

# **S.T.R.I.P.E.S. 360**

## **Parent Handbook**



**Republic R-III School District**

**2018-2019**

## WELCOME TO STRIPES 360!

Students and Teachers Reaching Incredible Potential Every Session (STRIPES) 360 programs are designed to serve students of the Republic R-III School District, kindergarten through eighth grade and early childhood students in the full-day preschool program. STRIPES 360 programs were established to provide quality and affordable programming for students during non-school hours. It is our sincere desire to support families in our community by caring for their children in a safe, nurturing, and fun environment with many opportunities for personal growth. Students will be encouraged to participate in activities that promote positive social interaction and emotional growth. The program is intended to extend the opportunities for experiential learning, social development and recreation. All experiences are planned to expand and enrich, rather than duplicate the learning of the school day.

### **STRIPES 360 Mission Statement**

To support our families and community by providing a safe and caring environment with opportunities which inspire student learning while promoting personal growth.

### **STRIPES 360 Vision Statement**

To be recognized as a leader in providing quality school age programming through accreditation and licensing designation.

➔ **You will notice this symbol throughout the Parent Handbook. Please read these items with extra care since they represent changes to past handbooks.**

This program handbook is designed to provide you with the important guidelines and information about the Republic R-III School District STRIPES 360 programs. These programs include:

- Tiger STRIPES (Students and Teachers Reaching Incredible Potential Every Session)
- Tiger TEENS (Teaching, Engaging, Encouraging and Nurturing for Success)
- Tiger PALS (Preschoolers Acquiring Lifelong Skills)
- Friday Early Release
- Cub Care
- Winter Escape
- Summer Safari

Throughout this handbook you will notice references to additional forms; these forms can be found on the STRIPES 360 webpage.

Parents and caregivers are responsible for understanding the material in this handbook. Should you have any questions regarding these policies, please contact me at 417-735-3778. Please retain this handbook for your records.

STRIPES 360 staff look forward to building memories with you and your child. We appreciate the trust you have put in us to care for your child.

Sincerely,



Ashlee Liska  
Director of STRIPES 360

## Program Availability and Location

- Tiger STRIPES: Care will be available at all Republic R-III School District Elementary Schools from 6:30 a.m. until school begins and after school until 6:30 p.m. Tiger STRIPES **will** be in session on early dismissal and make up days.
- Tiger TEENS: Care will be available at the Republic Middle School after school until 6:00 p.m. Tiger TEENS **will** be in session on early dismissal and make up days.
- ➔ Tiger PALS: Care will be available for preschoolers enrolled in full-day preschool classes at Sweeny Elementary from 7:00 a.m. until school begins and after school until 6:00 p.m. Tiger PALS **will** be in session on make up days.
- Friday Early Release: Tiger STRIPES will be available beginning at 2:30 p.m. and Tiger TEENS will be available beginning at 1:40 p.m. at their respective locations.
- Cub Care: Care will be offered for kindergarten – eighth grade students on **most** days the Republic R-III School District is not in session during the school year from 6:30 a.m. to 6:30 p.m. at McCulloch Elementary.
- Winter Escape: Care will be offered for kindergarten – eighth grade students during the school year on days when school is not in session due to inclement weather from 7:00 a.m. to 6:00 p.m. at McCulloch Elementary. (Start time may be delayed if road conditions are considered unsafe.)
- Summer Safari: Care will be offered for students entering kindergarten-sixth grade the following school year during the summer months from 6:30 a.m. to 6:30 p.m. at McCulloch Elementary.

## STRIPES 360 Activities

STRIPES 360 programming will:

- Offer a wide variety of activities promoting a healthy lifestyle.
- Tailor activities to the learning levels of the students.
- Use fun, hands-on approaches to learning.
- Offer activities to expand and enrich, not duplicate, the school-day curriculum.
- Use real-life situations to learn essential life skills.
- Offer project based learning experiences in the areas of science, technology, engineering, and mathematics (STEM) as well as reading, writing, and the arts.
- Provide student guided activities.
- Feature a caring and consistent relationship between students and staff.

## Typical Activities

STRIPES 360 programming may include:

- Quest Time (student choice)
- Group Activities and Team Building
- Enrichment Activities
- Homework Time (Students are encouraged to complete homework, but are not required.)
- Outside/Physical Activity Time
- Snack Interact

## Enrollment Options

Tiger STRIPES

- Full-Time (4-5 days/week)
  - Before and After School
  - Before School Only
  - After School Only
- Part-Time (3 days or less/week)
  - Before and After School
  - Before School Only
  - After School Only
- Friday Early Release Only

**Due to licensing ratio requirements, we are unable to offer drop-in care to unenrolled families.**

## Tiger TEENS

- After School
- Friday Early Release Only

## Tiger PALS

- Before and After School
- Before School Only
- After School Only

## Cub Care (kindergarten - eighth grade students only)

- There is an additional fee for each of these days. Enrollment is limited so prior registration is necessary. For more information including scheduled field trips go to <https://www.republicschools.org/Page/1144>.

## Winter Escape (kindergarten - eighth grade students only)

- There is an additional fee for each of these days. Prior registration is not necessary for Winter Escape. Additional information can be found at <http://www.republicschools.org/Page/1145>.

## Summer Programming

- Summer School Tiger STRIPES (before and after school care)
- Full-Day Summer Safari
  - Full-Time (4-5 days/week)
  - Part-Time (3 days or less/week)
- Additional information can be found at <http://www.republicschools.org/Page/1146>.

## Registration Procedures

Registration for Tiger STRIPES, Tiger TEENS, Tiger PALS and Friday Early Release can be completed online at [http://weblink.donorperfect.com/register1819\\_STRIPES360](http://weblink.donorperfect.com/register1819_STRIPES360). A non-refundable \$30.00 registration fee and the first two weeks' tuition are required before your child may attend. If you have an outstanding balance from any STRIPES 360 program your registration will not be processed until the balance is paid in full.

