show a photo ID. If a staff member is unable to identify you by name, they will ask for your photo ID. For the safety of the child, no child will be released to leave with someone who refuses to show identification when asked.

Identification Badges

To ensure safety and security all staff members, A+ Volunteers, visitors and parent volunteers are required to wear identification badges every day.

Family Password

To ensure the identity of parents/guardians calling into the program to make changes over the phone to attendance schedules and authorized pick- ups, and to change the way your child goes home, you will be asked to provide the family password that you provide on the Authorized Pick up registration form.

Emergencies/Drills

Regular fire, tornado, earthquake, and intruder drills are held to instruct the children on safety procedures in case of a real emergency. All staff members, students, and visitors are required to participate in drills and take them seriously. The fire department conducts safety/fire inspections with the school.

If a severe weather or tornado watch or warning is in effect during pick up and drop off, parents should use their own judgment concerning picking up or dropping off their child under these circumstances.

If you arrive to pick up and the doors are locked and there is no response from the buzzer system or staff and a sign is not posted, then we are on lockdown mode. During this time, your child's safety is of the utmost importance and we will not be allowed to let anyone in our out of the building.

Child Abuse/Neglect Policies and Procedures

Vacation Station employees are Mandated Reporters. They are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

NUTRITION

Breakfast

Breakfast is not provided in the morning for any component of the program. Children attending the School Day Program may either bring breakfast or purchase a hot breakfast from the school cafeteria if your home elementary site participates in the school breakfast program. School breakfast costs come out of your child's school lunch account. If you do not wish for your child to purchase a school breakfast, please notify your Program Coordinator. Children attending the Non School Day Program may bring breakfast with them to Vacation Station. Milk and/or Water are available in the morning.

Lunch

The children attending the Non School Day or Summer Program must provide their own sack lunch. Milk and/or water are provided at no cost to the student. Refrigeration and microwaves are available on a site-by-site basis; please talk with your Program Coordinator to get information on availability.

Daily Snacks

Children attending the School Day & Early Release Components will receive snacks in the afternoon. Snacks are also served during the Non School Day & Summer Components in the morning and afternoon. Vacation Station follows the Francis Howell School District nutritional guidelines.

If your child requires special snacks due to dietary restrictions, you may need to provide snacks. Please contact the site Program Coordinator.

Birthday/Holiday Treats

If parents want to provide a treat in honor of a child's birthday, they should contact the site Program Coordinator to determine the number of children to be served and to plan the date. Non-food treats are preferred. If you wish to provide treats that are food items they must be peanut free, store-bought, and contain a list of ingredients. The food treats will need to be delivered to the Program Coordinator's office where the list of ingredients will be cross-checked to insure that the treats do not contain allergens.

If the food treat is found to have an allergen for any child in the group, then the treat will not be served and the Program Coordinator will notify the parent /guardian and the treat will be returned to the parent/guardian.

DISCIPLINE POLICIES AND PROCEDURES

Vacation Station proactively employs Collaborative Problem Solving (CPS) and Active Supervision to help solve discipline issues before they arise. The Collaborative Problem Solving model is built on the belief that children will do well if they can and focuses on thoroughly understanding the root of the behavior issue and working together with the child to help solve and diminish behavior concerns.

Vacation Station also believes that discipline is the guidance and teaching of young people to help them make wise decisions about their behavior. This involves allowing them to accept responsibility for their choices and actions.

To accomplish this goal the Vacation Station Staff employ the following strategies:

- Engage children in meaningful and fun activities that center on the children's interest.
- Provide opportunities for children to choose activities and courses of action to learn to make good decisions.
- Allow children to develop leadership through giving them responsibility in the care of materials and equipment, and in the establishment of rules for the program at their site.
- Provide an environment that allows children to work through their challenges under the supervision of adults.
- Redirect children to help them see how their continued words or actions could become problematic in the Vacation Station setting.
- Provide children with a place and time to calm themselves and think through the situation.
- Involve parents by keeping them informed of their child's behavior and choices.
- Prepare to provide effective, consistent discipline knowing that the teaching of responsibility and respect takes careful thought and planning.

