

**IMPORTANT CHANGES – Review the Parent Information Packet**

Rollover/credit days are limited to ten days throughout Afterschool Program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00 am the day of the absence. If rollover/credit days are not used by June 9, 2017 you will lose them, no credit certificates or refunds will be given.



# Afterschool Program



## Parent Information Packet

**Kalispell Parks and Recreation Department  
PO Box 1997  
Kalispell MT 59903  
306 1<sup>st</sup> Ave East**

**KPR Afterschool Line (406) 758-7975  
Fax (406) 758-7719**

## **INTRODUCTION**

Welcome to the Afterschool Program! This program is designed to meet the needs of children of working parents. We provide a safe, creative environment for children in Kindergarten through 5<sup>th</sup> grade. The Afterschool Program is administered by the Kalispell Parks and Recreation Department and is held at Elrod and Russell Schools. The Parent Handbook is a vital part of the enrollment agreement between the Afterschool Program and the parents or guardians of children who are enrolled in the program.

## **AFTERSCHOOL KIDS MISSION STATEMENT**

The Afterschool Program will provide a safe, nurturing atmosphere in which children can exercise individual responsibility, socially interact with other children and participate in activities that promote a healthy self-image and enhance the quality of a child's life.

## **GOALS**

The goal of the Afterschool Program is to provide a safe, fun, enriching, and supervised environment for children from kindergarten to 5<sup>th</sup> grade.

The program strives to provide learning experiences and recreational opportunities to develop relationships, self-confidence and respect for others. We do this through planned activities that may include arts and crafts, games, sports, reading, videos, special guests, outdoor activities and field trips. The program's environment will attempt to meet a wide variety of participant needs.

## **Afterschool Expectations of the Children:**

- Respect
- Responsibility
- No bullying
- Kindness
- School rules apply at Afterschool (i.e. use inside voices, walk in the halls, keep hands to yourself)

## **Fees and Payment Policy:**

- **All payments are due at the time of registration or prior to the day of your child's attendance, and you have to specify dates your child will be attending. Your child will not be allowed to attend The Afterschool Program until registration, enrollment forms are complete and payment has been made.**
- All inquiries concerning payments or transfers on your account should be addressed to KPR Afterschool Line at 758-7975.
- Scholarships are available (paperwork at Parks and Recreation office).

# **Tax ID Number: 81-6001281**

## **CREDIT & REFUND POLICY:**

1. Rollover/credit days are limited to ten days throughout Afterschool Program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00 am the day of the absence. If rollover/credit days are not used by **June 9, 2017 at 9:00 am** you will lose them, no credit certificates or refunds will be given.
2. **August 24, 2016 at 9:00 am** is the deadline to request a full refund minus a \$10 administration fee or a full credit certificate can be issued with a one year expiration date.
3. There is a **two week deadline** from the first day your child(ren) participates to pull your child(ren) from the remainder of the program to be eligible for a 50% refund minus a \$10 administration fee. Amounts of \$20 or less will be issued a credit certificate with a one year expiration date.
4. Refunds due to emergencies may be given. The office must be notified by 9:00 am on first missed day. Emergencies such as a major medical injury accompanied by a doctor's note or a death in the family will qualify as an emergency. In order to receive a refund for an emergency, the office must receive verification within 7 days of the emergency.
5. If Afterschool Program is cancelled by Kalispell Parks & Recreation 100% refund/credit will be given.
6. No refunds/credits or prorating will be given for leaving early or coming late.
7. Credit card refunds will be made only to the same card used for the original transaction minus a \$10 administration fee.
8. A customer can receive a full amount credit certificate if they have met the policies above to avoid a \$10 administration fee on a refund made via credit card or check/cash. These certificates are valid for one year and can be used on any of our programs. A credit certificate must accompany a registration form to be valid.

## **Hours of Operation**

The Afterschool Program will be open each scheduled day school is in session between the hours of 3:30 and 5:45 pm. Early out days are 1:25 pm to 5:45 pm.

If the Afterschool Program must close due to an emergency because of weather or hazardous conditions, announcements will be made on local radio stations and at the schools. If parents are in doubt, please call your school or the KPR Afterschool Line at 758-7975. The Afterschool Program Staff will make every effort to contact parents and remain open until every child is picked up.

**Cost per day In-City Resident:** .....\$8

**Cost per day Out-City Resident:** .....\$10

Elrod Afterschool Program: attending Elrod, Hedges, or Peterson School

Russell Afterschool Program: attending Russell or Edgerton School

<p><b>If your child is being transported from a different school, you must call School District #5 at 751-3404 and receive a bus pass to Elrod or Russell School.</b></p>
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## **Closing Time**

The Afterschool Program closes at 5:45 pm. Parents whose children remain past 5:45 pm must pay overtime fees as follows:

**For every minute it will cost \$1.00 per child**

\*Children may be discharged from Afterschool if three overtime charges occur.