Registration for Cub Care can be completed online at <http://bit.ly/STRIPES360CubCare2018-2019>. **Your child's Cub Care spot is not reserved and they may not attend until the payment has been received.**

Registration for Winter Escape can be completed online at <http://bit.ly/stripes360winterescape>. Registration for Winter Escape can also be processed at drop-off. **Payment must be received at the time of drop-off in order for your child to attend.**

In addition to the completed online registration form the following paperwork will be needed **prior** to admission to the program:

- Individual Plan for Specialized Care – must be filled out and signed by a qualified professional (i.e. doctor, psychologist, etc.) if your student has asthma, ADHD/ADD, Autism, seizures, rescue medications, allergies (including food allergies) or diet restrictions.
- Medication Authorization Form – for asthma inhaler, epi-pen, and Benadryl etc.
- Custody paperwork (Divorce Decree, Power of Attorney, Separation)
- Other forms/information pertinent to your student or family

## Billing and Payment Information

For Tiger STRIPES, Tiger TEENS, and Tiger PALS you will be **e-mailed** a billing invoice one week prior to the tuition due date. Tuition is **prepaid** one week in advance for two weeks of service. See Appendix B for payment due dates.

All tuition and fees must be paid within five school days of the payment due date. All accounts that are not paid within five school days will be assessed a \$10.00 late fee on the 6<sup>th</sup> school day. Parents will receive notice that their account is delinquent, and an opportunity will be given to pay the account balance. Your student(s) may be

dismissed after the tenth school day if tuition and late fee remain unpaid unless prior arrangements are made and agreed to in writing. Please see "STRIPES 360 Late Payment Process" below for additional information.

\*Note: tuition can be paid either bi-weekly or monthly. Please contact Aubrey Gideon, STRIPES 360 Administrative Assistant if you need to make alternative payment arrangements or if extenuating circumstances arise.

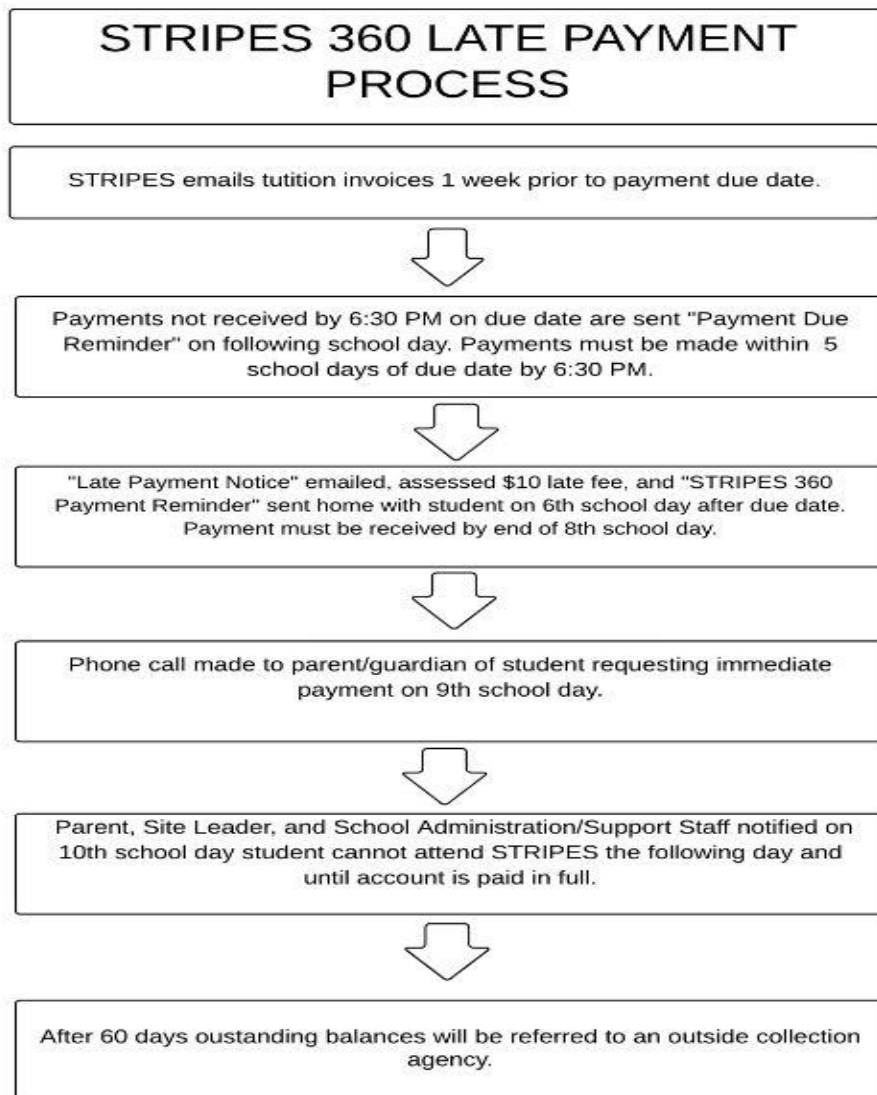
Cub Care invoices will be e-mailed after registration has been received. Payment for Cub Care must be received 24 hours prior to the day of service in order to secure your spot.

Due to the flexibility of Friday Early Release and the unforeseen Winter Escape days, payment for these two programs is not required until the day of service.

Tuition can be paid by cash, check, money order or credit/debit card. **If paying by credit/debit card, a processing fee of 3% will be added to the payment amount.** To avoid the 3% processing fee and late payment fees you can sign up for Automatic Debit/Credit Card payments upon enrollment. The authorization form can be found under "Parent Resources" on the STRIPES 360 webpage.

Parents should place required payments in an envelope with the student's name and amount to ensure your payment is applied to the correct account. Place payment envelope in site payment box. A receipt will be **e-mailed** after tuition has been collected.

Year-end tax information will be available by January 31<sup>st</sup>. For those of you who have reimbursement plans, our Tax ID number is: 446004149.



### Credits and Refunds

No credits will be given due to absences relating to illness, weather, change in school calendar or other situations that are not in our control. There will be no refund of fees due to suspension or expulsion. Registration fees are non-refundable. Any tuition paid beyond a two week notification may be refunded.

