

THE EAGLE ZONE

Parent Handbook

Welcome to the Eagle Zone After School Program

Thank you for choosing The Eagle Zone. We are honored that you entrust us to assist in your child's developmental growth.

We promise to devote our time and effort to ensuring that children are safe, happy, and cared for in a positive environment. We are committed to meeting the developmental needs of children through developmentally-appropriate experiences and activities. With a caring and nurturing staff, we promise to provide supervision and guidance that will help children develop their leadership and social skills.

The Program

The Eagle Zone program is set up into a variety of interest centers designed to enhance the children's physical, cognitive, social, and emotional development. Activities and equipment are selected to be fun, stimulating, and educational. Our staff follows a daily routine to ensure consistency.

The Eagle Zone designs weekly lesson plans that are appropriate for the children's developmental levels. Lesson plans will include arts and crafts, exploration and enrichment activities, indoor and outdoor physical activities, and group games. All lesson plans are centered on a weekly theme to help keep it fun and interesting for the children. Our staff encourages ideas and suggestions from the boys and girls when planning activities. In addition to the weekly lesson planned activities, the boys and girls have opportunities to relax and build friendships, learn through fun activities that include games, puzzles, dramatic play, building, puppets, housekeeping, and more.

The Eagle Zone staff realizes the homework challenge for working families, so we offer homework assistance. Quiet reading may also be offered to your child. It is important to note, though we offer this support, there is no guarantee that homework will be completed.

Over and above our normal weekly curriculum and activities, the students will be involved in a variety of projects, participate in birthday celebrations, and have the opportunity to hear guest speakers.

Schedule of Hours of Operation

The Eagle Zone begins immediately after school and ends at 6:00 p.m. on days that school is in session. (This excludes half-day dismissal days when no lunch is served.)

The program is not available on days when school is not in session. This includes holidays and snow days.

Bus transportation (after school) will be provided from Eagleview to Parkview.

Parents arriving after 6:05 p.m. will be charged \$1.00 per minutes after 6:05 p.m. Late fees must be paid before the child is permitted to return to the program. Three late pick-ups will result in dismissal from the program.

In the event a student is still in the program's care at 6:30 p.m., the Columbia Police Department will be contacted to pick up your child.

Enrollment, Fees/Tuition, and Payment Policies

General Enrollment Policies

- Children must attend Eagleview or Parkview Elementary.
- Applications are accepted on a first come, first served basis.
- If a child cannot be placed in the program due to full enrollment, the child will be placed on a waiting list.

Enrollment Steps

Complete and sign The Eagle Zone Application plus the registration fee of \$20.00 per child. Return form and fee to your child's school office.

Fees, Tuition, and Payment Policies

- A \$20.00 application fee will be charged per child enrolling.
- Four or five days is considered to be full-time. The daily rate for a student who attends the Eagle Zone full-time is \$14.00. The daily rate for a second, full-time sibling is \$12.00 per day.
- The daily rate for an Eagle Zone student who attends one to three days a week is \$16.00. The daily rate for a second, part-time sibling is \$14.00.
- Monthly fees are due on the *last* day of the month. Checks can be submitted to the Eagle Zone staff at child pick-up.
- Fees are not adjusted for children who are absent.
- Checks should be written to *Columbia CUSD#4*.
- CHASI eligible.

Returned Checks

A return check fee shall be charged for any returned check payment. If more than **two** checks are returned within a school year, you will be required to pay with certified funds (cash or money order) for the remainder of the school year.

Arrivals and Departures

Authorized Persons

When enrolling your child in The Eagle Zone, the application indicates the authorized persons allowed to pick up your child. Only the persons listed on the form will be allowed to pick up your child and **they will be required to show proper identification.**

Sign-in and Sign-out

Each day The Eagle Zone staff will log each child into the program once they arrive from school.

At the end of the day authorized persons must sign-out the child and notify the staff before leaving the program.

Medicine

The medication policy outlined in the Eagleview School and Parkview School handbooks will be followed. All prescriptions or over-the-counter medications must be given to the child by an adult family member. The Eagle Zone staff cannot dispense any medication. A student who becomes ill while attending the program must be picked up promptly upon notification.

Injuries

The Eagle Zone staff will treat minor injuries such as scrapes, scratches, insect bites, etc., if necessary. Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs the staff will immediately call 911 and the parents or emergency contacts will be notified. If the parent or emergency contact cannot be reached and, in the judgment of the program authorities, immediate medical and/or hospital attention is needed (including ambulance services), your child will be sent to an available hospital and all related fees will be assessed to the parents.

Discipline

Our philosophy and intent is to provide a healthy and happy environment for our students promoting self-respect, respect for others, and self-discipline. Students who participate in the Eagle Zone program are expected to follow the general school rules. Students will be provided with specifics upon entry into the program.

Parents will receive two behavior warnings. On the third occurrence, the child will be removed from the program and all paid fees are forfeited. Cases of gross disrespect and/or insubordination will result in immediate dismissal from the program.

Inclement Weather (Snow Days) or Emergencies

In the event of bad weather or emergencies and the Columbia Community Unit School District #4 is closed, The Eagle Zone will also be closed. If this occurs, tuition will be adjusted accordingly in the final month.

Miscellaneous Information

If your child is going to be absent, please notify your child's school office and they will relay your message to The Eagle Zone staff.

If circumstances force you to withdraw your child from The Eagle Zone, we would appreciate advance notice.

Communication is one of the skills that The Eagle Zone staff will address with the children. Likewise, we encourage you to communicate programs, concerns, daily information, and of course, compliments with the program director. If a need arises, please do not hesitate to contact us.

Personal Belongings

Parents will need to label their child's belongings. If your child brings money or something valuable, it is important that the staff is informed. The Eagle Zone is not responsible for broken, lost, or stolen items.

Snacks

The Eagle Zone will provide a snack for each child in the program.

If you have questions concerning any information in this handbook, please feel free to contact Ms. Becki Certa (The Eagle Zone Director.) Once again, thanks for choosing Columbia's After School Program, "The Eagle Zone."

Ms. Becki Certa
Director
314-712-1599

Mrs. April Becherer
Eagleview Principal
618-281-4995

Mrs. April Becherer
Parkview Principal
618-281-4997



THE EAGLE ZONE

Parent Acknowledgement Form

I have received and read The Eagle Zone Handbook, and am aware of the rules and regulations contained therein.

Student Name: _____

Parent Name (please print): _____

Parent Signature: _____

Date: _____

This acknowledgement form should be completed and returned to The Eagle Zone ASAP.

Please keep this Handbook for your reference.