



The Sal

After School Recreation Program



The Salvation Army
1707 W Chestnut Expressway
Springfield, MO 65802
(417) 862-5509
Fax: (417) 862-1135
www.usc.salvationarmy.org/springfield-mo

2019-2020 School Year Handbook

Revised 7/17/2019

Welcome to *The Sal* After School Recreation Program

Available for children in grades Kindergarten through 7th grade. Program runs Monday through Friday, 2:30-7:00 p.m. during the school year. This program includes After-School pickup at 10 area Springfield Public Schools, a nutritious evening meal, fun activities, games, crafts, field trips, & homework assistance – computer lab available. State child care subsidy accepted and scholarships available. All participants receive quality care from trained staff in a structured and safe environment with low child to staff ratios.

In this Membership Handbook you will find all the necessary information for membership and parental responsibilities. Please review all information.

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.



After School Program Information

Days & Hours

The Sal is open Monday – Friday 2:30pm (for drop-offs) to 7:00pm. The first day of After School is Wednesday, August 13, 2019 and the last day is May 15, 2020 (as determined by Springfield Public Schools.) *The Sal* will be closed on MLK Day, President’s Day, Good Friday, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Years Day and Memorial Day, while being open on other holidays from 7:00 am to 7:00 pm for your child care needs. The Salvation Army After School/Day Camp program will plan to be open on SPS snow days when school is cancelled. If SPS releases early due to weather, we will plan to pick up children from their school at their early release time. If your child(ren) does not need to be picked up please contact us via phone or email. On full snow days, for the safety of our families and staff, a decision will be made by 6:30am and posted on The Salvation Army’s Facebook page. You may call the office (862-5509 x0) to speak with a shelter monitor after 6:30am to find out if we will be open or check our Facebook page. If the weather permits us from working on a previously scheduled day out of school (ie- Christmas break, Thanksgiving break, teacher work days, etc.), we will let the FEC know & post to our Facebook if we will be open by 6:30am.

Majors Bob & Vicki Buttrey
Corps Officers/Pastors

Kelly Thomas
Community Center Director
and
Community Center Support Staff

Fee and Funding Availability

Payments are due on Friday evenings and must be kept current. Failure to do so will result in removal from our program. If payment is not received Monday when your child is picked up they will not be picked up the next day from school. Scholarship funding is available but you must first apply and be denied by the Division of Family Services for state funding. We do accept payments from the state; however, all paperwork must be turned in prior to the child attending the program. Cash or Check is accepted and a receipt will be given. A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address that is on the contract.

Please note: if you are only approved for part days through the state's childcare program and your child attends half or full days, you will be responsible for an additional fee per week **in addition to** your current sliding fees. Currently the state reimburses \$6.14 per day for part time care, while *The Sal* charges \$7.50 per day, resulting in a shortage of \$6.80 per week. This means if your sliding fee is \$1.00 per day for part time care, you will owe \$11.80 per week to *The Sal*.



Cost



Cost is as follows:

First Child **\$20 per week**
OR **\$5 per single day**

All day care provided (when school is closed) for additional cost as follows:

Children not attending ASRP \$10 per child per day

Enrollment Fee Amount

Deadline

Before August 12th

No Enrollment Fee

August 13th or later
(children)

\$10 per child or \$25 per family (3 or more children)

The program is open until 7:00pm. A late fee of \$1.00 per child per 1 minute late will be paid on the day the parent/guardian is late. We will make every effort to contact the parent to ensure the child is being picked up. If the child is not picked up or contact is not made with the parent or other emergency contact within one hour, we reserve the right to contact Child Protective Services and/or the police.

Sign-In & Out Procedures

The parent or guardian must sign their child out each day. (If it is a full day, you must sign your child/ren in & out.) Only those designated on the enrollment form will be allowed to pick up any child/ren. We reserve the right to ask for photo ID from anyone picking up children. All changes must be made in writing, by the parent or legal guardian prior to departure. Please make all changes through the Community Center Director or Lead Community Center Assistant.