### E-Mail Invoicing and Online Payments

Parents will receive an e-mail invoice once tuition has been posted to your account; it will be the parent's responsibility to view these invoices. The invoice will list any transactions that have occurred on your child(ren)'s account during the previous month and the bi-weekly tuition charge for the current payment due. When you download the invoice you will notice (in blue) a "click-to-pay" link. If you would like to pay by credit/debit card you may do so by clicking on that link. **Note: if paying by credit/debit card, a processing fee of 3% will be added to the payment amount.**

### Enrollment Change

If a change in enrollment needs to be made, the STRIPES 360 Administrative Assistant must receive notice 2 weeks prior to the change. An enrollment change form can be found under "Parent Resources" on the STRIPES 360 webpage for this purpose. Tuition and late fees will continue to be charged until the STRIPES 360 Administrative Assistant receives appropriate notification.

### Payment Arrangements and Concerns

We encourage families to be proactive and contact us to make payment arrangements or seek assistance if you are having problems with your account. Our goal is to keep your student enrolled in our program, but if you do not let us know that you need assistance, we must follow protocol. If you are better able to pay at a different due date other than what is on the payment schedule, you must contact the STRIPES 360 Administrative Assistant prior to the payment due date to discuss an extension. We are also glad to adjust your due date to match your payday. **Note: All payment/tuition concerns will be directed to the STRIPES 360 Administrative Assistant. Program staff is not privy to billing/account information. ALL PAYMENT ARRANGEMENTS ARE MADE AT THE DISCRETION OF THE DIRECTOR OF STRIPES 360.**

### Proration of Tuition

Any and all proration of tuition is up to the discretion of the Director of STRIPES 360 and will be based upon the timing and circumstances of the student's entry/withdrawal from the program.

### Returned Checks

There will be a returned check fee of \$10.00 in cash. After the second insufficient funds notice, all tuition must be paid in cash from that point forward.

### Reduced Tuition Rates

Tiger STRIPES families may qualify for reduced tuition rates based on free and reduced lunch eligibility. The free and reduced lunch application can be found here <https://www.republicschools.org/domain/40> or under "Parent Resources" on the STRIPES 360 webpage. All applications must be submitted to the Republic R-III School District Food Service Department in order for your family to qualify. Families should contact the STRIPES 360 Administrative Assistant to follow up on any applications submitted after September 1<sup>st</sup>.

### State Tuition Assistance

Tiger STRIPES, Tiger TEENS, and Summer Safari does accept child care subsidy payments from the Family Support Division and the Division of Social Services Children's Division; however, it is the responsibility of the parent/guardian to initiate this program by contacting the Family Support Division at 1-855-373-4636 or completing the online application at <https://dss.mo.gov/fsd/child-care.htm>. If you are already approved for child care assistance, you will need to contact them and provide the correct vendor number below. The Family Support Division will not cover registration fees. The registration fee and first two week's tuition must be paid at the time of enrollment. Until the STRIPES 360 office receives a copy of your approval from the Family Support Division, you will be responsible for the full tuition. Once approval is received you will be notified of your monthly co-pay and sliding fee amount. All families who are approved for child care assistance must complete a student attendance record each month by signing on the days the student attends.

➔ **All approvals must be received within 30 days of registration (students may be dismissed after 30 days if approval has not been received).**

**Note: Tiger PALS, Cub Care and Winter Escape is not covered by the Family Support Division or the Department of Social Services and you will be required to pay the full amount for these programs.**

***Vendor Numbers for STRIPES 360:***

Lyon Elementary – 002238555  
McCulloch Elementary– 002028228  
Price Elementary – 002238260  
Schofield Elementary – 002028219  
Sweeny Elementary – 002408639  
Middle School – 002428260  
Summer Programming – 002100087

**Withdrawing from the Program**

To withdraw your student from any STRIPES 360 program you must notify the STRIPES 360 Administrative Assistant by phone at 417-735-3778, email at aubrey.gideon@republicschools.org, or by completing the online enrollment change form. **Verbal notification to your Site Leader, Site Staff or Elementary Office does not qualify as notice and you will be charged until notice has been given to the STRIPES 360 Office.** See also “Credits and Refunds” and “Enrollment Change” sections.

**STRIPES 360 Policies**

These are general policies that will apply to **all** STRIPES 360 programming.

**Absences**

All absences, even partial (i.e. staying after class, clubs, tutoring, etc.) must be reported by the parent to the STRIPES 360 office. If your student will not be attending for any reason, you must notify the program by using any of the following methods:

- E-mail the STRIPES 360 Administrative Assistant.
- Call the site’s cell phone and leave a message.
- Call the STRIPES 360 office.
- Call the school office.

**Students not in attendance at school when the school day dismissal bell rings, may not be signed in to the program at a later time. For example: student was signed out of school early for a doctor appointment, but did not get signed back in before the end of the school day.**

**NOTE: There will not be any proration or refunds of tuition due to absences.**

**Bus Conduct**

STRIPES 360 will use Republic R-III School District buses from time to time for field trips. Students must abide by the bus discipline policy while attending field trips. It is not only the transportation department’s and staff’s responsibility to make each trip a safe and trouble-free trip, but it is also the students’ responsibility, with help from parents, to learn the riding rules and obey them in order to continue attending field trips. Students should observe the following guidelines:

1. Be courteous.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Stay in your seat. The bus driver and STRIPES 360 staff reserves the right to assign specific seating arrangements as needed.
6. Keep head, hands, and feet inside the bus.
7. Keep all body parts to yourself.

### Communication

Please feel free to communicate with STRIPES 360 staff at any time. We understand that situations of concern may arise. As stated in Board Policy KL: Public Complaints, “[s]uch concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members.” If you have concerns to discuss with the Director of STRIPES 360; please make an appointment. STRIPES 360 works with school staff (i.e. principals, counselors, and teachers) in order to provide the best and most consistent experience for your student. Information regarding your student may be shared and communicated with school staff to accomplish this.

The Sign In/Out Table and Parent Board is a good source of information. Important information such as program changes or policy changes are made available through postings, e-mails and fliers. Information will also be shared via Tiger Talk, Emails, School Messenger, the STRIPES 360 Facebook page and the STRIPES 360 webpage.

