

IMPORTANT – Review the Parent Information Packet

1. Rollover/credit days are limited to *ten days* throughout the Afterschool Program. A rollover/credit day will only be honored if called into the office, 758-7975, and prior to 9:00 am the day of the absence. If rollover/credit days are not used by June 9, 2020 you will lose them, no credit certificates or refunds will be given.
2. Your child must be paid for by 3pm the day of attendance to attend the Afterschool Program. If fees are not paid, you will be charged an additional \$5 fee per child.
3. Parents must show a photo ID to pick up a child.
4. **School District 5 and Treasure State Transit will be providing bus transportation from all School District 5 elementary schools to the Afterschool Program at Elrod Elementary for a fee. See the transportation section for more details.**

Cairo's Kids Afterschool Program 2019-2020



Parent Information Packet

Tax ID Number: 81-6001281

Kalispell Parks and Recreation

PO Box 1997

Kalispell MT 59903

306 1st Ave East

KPR Afterschool Line (406) 758-7975

Fax (406) 758-7719

INTRODUCTION

Welcome to the Cairo's Kids 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 5th grade. The Afterschool Program is administered by the Kalispell Parks and Recreation Department and is held at Elrod School. 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 Program

Days:Monday – Friday ***Following School District #5 Schedule**

Time:.....3:30 pm - 5:45 pm

Location:.....Elrod School Gym

Grade:.....Kindergarten – 5th grade

Cost per regular day:\$8 (in-city resident)/\$10 (out-city resident)

Cost per early release day:\$14 (in-city resident)/\$17 (out-city resident)

CAIRO'S KIDS AFTERSCHOOL 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 5th 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.

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.

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 Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

A Password is required and must be given when changes need to be made to your child's registration form.

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.
4. If your child attends the Afterschool Program and payment has not been received by 3pm upon date attending, the parent will be contacted and charged an additional \$5 fee.

A Password is required and must be given when changes need to be made to your child's registration form.

Transportation

While you will still register for the Afterschool Program through Kalispell Parks and Recreation, you will need to register for bus transportation through the School District 5 Transportation Office. They can be reached at 406-751-3404 to answer questions related to transportation services. They will be open for registration starting **August 5th**. Their office hours are 8:30 am – 3:30 pm, Monday through Friday and the Transportation Office is located at 514 E. Washington Street (behind Taco Bell).

Parents will have the choice of paying \$33.75 per semester or \$67.50 per year for bus transportation to the Afterschool Program. Payments will need to be made by cash or check prior to the child attending the Afterschool Program. Once the Transportation Office has received payment, they will provide parents with the bus number and route information. This transportation fee will not be pro-rated and is nonrefundable.

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 School. Although the Afterschool Program attempts to help children stay organized, Kalispell Parks and Recreation AS program is not responsible for lost personal property.

Snacks

Through our partnership with School District #5, we are able to provide healthy snacks for children in the Afterschool Program each afternoon. If your child has allergies or food sensitivities, they may need to pack their own snack.

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.

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. If your child attends the program and payment has not been received by 3pm the day of attendance, you will be charged an additional amount of \$5 per child.**
- All inquiries concerning payments or roll over credits on your account should be addressed to KPR Afterschool Line at 758-7975.
- Scholarships are available (paperwork at Parks and Recreation office).

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, and prior to 9:00 am the day of the absence. If rollover/credit days are not used by **June 9, 2020 at 9:00 am** you will lose them, no credit certificates or refunds will be given.
2. **August 21, 2019 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 the 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.

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 the Afterschool Program 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 Program 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 for 5 Afterschool Days. The **third** time a child is sent home, he/she will be removed from the Afterschool Program for the remainder of the school year.

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

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)

SPECIALTY CAMPS:

Kalispell Parks and Recreation offers three different specialty camps throughout the school year during school breaks or PIR days (please see dates and cost below). **Although held in the same location, these camps are separate from the Afterschool Program and credits/roll overs from the Afterschool Program cannot be used toward these camps.** A separate registration form is required to register for each specialty camp. Each camp requires a minimum of 14 participants to be offered. If the minimum is not reached one week prior to the start of the program, the camp will be cancelled and participants will receive a full refund.

Skip Out Camp October 17 - 18.....**Location:** Elrod School Gym
Freeze Out Camp Dec. 26 - 27 & Jan 2 - 3.....**Location:** Elrod School Gym
Spring Break Camp March 23 - 27.....**Location:** Elrod School Gym
Time:..... 7:30 am - 5:30 pm
Ages:..... 5 - 13 years
Cost per day: \$26 (in-city resident)/\$31 (out-city resident)

Kalispell Public Schools - 2019/2020 Academic Calendar

(Board Approved on 3/19/19)

JULY 2019	JULY	JANUARY	JANUARY 2020																																																												
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No School	Early Release (Non-PIR)	K-5 PIR (No School K-5 only, Conferencing Day)
Holiday, (no school)	Early Release (PIR)	1/3 End of trimester
Start of school	Trade Day (no school)	Snow make-up day
PIR day (no school)	1/4 End of Quarter	Graduation
		End of school

updated 6/19/2019