Disruptive behavior is behavior that disrupts others from gaining full benefit of the program offered by Vacation Station.

- **Disruptive behavior** is verbal or physical activity that diverts attention away from an entire group of children to one child.
- **Disruptive behavior** inflicts physical or emotional harm on others.
- **Disruptive behavior** is disrespectful of people and materials provided in the program.
- **Disruptive behavior** disobeys the rules established to have a community of learners.

Disruptive behavior is addressed in Vacation Station as follows:

1. The child will be asked to complete a **think sheet** regarding the behavior and the facilitator will talk with the student. The parent may be asked to sign the think sheet. The child will have 2 to 5 opportunities to complete a think sheet depending on the severity of the behavior.

2. If the behavior continues or if the behavior harms another student, an **incident report** will be written to the parent. The report will provide the following:
 - State the behavior and how the behavior affected the group or individual.
 - State how the incident was resolved.
 - State the facilitator involved and provide a means of contact for the parent.
 - Provide pertinent information written in factual terms.
 - The incident report is given to the parent of the child exhibiting the behavior and the parent of the child harmed by the behavior.
 - The parent is asked to sign and return one copy of the incident report.
 - The Coordinator reviews and receives a copy of each incident report form.
3. If the behavior continues and the child receives 2 incident reports in a single day or 3 or more in a week, a **telephone call to the parent** will be made to discuss the behavior. At this time the parent and Coordinator will discuss strategies to assist the child while at Vacation Station. The Coordinator will observe the child in group situations and suggest strategies for the staff and the child to improve behavior.
4. If the behavior continues, the Coordinator will **contact the parent by telephone and send a letter** outlining the steps and strategies that have been employed to change the behavior. The Coordinator will clearly state the behavior, the disruption caused to other children and the program, and the final strategy that will be used to help the child be successful in Vacation Station. The letter will state that if this is not successful, the parent will be called and informed of the situation. The parent can be requested to come and pick up the child depending on the severity of the situation and what would be best for their child and/or the other children.
5. If the behavior continues, the Coordinator will **call the parent and inform the parent that the child may not return to Vacation Station until a conference** involving the parent, Coordinator, and Director of the program takes place. The Coordinator will send a second letter that states strategies, concerns, and requirements for the child to be able to attend the program.
6. At the conference the behavior expectations will be clearly defined, strategies to be successful will be determined, and a course of action to be taken if the behavior continues. The child will be informed only when the parent is present. **At this conference it will be made clear that this is the final opportunity to improve behavior.**
7. If the behavior continues, the parent will be called to come and pick up the child. The child will be dismissed from the program.

Physical Harm and Property Damage

In the instance that a child causes physical harm to another child or facilitator, ***the child will be removed from the group and the parent will be called to pick up the child immediately.*** The parents are responsible for the replacement of the item and/or any property damages.

For further explanation of behavior guidelines see:

- FRANCIS HOWELL SCHOOL DISTRICT
- ELEMENTARY CODE OF CONDUCT

Vacation Station abides by the guidelines stated in the code of conduct, the rules of the elementary site, and program rules that may be more restrictive than the code of conduct.

HOW TO ENROLL IN THE PROGRAM

Vacation Station is self supporting, therefore, tuition and supply/activity fees are utilized for salaries, building expenses, equipment supplies, field trips and other expenditures to provide a quality, safe, fun-filled program. All tuition, processing, supply/activity fees are non-refundable.

Enrollment Information You Need to Know

- **Each family must register each year.**
- You may enroll on-line or in person at your Vacation Station site.
- Each child attending Vacation Station must have completed Registration forms on file.
- Each child must have a completed enrollment schedule. You will be billed according to this schedule.
- Individual accounts must be current. You will not be allowed to register if your account has a balance.
- Supply/activity fees must be paid at the time of registration.

- Supply/activity fees are assessed annually during enrollment and help pay for all supplies, special events and field trips for the entire year. Current supply/activity rates will be provided to you at the time of enrollment. All supply/activity fees are non-refundable.
- Your child may begin attending the program 48 hours following the receipt of registration by Vacation Station.
- To maintain a quality program for your child, a waiting list may become necessary at certain elementary sites. Every effort will be made to accommodate those families as soon as possible.
- If your child requires special consideration due to the use of walkers, protective headgear, wheelchair or other assistance, or requires special staffing, we will need to be provided that information prior to registration. In order to provide a quality program for your child that would ensure a healthy, safe and fun environment, there may be a delay before your child may begin attending our program.