### Conduct and Discipline

We take a constructive approach to discipline and our staff regularly reviews rules with participants. Please, immediately report to staff any uncomfortable or threatening situations you or your child(ren) may experience while participating in STRIPES 360. We will investigate and make every effort to promptly resolve any inappropriate behavior.

### Confidentiality

Within STRIPES 360, confidential and sensitive information will only be shared with program staff who have a “need to know” in order to most appropriately and safely care for your student. Confidential and sensitive information about staff, other parents and/or students will not be shared with parents, as STRIPES 360 strives to protect each person’s right to privacy. Student information will not be released to anyone other than the parent or legal guardian.

### Custody Issues

In cases where the student is the subject of a court order (e.g., Custody Order, Parenting Plan, Restraining Order, or Protection from Abuse Order), STRIPES 360 must be provided with a copy of the most recent order and all amendments. The orders of the court will be strictly followed. In the absence of a court order, program staff cannot limit the access of one parent (or guardian) by the request of the other parent (or guardian), regardless of the reason.

### Dismissal of Student from Enrollment in the Program

All reasonable efforts will be made to meet needs of the individual student; however, students may be dismissed from any program for the following:

- A student has been picked up late from the program in excess of three times.
- A student’s tuition is more than 10 school days past due.
- A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (e.g., running away, fighting, verbal abuse, or deliberately hurting self, another student or staff). (Department of Health and Senior Services/Daycare Licensing Rule 19)
- If Republic R-III School District personnel and the parent(s) cannot establish a mutually satisfactory working relationship. (Department of Health and Senior Services/Daycare Licensing Rule 19)

### Dress Code (Cub Care, Winter Escape and Summer Safari ONLY)

Students should be dressed according to the day’s activities and weather. Closed-toe shoes are required; open toed shoes (flip-flops or sandals) or Crocs will **not** be allowed at Cub Care, Winter Escape and Summer Safari. Students need to wear **gym shoes every day**. Please make sure your student **always has socks** either on their feet or with them.

### Field Trips and Activities (Cub Care and Summer Safari ONLY)

Students will be participating in field trips on Cub Care and Summer Safari days. Each field trip will have students off-site for a minimum of 5 hours a day. Unless otherwise stated **all students must be signed-in by 9:00 a.m.**



Buses will leave promptly at the listed departure time and will not be held if you are running late. We are unable to care for your student should they arrive late and they miss the bus. Every student attending Cub Care or Summer Safari will be expected to go on field trips with the entire group. For safety reasons students may not be dropped off or picked up at the field trip location.

### Emergency Preparedness

It is mandated that licensed programs have an Emergency Plan and that disaster drills be conducted monthly during the school year. In compliance with these regulations, the Republic R-III School District and STRIPES 360 have established procedures to be carried out in evacuating and protecting the students. Instructions for such emergencies are explained in the STRIPES 360 Emergency Plan, by program staff, posted in program areas, and practiced on a regular basis. A copy of the STRIPES 360 Emergency Plan can be viewed on-site at each program location.

### Homework Policy

Homework is an important concern. The needs and wants of families and schools in regards to homework are very diverse – not all children want or need the same thing. Some parents choose to do homework with their children at home, but others prefer most of the child’s homework gets completed during the program. We do our best to accommodate these diverse needs. Students may work on homework with the assistance of a staff person, if time and student/staff ratios allow or during “free choice” times. However, this is an enrichment program with the emphasis on socialization and keeping students active and safe.

**Please note that Tiger STRIPES and Tiger TEENS staff cannot force your children to do homework, but we will encourage those who have homework to complete it.**

### Illness, Injuries, and Student Health Conditions

All staff members are responsible for reporting and ensuring treatment of a students. All STRIPES 360 staff are CPR and First Aid Certified.

If a staff member becomes aware of any of the symptoms listed below displayed by a student or a student complains of not feeling well, the parent or emergency contacts will be called immediately. If you know that your student is ill and/or exhibiting any of the following symptoms, please do not bring him/her to STRIPES 360.

- Student has a fever of 100 degrees
- Persistent Cough
- Signs of listlessness or undue fatigue
- Diarrhea or Vomiting
- Generalized rash all over body or unexplained new rash
- Pink Eye or Conjunctivitis
- Head lice

**\*Note: Students should be fever-free, without medication, for 24 hour before returning to STRIPES 360.**

Students who become sick, or are injured at STRIPES 360, should report to a Site Leader. The Site Leader will assess the student’s problem and contact a parent/guardian if the student requires further medical assistance or needs to go home. As per state licensing requirements an incident report will be completed for any accident/injury or health concern. A staff member will obtain the parent(s)’ signature acknowledging receipt of information/notification and the signed copy will become part of the student’s file.

Ill students must be picked up as soon as feasibly possible. It is up to parent discretion as to whether or not an injured student is picked up early.

### Late Pick-Up Fees

Pick-up from STRIPES 360 programs must occur by 6:30 p.m. for Tiger STRIPES, Cub Care and Summer Safari and 6:00 p.m. for Tiger PALS, Tiger TEENS and Winter Escape. Late fees will be imposed as follows: \$5.00 per student for each period of 1-10 minutes beyond the designated closing time. After the 3<sup>rd</sup> late pick-up the student may be dismissed from the program.

- There will be no exceptions or warnings. If you are late for any reason, (flat tire, work related issues, miscommunication between parents, etc.), a charge will be issued. A “no exceptions” policy makes it easier for us to apply the late policy to everyone consistently and fairly.
- A form indicating the student’s name and at what time the parent arrived has been developed with the policy clearly stated. The parent and Site Leader will sign this form for documentation of the infraction.

