

COLUMBIA COMMUNITY UNIT SCHOOL DISTRICT #4

Board of Education:
Scott Middelkamp, President
Randy Simmonds, Vice President
Karen Anderson, Secretary

5 Veterans Parkway
Columbia, IL 62236
Telephone (618) 281-4772
Fax (618) 281-4570
www.columbia4.org

Tammy Hines
John Long
Greg O'Connor
Ted Schrader

Dr. Gina Segobiano, Superintendent
Dr. Beth A. Horner, Assistant Superintendent

Dear Parents:

Welcome to the ***Eagle Zone***, our After School Care Program! We firmly believe that your child will benefit from the various opportunities provided by this program. Our foundation is safety and maintaining a child-centered focus where kids can thrive!

The *Eagle Zone* provides various choices that will challenge and motivate your child. You will find that very often, planned art projects, exploration, enrichment activities, indoor and outdoor physical activities, group games, and community speakers will engage your child. The *Zone* creates the environment where your child can be imaginative, creative, and laugh with friends!

In addition, the *Eagle Zone* staff realizes the homework challenges that working families may confront. This said, the *Zone* offers homework assistance and guided study for the children. 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.

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

Thank you for choosing Columbia's After School Care program!

Sincerely,

Ms. Becki Certa
Program Director

Mrs. April Becherer
Eagleview and Parkview Elementary Principal

Columbia Community Unit School District #4
THE EAGLE ZONE
After School Care Program
Grades K – 4

*Columbia CUSD#4 now offers an after school child care program for students in kindergarten through fourth grade. The program is housed at Parkview Elementary. This program provides children of working parents a safe, well-supervised environment, consisting of homework assistance, enrichment activities, and both indoor and outdoor recreation time.
Kids are encouraged to be kids and have fun with their friends!*

Program Overview

- Enrichment activities, community speakers, table games, outdoor play (weather permitting), and arts/crafts are components of the Eagle Zone program.
- Assistance with homework, guided study, and quiet reading is available. Learning is embedded in many of the activities offered.
- Activities are adapted to meet the needs and interests of our Eagle Zone students.
- Activities may vary from day-to-day.
- Kids are encouraged to interact with peers and in groups, but overall to have fun!
- Snacks are provided daily for the students.

Schedule and 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 minute after 6:05 p.m. Late fees must be paid before the child is permitted to return to 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 the child.
- If police intervention is required, the child will be immediately dismissed from the program.

Fees

- A \$20.00 application fee will be charged.
- 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 child 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 child 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.

Safety

- Student safety is our primary concern. All students must be signed out by an adult upon leaving the program.
- All adults must be listed on the Application Form (see attached) for student release.
- Adults may be requested to show proper identification when picking up, if they are not recognized by the staff.

Medicine

- The medication policy outlined in the Eagleview Elementary School and Parkview Elementary School handbooks will be followed.
- All prescriptions and over-the-counter medications must be given to an Eagle Zone staff person if the medication is to be given during the program hours.
- 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 contacts 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.