Required Forms for Enrollment

All parents must complete and return the following forms prior to the child's first day of attendance:

- Child Information
- Household Information
- Authorized Pick Up
- Contracted Schedule of Services
- Vacation Station Calendar
- Payment Policies and Procedures
- Enrollment Checklist

Enrollment/ Orientation Appointment

Both the Vacation Station and QUEST programs require that you attend a brief 15-20 minute orientation appointment where your registration paperwork will be reviewed, you will be offered a tour of the program and any questions you may have will be discussed. Registration cannot be finalized until you have completed your Orientation Appointment. Items you need to bring with you to the appointment are:

- Photo ID
- Completed registration appointment or authorized emergency contact information
- The non-refundable supply/activity fee

Withdrawal from the Program Component

You may withdraw from the Program by completing the following steps:

- Calling your Coordinator or Administrative Assistant-Accounting 1 business day prior to the day you wish to withdraw your child.
- Completing an Exit Form and submitting the completed form to your Program Coordinator or Administrative Assistant-Accounting 1 business day in advance of the date you wish to withdraw your child.
- Once you call your Program Coordinator and submit your Exit Form, you will need to pay your account balances in full.
- When the Exit Form is received **and your account balances have been paid in full**, charges will no longer be posted to your account after the exit date.
- Once exited, should you decide to return to the program, you will need to re-enroll and pay the pro-rated supply/activity fee.

Inactive Status

Vacation Station realizes that there may be times that you experience a change in your family status due to serious illness, job loss, maternity leave or other temporary circumstance. Families may request to be placed on Inactive Status for up to 8 weeks one time per school year (extensions may be granted by coordinator approval on a case by case basis). While you are on inactive status, your account will not be billed tuition or charged vacation/sick day credits.

You may request Inactive Status by:

- Contacting your Program Coordinator or Administrative Assistant-Accounting at least 1 day in advance of the date you wish the Inactive Status to begin

- Completing an Inactive Status form and submitting the completed form to your Program Coordinator or Administrative Assistant-Accounting 1 business day in advance of the date you wish the Inactive Status to begin.

Inactive Status is subject to the following:

- All account balances must be paid in full before inactive status can be granted.
- You may reactivate your status by contacting your Program Coordinator or Administrative Assistant-Accounting.
- A \$10.00 reactivation fee will be applied to your account the time of reactivation.

PAYMENT POLICIES AND PROCEDURES

The following payment policies and procedures are effective for both the School Day and Non School Day Programs unless otherwise noted.

Activity/Supply Fees

Activity/supply fees are due at the time of enrollment. This payment secures your child's placement in the program and is put toward payments for field trips and special activities.

ALL ACTIVITY/SUPPLY FEES AND TUITION PAYMENTS ARE NON-REFUNDABLE.

Tuition Payment

You may submit tuition payments to the payment box located on or near the parent table or directly to the Program Coordinator, Assistant Program Coordinator or Administrative Assistant-Accounting. We also accept payment of tuition via credit card through our web store. Your tuition is contractually agreed upon and minimum tuition payments will be due regardless of attendance. There are 2 methods of tuition payment as follows:

Weekly Tuition Payment

- Tuition is due the 1st business day of every week for the component or components for which your child is enrolled.
- You may pay for more than 1 week at a time; however, all tuition must be current for your child to attend our program.
- Late payment will result in suspension of services.

Monthly Tuition Payment

- Tuition will be due on the 1st business day of the month.
- Late payment will result in suspension of services.

ALL ACTIVITY/SUPPLY FEES AND TUITION PAYMENTS ARE NON-REFUNDABLE

Payment Responsibilities

Our program services are provided on a fee basis. As such, it is not Vacation Station's responsibility to determine which parent/guardian is responsible for payment of said fees. Invoices will be provided to both parents/guardians upon request. Notices of nonpayment or removal from the program for nonpayment should be provided to both parents. The same procedure will be followed independent of whether the parents of the student are married or divorced.