**Note: The school’s clock will serve as the “official clock”.**

#### Medication and Other Individual Needs

- A special care plan must be completed and on file for students requiring the use of medication during any STRIPES 360 programming. Please see the “Special Care Plans” section for more information.
  - Only rescue medications will be given during the time in which Tiger STRIPES, Tiger TEENS and Tiger PALS are in session. All other medicines should be given to your student before or after the program, or during the school day, by the school nurse.
  - Only Doctor prescribed and rescue medications will be administered during Cub Care, Winter Escape and Summer Safari and staff will not administer the first dose of any medication. For the safety of all students and staff, over the counter medications will not be administered without a doctor’s note.
  - **Medications will need to be provided for Tiger STRIPES, Tiger TEENS and Tiger PALS independently from those distributed to the school as we do not have access to the nurse’s office and there is not a nurse on staff during STRIPES 360 program hours.**
  - Medications must be provided in the original labeled container to a Site Leader with written instructions as to how the medication should be administered. A request to administer medication form needs to be signed by the parent/guardian.
  - Students will not be allowed to self-administer medications.
- ➔ Parents of students that require special accommodations to meet their individual needs should notify the STRIPES 360 office at least 7 days in advance to ensure that accommodations are in place before the student attends.

#### Missouri Department of Health and Senior Services, Section for Child Care Licensing Rules and Regulations and Associated District Handbooks

The Republic R-III School District Tiger STRIPES programs are licensed through the State of Missouri Department of Health and Senior Services. As a licensed program, we agree to comply with the Missouri State Statute Section 210.201-259, RSMo and Department of Health and Senior Services Licensing Rules and Regulations for Child Care Centers.

The Child Care Licensing Rules and regulations for Group Child Care Homes and Child Care Centers book is located at each Tiger STRIPES site. As a licensed facility, staff members are expected to adhere to rules and regulations at all times. The Tiger STRIPES Department of Health and Senior Services, Section of Child Care license is posted at each site.

The STRIPES 360 Program Handbook is available to each Tiger STRIPES family, as well as every STRIPES 360 staff member. All handbooks are revised and Board-approved annually.

STRIPES 360 will follow guidelines and policies established in the Elementary and Middle School Student Handbooks.

#### Open Door Policy

It is our policy to encourage parents and families to visit our program at any time with prior notice and approval by the Director of STRIPES 360. Adult guests will be limited to persons listed on the student’s enrollment form, unless written notice has been given by parents prior to the visit. If guests interfere with the operation of the program, or upset the student, they will be denied access. Abuse of this policy may require the program to deny further guests.

#### Outdoor Temperature and Weather Policy

Outside recreation offers important time for physical activity and social development. Weather permitting, students are given outside time each day, so please be sure that your student is dressed appropriately. Many

factors play a role in the amount of time the students spend outside including weather conditions, the clothing worn by a student, etc. The following guidelines will be used when determining the amount of time spent outside:

- A temperature above 40 degrees Fahrenheit and below 90 degrees Fahrenheit, all students will go outside.
- A temperature between 32 and 40 or 90 and 95 degrees Fahrenheit, all students will go outside; however the time spent outside will be limited to 15-20 minutes.
- A temperature/wind chill below 32 degrees or a temperature/heat index above 95 degrees Fahrenheit, outside time will be postponed until temperature is at approved levels.

At the first indication of lightening, thunder or severe weather of any kind, staff will bring students indoors and outside time will be eliminated.

STRIPES 360 and the Republic R-III School District reserve the right to cancel field trips or activities due to extreme heat or dangerously cold conditions. Inclement weather plans will be provided to parents in the event a trip is canceled or changed to a new location. Communication will be provided via Facebook, e-mail, and School Messenger.

### Parent Involvement in the Program

Parents are invited and encouraged to be involved in STRIPES 360 activities. There are many different ways in which parents can participate and volunteer with STRIPES 360. If you are interested please notify the Director of STRIPES 360 to make arrangements.

### Personal Property

STRIPES 360 is not responsible for any personal property brought to the program. We will have baskets for your student to use to store their personal items. Use of personal electronics such as, but not limited to, the following: tablets, gaming devices, cell phones, and iPods is prohibited during program hours. No trading cards are allowed at STRIPES 360 programs (i.e. Pokemon, Yu-gi-oh, sports cards, etc.).

➔ School issued Chromebooks may be used during Tiger TEENS at the discretion of program staff.

### Phone Policy

Students will not be allowed to use the site cell phone or their own during STRIPES 360 programming. Phone calls pertaining to STRIPES 360 should be directed to the STRIPES 360 office at 417-735-3778 during school hours or to the staff at each school during program times.

- Lyon Elementary Tiger STRIPES – 417-379-9458
- McCulloch Elementary Tiger STRIPES – 417-350-3385
- Price Elementary Tiger STRIPES – 417-379-3419
- Schofield Elementary Tiger STRIPES – 417-459-7482
- Sweeny Elementary Tiger STRIPES – 417-225-2760
- Preschool Tiger PALS - TBD
- Middle School Tiger TEENS – 417-773-2634
- Cub Care, Winter Escape and Summer Safari – 417-350-3385

### Program Changes

The Republic R-III School District and STRIPES 360 reserve the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program which may become necessary. Advance notice of changes will be provided when necessary.

### Reporting Suspected Child Abuse

As stated in Board Policy JHG: Reporting and Investigation Child Abuse/Neglect,

“[t]he Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observed the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee...”

### Sign-in/Sign-out

Every student **MUST** be signed-in and signed-out of the program daily with both a parent signature and time. Only parents and those listed on your approved pick-up list (an emergency card/approved pick-up list will be provided on your first day), 16 years and older, listed on the enrollment form or authorized pickup list will be allowed to sign out a student from the program. Parents may authorize additional pickups anytime by adding them to the emergency card/approved pick-up list at their site. **Failure to comply with the sign-in/sign-out system may result in dismissal from the program.**

**We check photo identifications daily.** No student will be released to leave with someone who refuses to show identification when asked. This is for your child's safety. Please communicate with anyone on your approved pick-up list to bring identification.

Parents of a student in STRIPES 360 are entitled to immediate access, without prior notice, to their student whenever they are in the care of STRIPES 360 as provided by law. STRIPES 360 staff cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. In cases where the student is the subject of a court order, STRIPES 360 must be provided with a certified copy of the most recent order and all amendments.

Keep in mind, changes made in your child's daily routine can be confusing to the child, the school and to STRIPES 360 staff. Scheduled changes in the afternoon should be kept to a minimum. Confirmation of the schedule changes is the responsibility of the parent.