Attendance

If a child is not going to attend ASRP on a day due to family emergency, illness, or for any other reason, the parent/guardian **MUST** call the Community Center Office and/or leave a message by Noon and inform the Community Center Director. If the child receives state funding he/she is only allowed to miss five days per month without having to cover the shortage from the child's absences.

Removal from Program

If a parent is needing to remove their child(ren) from the After School Program for any reason, a two week notice must be given for billing to end when the child stops attending. If the child(ren) stop attending ASRP without any notice given, the family will be billed for two full weeks.

Refusal for Service & Terminating Child Care

The Salvation Army reserves the right to refuse service to anyone and may terminate the service if:

1. Immunizations are not kept current (by MO state regulations)
2. Tuition is not paid on a weekly basis (or sliding fee for subsidized families)
3. If the parent is not supportive of the policies and procedures
4. The provider is treated in an abusive or derogatory manner
5. Child fails to adjust in the program
6. If the child's behavior is disruptive, unmanageable, and/or harmful to the other children or to the provider

Health



Sick children can not attend *The Sal* as we are not staffed with a necessary health professional nor do we have the required sick room to tend to your child. If you child becomes sick during the day, we will notify you to come and pick him/her up. Any possible temperature, head lice, skin rash, vomiting, severe coughing and/or diarrhea will constitute us calling you to pick up your child. The child must be picked up within an hour or the authorized emergency contacts will be called. Sick children will be isolated from the other members until a parent, guardian, or emergency contact arrives to pick him/her up. Please make sure children sent home for illness are completely well before they return to *The Sal*.

If the child has been sick from school for 3 days or more we must have a copy of the doctor's note required by the school. In cases of head lice, children will be checked by our staff before being allowed to return to the program.

All children attending our program must be potty trained and be able to use the rest room on their own. Additionally, all children must also be able to feed themselves & interact with other children appropriately.

Medication

Staff can only dispense prescription medications under the following conditions:

- (1) Medication must be prescribed by a doctor in your child's name only, and not be more than 30 days old.
- (2) Medication can be given a maximum of three times per day.
- (3) Medication must be in the original container.
- (4) An authorization form must be filled out by a parent or guardian with the directions for dispensing the medication.
- (5) If your child has a chronic illness/condition, such as asthma, ADD/ADHD, seizures – **we must have a statement on file from your doctor stating how we are to treat the child if there is a flare-up of their condition. This is required by the state.**

Injury Procedures



Minor Injury: an injury report will be filled out stating the cause, effect, and first-aid given. The parent/guardian will be required to sign the report, which will be placed in the child's file. A copy will be provided upon request.

Major Injury: paramedics will be contacted immediately and a parent or guardian will be notified for further instructions. All expenses will be the responsibility of the parent or guardian. You and your family insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in child care. The Salvation Army is not responsible for any accidents that may happen to your child or for any medical or legal charges. **For all head injuries, no matter how minor, a parent/guardian will be notified as soon as possible.**

Safety

All emergency information is posted throughout the facility (i.e: fire, tornado, etc...). All necessary actions will be taken to insure the safety of your child. All staff are trained in CPR and First-Aid. Children are not allowed to bring items considered to be dangerous or threatening. Such items will be confiscated and returned to the parent or guardian.

Meals

During the school year we will serve dinner from 4:30-5:30. Any day that school is out of session breakfast will be served from 7:30 until 8:30. Lunch will be served between 11:30 and 1:00. An afternoon snack will also be provided. We will only serve meals during these hours as is mandated by the State of Missouri Feeding Program & USDA. Please have your child at the program no later than the designated times to receive a meal, or please be sure your child has had the meal at home. Children are encouraged to use meal time to share their experiences with each other. Manners will be taught and encouraged at this time as well. Please let the staff know if your child brings a sack lunch so we may let our kitchen staff know in advance.

Confidentiality, Abuse, & Neglect

The Sal will keep all member information confidential. The State of Missouri requires us to report any cases of suspected child abuse or neglect.