Accounting Procedures

Administrative Assistants-Accounting and Program Coordinators adhere to the following accounting procedures weekly:

- **MONDAY:** Tuition is collected, attendance is verified and accounts are billed.
- **TUESDAY:** If payment is not received then parents will receive a statement at the parent table.
- **WEDNESDAY:** If payment is not received by Wed. then parent will receive a balance due e-mail or letter
- **FRIDAY::** If tuition has not been received, the Administrative Assistant will call and explain balance due. Balance will be due by end of the day on Friday.
- **MONDAY:** If tuition is still not received, Program Coordinator will call parent regarding inactivation of services. Your child will not be able to attend on Tuesday until balance has been paid.

PLEASE NOTE: Repeated instances of carrying a balance on your account may cause your childcare services to be withdrawn.

Payment Methods

Payments may be made by check, money order/cashier's check, cash or credit card.

- **Check Payments:** The District requires that payments made by check include your name, address, phone number and birthday to be written on each check payment or that we keep this information on file for you. Payments for all components may be paid by check. Checks are to be made payable to Francis Howell School District.
- We accept Electronic Check Payments made electronically through your online banking center. In order for your account to be credited properly you will need to:
 - Request the payment far enough in advance that it will be sent to us by the tuition due date
 - Make sure that the check is made payable to: Francis Howell School District Attn: Vacation Station. Your child's name should be included on the memo line.
- **Cash Payments** should be made with **exact** cash and personally delivered to the Program Coordinator, Assistant Program Coordinator or Administrative Assistant-Accounting. A receipt will be given to you at the time of payment.
- **Credit Card payments:** We accept Visa, MasterCard and Discover credit and debit cards through our web store. You may make payments by credit through your account on the parent portal or utilizing the link provided on your invoice. You may also pay by credit card in person at the Vacation Station Business office. Photo ID will be required for all credit card payments paid in person. We do not accept credit card payments over the phone.

Returned Check Policy

If a check is returned by your bank, all tuition payments must be made in the form of cashiers check, money order or cash until the returned check plus fee has been paid.

Checks returned by your bank will be subject to the following:

- Returned checks will be subject to a \$15.00 returned check fee.
- The Administrative Assistant -Accounting will notify you by phone and you will have 2 business days to submit payment to your Program Coordinator in the form of money order, cashiers check or cash.
- If payment is not received within 2 business days, you will receive written notification of the returned check. You will have 5 business days from the date on the written notification to pay your Program Coordinator in the form of money order, cashiers check or cash.
- If the returned check is not received by the 5th day, then the Francis Howell School District Administration office will begin collection procedures on the returned check.
- Once your returned check goes to the Francis Howell Administrative offices, **payment can no longer be accepted by your Program Coordinator and your services will be suspended until payment is received. Payment in the form of money order, cashiers check or cash must be mailed or paid at the Administration Building located at 4545 Central School Road.**
- Once your returned check goes to Administration Building you will receive written notice.
- If payment is not received by the deadline, you will receive written notice that your returned check account will be turned over to the Prosecuting Attorney's office for collection. Once your returned check collection account is turned over to the Prosecuting Attorney's office, payment can no longer be accepted by your Program Coordinator or the Administration Offices.

Additional Child Tuition Discounts

The School Day, Non School Day and Summer Programs offer a discounted tuition rate for additional children. The discounted rates are applied to the older child or children in the family. Please see the rate chart for current tuition pricing.

Tuition Assistance/Subsidies

Financial assistance is available for qualifying families through the Department of Social Services.

- Tuition rates for families that qualify for financial assistance through DSS will be set according to the DSS sliding scale fee. Vacation Station does not charge additional co-pays.
- Families qualifying for financial assistance are responsible for supply/activity fees.
- Parents/Guardians are responsible for applying for assistance through DSS and providing the necessary paperwork from DSS to Vacation Station to properly set up your billing account.
- DSS may also require the parent/guardian to complete additional attendance verifications and paperwork needed to properly bill and pay your account
- Parents/Guardians are responsible for paying the sliding scale fee to Vacation Station either weekly or monthly. Non-payment may result in inactivation of services in accordance with our payment policies.
- If at any time a family does not qualify or no longer qualifies for DSS financial assistance, then full tuition rates will be due.