➔ Note: In an effort to ensure the safety and security of your children, students enrolled in Tiger STRIPES and Tiger PALS must be signed into the program by 8:10 a.m. and cannot be signed out of the program until after 3:45 p.m. to avoid potential accidents and congestion. At many of our schools the bus lane or drop-off/pick-up lane is also used as the drop-off/pick-up lane for Tiger STRIPES and Tiger PALS. If you anticipate the need to pick up your child prior to 3:45 p.m., please contact the front office where your child attends school by 3:00 p.m. so he/she can be switched to a car rider for that day.

➔ **COMING SOON! The Tiger STRIPES and Tiger TEENS programs will be moving to an electronic time and attendance system in January of 2019. Additional information will be provided as it becomes available.**

### Snacks and Meals

STRIPES 360 follows the food and nutrition guidelines for the Child and Adult Care Food Program and Missouri Child Care Licensing requirements set by the Missouri Department of Health and Senior Services in the design of our snacks. Snack menus are posted for review by parents.

- All snacks are peanut and tree nut free.
- Students with diet restrictions (other than peanut or tree nut allergies) must provide STRIPES 360 with a special care plan. Parents may either bring an alternative snack or sign off on an approved snack list (snack approval lists can be obtained from a site leader).
- On Cub Care, Winter Escape and Summer Safari days each student will need to bring a nutritious lunch from home. STRIPES 360 will provide two snacks (including a choice of juice or water) each day.

### Special Activities

If your student will be attending a special activity (CORE Tutoring, Literacy Detectives, Math Club, sports, assisting a teacher etc.) on a regular basis, a permission slip or "Permission to Leave" form (this form can be obtained from a site leader) must be signed and kept on file for each activity.

- Your student will not be released or allowed to attend the activity without the signed permission slip.
- The form cannot be used as a blanket waiver for release at varied times or activities. It must specify dates and times for releases.

### Special Care Plans

STRIPES 360 is dedicated to serving all students and families needing our service provided that they can effectively operate within the regular staff to student ratio of 1:16. STRIPES 360 will not discriminate based on disability and will make reasonable accommodations for any disability that adversely affects a major life activity. Unfortunately, there are times our programs cannot meet the needs of some students based on licensing regulations.

If your student has a health concern, disability, behavioral or developmental need, the Missouri Department of Health and Senior Services requires you have a qualified professional (doctor, psychologist, etc.) complete the Special Care Plan for your student (19 CSR 30-62.132). This form will enable STRIPES 360 to create a more successful environment and experience for your student. STRIPES 360 staff will familiarize themselves with all student's files including IEP's, allergies and special needs information in order to adequately supervise and care for each student.

- As this is a licensing requirement, your student will not be allowed to attend the program until a Special Care Plan is on file. An IEP or 504 will be accepted in lieu of a Special Care Plan.
- Rescue medications or alternate snacks cannot be given without a Special Care Plan or snack approval list on file.

### ➔ Staff Training and Professional Development

STRIPES 360 staff members are selected for their experience, skills, and love of children. All staff members undergo fingerprint clearance, background checks, and health screening assessments. STRIPES 360 staff are certified in CPR/First Aid and trained on Emergency Disaster and Response, Mandatory Child Abuse and Neglect Reporting, Health and Safety, and Social and Emotional Health as required by state law. All staff are also required to attend at minimum twelve hours of professional development each year. Staff will be assessed continuously for training topics.

### Student Insurance

The Republic R-III School District and the STRIPES 360 program do not carry hospitalization or accident insurance which will cover a student who is injured at school or any school activities. This includes any off-site activities (i.e. field trips, parks, bus trips).

## STRIPES 360 Student Discipline Policy

STRIPES 360 will follow the same discipline policy and student code of conduct as set forth in the elementary and middle school student handbooks. In the event a student has difficulty following this policy, STRIPES 360 staff will contact the parents and appropriate school personnel. The District Discipline Policy is designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. Any violations will be documented by the program staff, signed off on by the parents, and placed in the students' file.

### General Rules

1. Be Respectful
2. Be Safe
3. Be Responsible
4. Use ONLY Appropriate Social Interactions
5. Use Appropriate Language

### Disciplinary Actions

*\*See Appendix D: STRIPES 360 Discipline Scope and Sequence*

*Parents will receive documentation of each occurrence and a signed copy will be kept in the student's file. If you have concerns about disciplinary actions, we encourage you to speak to the Site Leader first.*

**NOTE:** SEVERE BEHAVIOR concerns or repeated occurrences of poor behavior may result in your student being suspended from ALL STRIPES 360 Programming indefinitely.

### Suspension or Dismissal

STRIPES 360 reserves the right to suspend or dismiss a student from a program. The decision to suspend or dismiss a student from a STRIPES 360 program is at the discretion of the Director of STRIPES 360 and the Republic R-III School District. ***\*See STRIPES 360 Scope and Sequence for behaviors or incidents that may result in suspension or dismissal.***

Prior to suspension or dismissal, an investigation of the incident may be necessary. In the event a student is dismissed from a STRIPES 360 program, parents will receive documentation of the incident.

**NOTE:** The Director of STRIPES 360 reserves the right to suspend or dismiss a student at any time due to the severity of an incident, student behavior, or to ensure the safety of the other students and staff in the program.

## Appendix A: Tuition and Fee Structure

### Tiger STRIPES

Enrollment Option:	Full-Time (4-5 days/week) Bi-Weekly Rates (per child)		
	Full Rate	Reduced Lunch Rate	Free Lunch Rate
Before School	\$38.50	\$28.88	\$25.75
After School	\$73.50	\$55.13	\$49.25
Before and After School	\$108.50	\$81.38	\$72.63
Enrollment Option:	Part-Time (3 days or less/week) Bi-Weekly Rates (per child)		
	Full Rate	Reduced Lunch Rate	Free Lunch Rate
Before School	\$31.00	\$23.25	\$20.75
After School	\$58.50	\$43.88	\$39.25
Before and After School	\$86.00	\$64.50	\$57.63

**\*Note: Rates are calculated based on a daily rate multiplied by 174 (# of days Tiger STRIPES is in session), then divided by 18 to get 18 equal bi-weekly payments.**

- Part-time students will be **required** to choose the days they are attending and adhere to that schedule or provide Tiger STRIPES with a weekly schedule in writing.
- Students with current program enrollment may choose to drop-in additional days with prior approval by the STRIPES 360 office; however the number of days per month is not to exceed 5 to avoid being billed for the next higher enrollment option. The before school drop-in fee is \$5.00 per day and the after school drop-in fee is \$10.00 per day.