The Sal Rules of Conduct

While this is not an exhaustive list, it does give some general behavior guidelines. Members are expected to: Stay with the assigned staff member, be respectful to staff and other members, keep their hands to themselves, use appropriate language and behavior. It is expected that all members will behave appropriately in regards to the facility, property and equipment. Children should not be in each other's "bubble" of personal space and should never hit / push / pull / kick / etc. another child. If this is done to them, they are to tell a counselor immediately, not hit back.

Field Trips and Transportation

Misbehavior during field trips may result in loss of participation of the next scheduled trip. Members should not bring money for field trips. We will not be going into any gift shops. Seat belts must be worn when riding in The Salvation Army vans. When riding in the bus, children must follow the bus rules as listed on the bus. Failure to follow transportation rules will result in an Incident Report and/or suspension from *The Sal* transportation, including pick-up at school for the suspension period.



Behavior Management

Our staff use prevention strategies, redirection, natural and logical consequences and encouragement of cooperative and prosocial behavior through the implementation of the Conscious Discipline® system. At The Sal, we use the Conscious Discipline® approach to behavior management, which is a self-regulation program that integrates social emotional learning and discipline.

Positive discipline allows children to solve their own problems with the guidance and modeling of preschool staff – transforming conflict into a learning opportunity. Moments of “behavior issues” are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict and develop pro-social behaviors.

In a typical day, you will hear staff acknowledging a problem exists, labeling the feelings being experienced and guiding the children to find a solution. Adults are prohibited from using corporal punishment, humiliation, threats, seclusion or techniques based on shame or fear. If children engage in behavior that is harmful to themselves or others, we work together with families and our staff team to develop a plan for teaching skills and reducing challenging behavior. The staff strive to work closely with parents to make The Sal experience the best that it can be for each child and family.

For more severe infractions we will follow this Behavior Management policy:

First incident	Verbal Warning / Time-Out / Incident Report to Director and Parent
Second incident	Disciplinary Write-Up by Director/Behavior Improvement Plan
Third incident	1-4 day suspension/Parent conference
Fourth incident	1-2 week suspension
Fifth incident	Removal from program

Personal Belongings

All personal belongings must be labeled with your child's name on it. Please do not let your child bring any valuables (i.e. CD players, iPods, cell phones, other electronics etc...) Items will be kept in the Community Center office until pick-up. Children are not permitted to bring weapons to The Sal. If your child needs to keep a cell phone with them, you must make prior arrangements with the Director. The Salvation Army is not responsible for lost or stolen items. We will put out "lost and found" items approximately once per week.

Dress Code

All children must follow *The Sal* dress code while attending our programs. During the After School Recreation Program this includes the following:

1. Tennis shoes should be worn as much as possible. If your child wears dress shoes to school, please pack their tennis shoes as well so they may change upon arrival to *The Sal*. If they only have dress shoes, they may miss out on outdoor playtime and indoor games. **Shoes should be sturdy and stay on feet at all time; please no crocs or flip-flops.**
2. Socks should be worn with shoes.
3. Shorts should be fingertip-length or longer when standing.
4. Shirts must have a shoulder width of at least 2 inches (about 3 fingers wide.)
5. **No spaghetti straps, tube tops or strapless shirts.**
6. Pants must be worn at the waist.
7. Skirts may be worn but only if paired with shorts or leggings underneath.

If a child arrives in violation of the Dress Code guidelines, a reminder will be given to the parent/guardian and, if possible, a replacement item will be given for the child to change into. Any additional instances will result in the parent/guardian and/or emergency contact being called to bring a replacement item to the child, i.e. tennis shoes for flip flops or a t-shirt for a spaghetti strap tank top.

ONE FINAL WORD:

Please be in constant communication with us (this includes if your child is going to be absent or remove from the program). We are looking forward to an awesome school year with many fun and exciting games and adventures!

Please do not hesitate to contact me for any reason! Any information about your child in our program must be communicated through me and I will pass the information on to the appropriate staff. I can be reached by:

- 1) Email: kelly_thomas@usc.salvationarmy.org
- 2) Calling (417)862-5509 x113. If I am not available please leave a voicemail.

Kelly Thomas
Community Center Director