## **Registration and Enrollment:**

Afterschool Program encourages children of all backgrounds to attend. The Afterschool does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

## **Insurance**

Medical coverage for children will be the responsibility of the parents.

Staff cannot physically give medicine to the children at Afterschool/Youth Camps. This includes prescriptions, over the counter medicine (ex: Benadryl, aspirin, etc.) and also includes epi-pens and insulin injections. There are no exceptions to this policy.

## **Snacks**

The Afterschool Program will provide a snack to the child each day through Food Program through Kalispell Public Schools Food Service! If your child has allergies or food sensitivities please pack a snack.

## **Registration**

1. If parents wish to sign child(ren) up for the Afterschool Program, the parents will be provided with a registration form. Prior to the child's first day of attendance, the parents will complete all forms and submit them to the Kalispell Parks and Recreation Department. A completed set of forms is required for each child registered for the program.
2. At the time of registration the parent must pay the registration fee to Parks and Recreation, and assign specific dates of their child's attendance.
3. Children will be allowed to attend the program only after the registration form has been completed and returned, and payments have been received.

## **Child's Personal Property**

Children's personal property: coats, clothing, school bags, etc. must be cleared from the Afterschool facility after each day of the program. Any personal property, which remains at closing time, will be placed in lost and found at Elrod & Russell School. Although the Afterschool Program attempts to help children stay organized, Kalispell Parks and Recreation afterschool program is not responsible for lost personal property.

## **We will run full day camps on these NO school days:**

### **No School Program**

<b>Skip Out Camp</b> .....	October 20, 21.....	<b>Location:</b> Elrod School Gym
<b>Freeze Out Camp</b> .....	December 23, 26-30.....	<b>Location:</b> Elrod School Gym
<b>Spring Break Camp</b> .....	March 27 - 31.....	<b>Location:</b> Elrod School Gym
<b>Time:</b> .....	7:30 am - 5:30 pm	
<b>Ages:</b> .....	5 - 13 years	
<b>Cost per day:</b> .....	\$30	

## Please take the time to review the camp discipline policy with your child.

### CAMP DISCIPLINE POLICY:

Our programs are designed for the participants to have fun and learn in a safe environment. In order to create an atmosphere of cooperation and fun, our students are expected to follow an agreed set of manners which in turn help teach respect to others, common courtesies, and basic social skills. Participants in our program will follow hands off and proper manners code of conduct. We review rules and expectations every day at afterschool so students are fully aware of how they are to behave. It is the goal of our program to create a positive peer culture.

Disciplinary steps will be taken for actions contrary to the rules and expectations that have been established for students to follow. It is necessary that we use these moments to assist the children with learning appropriate behavior and interactions with others.

Step One: Three verbal warnings for minor conduct infractions will be given. This provides an opportunity to correct the problem.

Step Two: A time out will be given for disregarding verbal warnings or for infractions of a more moderate nature. Moderate infractions include, but are not limited to, bad language, throwing a tantrum, and being disrespectful to staff. A time out will consist of sitting in a designated time out location for 5 – 10 minutes. At the end of this time, the afterschool staff will determine the child's understanding of why he/she is in time out and what the child's resolve is to avoid another one. The child will then apologize to the offended group or individual as well as clean up any mess his/her actions may have caused. Time outs will be documented and parents will be notified of the situation at the end of the day.

Warnings and additional time outs will be given to a child who acts contrary to the rules and expectations of Afterschool participants while in time out.

Step Three: Parents will be contacted to come and pick up their child if the child has three time outs in one day, five time outs in one week, or for infractions of a severe nature. Severe infractions include, but are not limited to, anything sexual, fighting, stealing, and vandalism.

Students will also be sent home if they habitually exhibit any of the following behaviors:

- Having an abusive attitude toward staff, other children, or Afterschool property
- Not being involved as a positive member of the Afterschool Program
- Refusing to listen to staff instructions
- Breaking established Afterschool rules and expectations

When a child is sent home for the **first** time he/she may come back to Afterschool the same week if approved by the Afterschool Programmer. If a child is sent home a **second** time, he/she will not be allowed back at Afterschool for a week. The **third** time a child is sent home, he/she is not welcome back at the Afterschool Program for the remainder of the school year.

Any registration fees paid for days missed because of being sent home and/or suspended from the Afterschool Program will *not* be refunded.