**NOTE: This does not apply to those enrolled in the Friday Early Release Only option.**

- There will be a 10% multiple child discount for families with more than one student enrolled in the Tiger STRIPES program ONLY. This discount will apply to the above bi-weekly rates ONLY.
- ALL families will pay full tuition rates until a current free/reduced lunch application is provided to the Republic R-III School District Food Service Office. It is the responsibility of the parent to confirm that STRIPES 360 has received the information. Once current school year documentation is received, all tuition from the current month forward will be charged at the free/reduced rate. These rates will apply to the above bi-weekly rates ONLY.

### Tiger TEENS

Enrollment Option:	Bi-Weekly Rate (per child)
After School	\$50.00

### Friday Early Release

Enrollment Option:	Bi-Weekly Rate (per child)
Elementary: 2:30 – 3:30 p.m. Middle School: 1:40 – 2:40 p.m.	FREE
Elementary: 3:30 – 4:30 p.m. Middle School: 2:40 – 3:40 p.m.	\$7.00

### ➔ Tiger PALS

Enrollment Option:	Bi-Weekly Rate (per child):
Before School	\$25.00
After School	\$40.00
Before and After School	\$65.00

### Cub Care, Winter Escape, and Summer Safari

Program Option:	Rate (per child)
Cub Care & Winter Escape	\$20.00 per day
Summer Safari	\$20 registration fee Weekly Fees: To be provided by April of each school year.

## Appendix B: STRIPES 360 Payment Schedule

### 2018-2019 Bi-Weekly Tuition Payment Schedule

Approximate Invoice Date	Payment Due Date	Dates Covered	Late Fee Assessment Date
Upon Enrollment	August 14 <sup>th</sup>	August 14 <sup>th</sup> - August 24 <sup>th</sup>	N/A
August 14 <sup>th</sup>	August 20 <sup>th</sup>	August 27 <sup>th</sup> – September 7 <sup>th</sup> <b>*September 3<sup>rd</sup> not included*</b>	August 27 <sup>th</sup>
August 27 <sup>th</sup>	September 4 <sup>th</sup>	September 10 <sup>th</sup> – September 20 <sup>th</sup>	September 10 <sup>th</sup>
September 10 <sup>th</sup>	September 17 <sup>th</sup>	September 24 <sup>th</sup> – October 5 <sup>th</sup>	September 24 <sup>th</sup>
September 24 <sup>th</sup>	October 1 <sup>st</sup>	October 8 <sup>th</sup> – October 19 <sup>th</sup> <b>*October 12<sup>th</sup> not included*</b>	October 8 <sup>th</sup>
October 8 <sup>th</sup>	October 15 <sup>th</sup>	October 22 <sup>nd</sup> – November 2 <sup>nd</sup>	October 22 <sup>nd</sup>
October 22 <sup>nd</sup>	October 29 <sup>th</sup>	November 7 <sup>th</sup> – November 20 <sup>th</sup>	November 7 <sup>th</sup>
November 12 <sup>th</sup>	November 19 <sup>th</sup>	November 26 <sup>th</sup> – December 7 <sup>th</sup>	November 26 <sup>th</sup>
November 26 <sup>th</sup>	December 3 <sup>rd</sup>	December 10 <sup>th</sup> – December 21 <sup>st</sup>	December 10 <sup>th</sup>
December 27 <sup>th</sup>	January 3 <sup>rd</sup>	January 3 <sup>rd</sup> – January 18 <sup>th</sup>	N/A
January 7 <sup>th</sup>	January 14 <sup>th</sup>	January 22 <sup>nd</sup> – February 1 <sup>st</sup>	January 22 <sup>nd</sup>
January 22 <sup>nd</sup>	January 28 <sup>th</sup>	February 4 <sup>th</sup> – February 14 <sup>th</sup>	February 4 <sup>th</sup>
February 4 <sup>th</sup>	February 11 <sup>th</sup>	February 19 <sup>th</sup> – March 1 <sup>st</sup>	February 19 <sup>th</sup>
February 19 <sup>th</sup>	February 25 <sup>th</sup>	March 4 <sup>th</sup> – March 8 <sup>th</sup> March 18 <sup>th</sup> - March 22 <sup>nd</sup> <b>*Spring Break not included*</b>	March 4 <sup>th</sup>
March 11 <sup>th</sup>	March 18 <sup>th</sup>	March 25 <sup>th</sup> – April 5 <sup>th</sup>	March 25 <sup>th</sup>
March 25 <sup>th</sup>	April 1 <sup>st</sup>	April 8 <sup>th</sup> – April 18 <sup>th</sup>	April 8 <sup>th</sup>
April 8 <sup>th</sup>	April 15 <sup>th</sup>	April 22 <sup>nd</sup> – May 3 <sup>rd</sup>	April 22 <sup>nd</sup>
April 22 <sup>nd</sup>	April 29 <sup>th</sup>	May 6 <sup>th</sup> – May 17 <sup>th</sup>	May 6 <sup>th</sup>

**\*Please see page 5 for the STRIPES 360 Late Payment Process\***



## Appendix C: Contact Information and Program Locations:

*Keeping in mind that we are housed in a K-5 elementary building without direct access to our office, we ask that you call ahead and schedule an appointment if you need to meet with STRIPES 360 staff.*

STRIPES 360 Office	234 E. Anderson	P: 417-735-3778 F: 417-735-3735
Director of STRIPES 360	Ashlee Liska	E: <a href="mailto:ashlee.liska@republicschools.org">ashlee.liska@republicschools.org</a>
Assistant Director of STRIPES 360	Jan Davis	E: <a href="mailto:jan.davis@republicschools.org">jan.davis@republicschools.org</a>
STRIPES 360 Administrative Assistant	Aubrey Gideon	E: <a href="mailto:aubrey.gideon@republicschools.org">aubrey.gideon@republicschools.org</a>