Late Payments

Late payments will cause your child's enrollment to be inactivated. Reinstatement will occur if space is available and after **all payments have been collected**.

Sick/Vacation Credits

Sick/Vacation Credits are **automatically** applied to your account when your child is absent:

- Sick/Vacation credits are offered only in our full-time programs.
- If your child is absent on a day they are scheduled to attend, call the Program Coordinator or Administrative Assistant-Accounting at the site to inform them of the absence.
- Sick/Vacation Credits can only be issued in full-day increments. If your child attends both AM and PM in the School Day Program and becomes ill during the school day, you will have the option of using a full Sick/Vacation Credits or paying for the entire day. We cannot issue half-day credits.
- You may schedule vacation days that you want to use in advance by notifying the Program Coordinator or Administrative Assistant-Accounting at your site. Notice includes a phone call, e-mail or written note.
- If you are dually enrolled in the School Day and Non School Day Components, Sick/Vacation Credits **cannot** be transferred from one component to the other.

Receipts/Invoices

Receipts and statements are e-mailed to you. You may also view and print receipts and invoices from the parent portal. You may also request additional copies of your receipt/invoice to be e-mailed or printed from the Vacation Station business office.

Income Tax Statements

Income Tax Statements may be viewed and printed from your account in the parent portal. You may also request that your tax statement be printed for you from the VS business office. Please allow 7-10 business days to process your request.

OUR TAX ID NUMBER IS 43-6004545

Use the form below to make changes to your School Day schedule



School Day Attendance Status Change Form

School: _____

Child(ren)'s Name: _____

Step 1: Tell us your current schedule:

We currently attend (please check):

Full time **AM Only** Full time **PM Only** Full time AM **and** PM Part time Flex--submit schedule weekly

Part time set: **AM** M T W Th F Part time Set: **PM** M T W Th F

Step 2: Tell us the schedule you want to change to:

Please change to: (please check):

Full time **AM Only** Full time **PM Only** Full time AM **and** PM Part time Flex--submit schedule weekly

Part time set: **AM** M T W Th F Part time Set: **PM** M T W Th F

Step 3: Tell us the date you want the change to begin: _____

A \$10.00 change fee per child will apply for any changes in your Before and After Attendance Status.

Parent Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____

Use this form to make changes in your Contact Information or Authorized Pick Ups



Household Information Change Form

School: _____

Child's Name: _____

Changes to primary household Information:

ADULT #1

Natural Parent Step-Parent Guardian

First/Last Name: _____

Gender: Male Female

Work Phone: _____

Cell Phone: _____

Email: _____

Please put me on your e-mail list.

ADULT #2

Natural Parent Step-Parent Guardian

First/Last Name: _____

Gender: Male Female

Work Phone: _____

Cell Phone: _____

Email: _____

Please put me on your e-mail list.

Changes to Secondary household Information:

ADULT #1

Natural Parent Step-Parent Guardian

First/Last Name: _____

Gender: Male Female

Work Phone: _____

Cell Phone: _____

Email: _____

Please put me on your e-mail list.

ADULT #2

Natural Parent Step-Parent Guardian

First/Last Name: _____

Gender: Male Female

Work Phone: _____

Cell Phone: _____

Email: _____

Please put me on your e-mail list.

Use this form, along with a doctor's note, to let us know that your child needs medication.



Medication Authorization

Vacation Station policy requires that we have a *Medication Authorization Form* **and** a *doctor's note* on file to administer any prescription or over the counter medication to a child (except those medications listed on our standing orders).

Medications must adhere to the following guidelines:

- Medications must be accompanied by a *Medication Authorization Form* **and** *Doctor's note* (the doctor may fax a note to Vacation Station.)
- Medication must be in the original prescription or over the counter bottle.
- Medication must be labeled with the child's name and dosage instructions.
- Medication will not be released to a child.
- We cannot get medication from the school nurse.

Please complete the information below and give to the Coordinator, Assistant Coordinator or Lead Facilitator.

Child's Name: _____

Name of medication: _____

Amount of medication to be given (this must match the doctor's note): _____

Time Medication is to be given: _____

Date(s) to be given: _____

Number of doses per day _____

Date

Parent/Guardian Signature

Parent Phone #

Use this form to let us know that someone else will be picking up your child.



For Office Use Only
____ ID Checked
____ Initials

CHILD RELEASE AUTHORIZATION FORM
Please complete the information below.

School: _____

- Temporary for the following time period: _____
- Permanent- Please add to my authorized pick up list.

I give permission for my child(ren), _____, to be released to the following authorized contact: _____

Authorized Adult's Name: _____ at _____ time on the above date.

The child(ren) will: return today The Child(ren) will be returned at: _____ AM _____ PM
 not return today

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Phone #)

Use this form to exit your child from the program.



Vacation Station Exit Form

School: _____ Child's Name: _____

Today's Date: _____ Last Date of Attendance: _____

Please Check One:

- Exiting School Day Program Exiting Non School Day Program Exiting Early Release Exiting Summer Program

Reason For Leaving: _____

(Name of person exiting child)

(Signature of person exiting child)

For Office Use Only

____ Copy of Exit form and confirmation letter mailed to parent from Accounting Office

____ Information deleted from computer.

____ Non School Day Calendar ____ School Day Calendar ____ ERC Calendar ____ Summer Calendar

Exit form completed by: ____ Parent ____ Program Coordinator ____ Site Admin. Assistant-Accounting

Deleted by: _____ Coordinator: _____

Use this form, when you have an unexpected change in your family status and you need to temporarily interrupt your services.



Vacation Station Inactive Form
Please complete the information below.

School: _____

Child's Name: _____

Today's Date: _____

Last Date of Attendance: _____

Please Inactivate my enrollment in:

School Day Program Non School Day Program Early Release Summer Program

Reason For Leaving: _____

Notified By: _____ Coordinator Signature: _____

Inactive Status is granted for 8 weeks. Reactivation requires a \$10.00 change fee.

_____ Site Administrative Assistant-Accounting Notified	_____ Entered into the computer.
Reactivation Date: _____	Exit Date: _____
Date Reactivated: _____	Active Intersession Care: _____ Active B/A Care: _____
Coordinator Approval: _____	Change Fee Paid: _____ Check #: _____
_____ Site Administrative Assistant-Accounting Notified	_____ Entered into the computer.



VACATION STATION SCHOOL NUMBERS

Beginning July 1, 2014

Elementary School	Vacation Station Direct Number	School Office Number
Becky-David	(636) 851-4282 or 851-4301 – Coordinator (636) 851-4283 – Business Office (636) 851-4269 – Program Phone Cafeteria	(636) 851-4200
Castlio	(636) 851-4380 – Coordinator (636) 851-6326 – Business Office (636) 851-4398 – Program Phone -Gym	(636) 851-4300
Central	(636) 851-5554 – Coordinator (636) 851-5637 – Business Office (636) 851-5580 – Program Phone Cafeteria	(636) 851-5700
Daniel Boone	(636) 851-4412 – Lead Site Supervisor (636) 851-4410 – Program Coordinator (636) 851-5432 – Business Office	(636) 851-4400
Fairmount	(636) 851-4519 – Coordinator (636) 851-4518 – Business Office (636) 851-4548 – Program Phone Library	(636) 851-4500
Harvest Ridge	(636) 851-5165 – Coordinator (636) 851-5432 – Business Office (636) 851-5130 – Program Phone Cafeteria	(636) 851-5100
Henderson	(636) 851-5222 – Coordinator (636) 851-4518 – Business Office (636) 851-5236 – Multi-purpose	(636) 851-5200
Independence	(636) 851-5803 – Coordinator (636) 851-5761 – Business Office (636) 851-6340 – Cafeteria	(636) 851-5800
John Weldon	(636) 851-5431 – Coordinator (636) 851-5432 – Business Office (636) 851-5404 – Cafeteria	(636) 851-5500
Warren	(636) 851-5909 – Coordinator (636) 851-5637 – Business Office (636) 851-6358 – Cafeteria	(636) 851-6100