Lyon Elementary Tiger STRIPES	201 E. Hwy 174	Program Cell: 417-379-9458
McCulloch Elementary Tiger STRIPES	234 E. Anderson	Program Cell: 417-350-3385
Price Elementary Tiger STRIPES	518 N. Hampton	Program Cell: 417-379-3419
Schofield Elementary Tiger STRIPES	235 E. Anderson	Program Cell: 417-459-7482
Sweeny Elementary Tiger STRIPES	720 N. Main	Program Cell: 417-225-2760
Preschool Tiger PALS	720 N. Main	Program Cell: 417-343-8251
Middle School Tiger TEENS	#1 Tiger Drive	Program Cell: 417-773-2634

Cub Care Winter Escape Summer Safari	McCulloch Elementary 234 E. Anderson	Program Cell: 417-350-3385
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STRIPES 360 Webpage: <http://www.republicschools.org/STRIPES360>

STRIPES 360 Facebook Page: <https://www.facebook.com/pages/Stripes-360/746819082049277>

## **STRIPES 360 Discipline Scope and Sequence**

### **Behavior and Incident Guidelines**

Each incident will be documented at Site Level and submitted to the Director of STRIPES 360. The office of STRIPES 360 will maintain records of incidents.

#### **Level 1 Behaviors**

- **Defiance**- includes statements such as “I don’t want to do this”, “I’m not going to do this”, “You can’t make me”. Voice exceeds normal conversational volume and tone. This includes yelling, screaming, and crying and increases in volume and pitch as intensity of her behaviors increase.
- **Property destruction**- VALUE each item or total replacement value not to exceed \$10 (greater value will result in a higher Behavior Level): damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.); excludes throwing items at others.
- **Theft**- VALUE each item or total replacement value of items stolen not to exceed \$10.
- **Disorderly Conduct** - the general use of non-directed profanity or physical contact (which does not meet the definition of fight or assault) such as mooning, kissing or de-panting.
- **Disrespect for Authority**- incivility, irreverence, impudence, discourteousness, or profanity directed toward any person in authority (includes arguing).
- **Physical Disorderly Conduct**- riotous, intimidating, rowdy, disruptive or unruly conduct that is physical in nature but does not meet the definition of fighting or assault (no intent to harm).

Offense	Consequence
1 <sup>st</sup>	Conference with student & inform parent/guardian
2 <sup>nd</sup>	Conference with student & time out and inform parent/guardian
3 <sup>rd</sup>	Conference with student & face to face conf. with parent/guardian
4 <sup>th</sup>	Conference with student & parent/guardian. Out one - three full days of programming. (May be implemented multiple times at discretion of Director)
5 <sup>th</sup>	Persistent offenses without resolution (consequence #4 implemented 3 or more times without change in behavior). Conference with student & parent/guardian and <b>Removal</b> from program*

#### **Level 2 Behaviors**

- **Assaultive Behavior-** intentional or reckless behavior toward a person who does not indicate a desire to fight and does not engage in such conduct (i.e. pinching, pushing, slapping, kicking, scratching, pulling hair, head-butting, tackling, throwing items directed at others, or otherwise harming another person resulting in no visible bodily damage).
- **Attempted Elopement-** leaving the designated area without prior permission but returns within 5 minutes with verbal prompts from staff (staff is following and maintaining line of sight).
- **Fighting-** physical conflict involving two or more participants that does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness) to any person engaged in the physical conflict.
- **Verbal threats-** vocal statements threatening to harm others or to elope unaccompanied by action, i.e. "I'm going to hit you!", "I'm going to stab you through the heart", "I'm going to leave if you don't give me that!" "I'm going to kill myself".
- **Property destruction-** VALUE each item or total replacement value not to exceed \$100 (greater value will result in a higher Behavior Level): damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.); excludes throwing items at others (record as physical aggression).
- **Spitting-** includes projecting saliva in the direction of another individual.
- **Theft-** VALUE each item or total replacement value of items stolen not to exceed \$100.

Offense	Consequence
1 <sup>st</sup>	Conference with student & restitution enacted
2 <sup>nd</sup>	Conference with student & face to face conf. with parent/guardian. Restitution enacted.
3 <sup>rd</sup>	Conference with student & parent/guardian. Out one - three full days of programming. (May be implemented multiple times at discretion of Director)
4 <sup>th</sup>	Persistent offenses without resolution (consequence #3 implemented up to three times without change in behavior). Conference with student & parent/guardian and <b>Removal</b> from program*. Restitution enacted.

### **Level 3 Behaviors**

- **Assaultive Behavior-** intentional or reckless behavior toward a person who does not indicate a desire to fight and does not engage in such conduct (i.e. biting, pushing, punching, kicking, scratching, choking, pulling hair, head-butting, throwing items directed at others, or otherwise harming another person resulting in visible bodily damage such as bleeding or bruising or first aid required.)

- **Bullying-** intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property. Includes but is not limited to physical actions; oral, written or electronic communication; or threats of reprisal or retaliation for reporting such acts.
- **Eloperment-** leaving the school building (or other designated area) without both prior permission and supervision from staff, returning only with assistance from staff.
- **Fighting-** physical conflict involving two or more participants that causes significant physical injury (i.e. stitches, broken bones, unconsciousness) to any person engaged in the physical conflict.
- **Property destruction-** VALUE each item or total replacement value exceeds \$100: damaging property through misuse; tearing apart items; drawing on walls or other parts of the school; using items for purposes other than their intended use (i.e. throwing items, hitting items, etc.); excludes throwing items at others (record as physical aggression).
- **Theft-** VALUE each item or total replacement value of items stolen exceeds \$100
- **Inappropriate Physical Harassment-** harassment which is physical in nature including physical tormenting of a person because of the person's race, sex, disability etc. or other physical conduct of a sexual nature which does not constitute sexual misconduct.
- **Inappropriate Non-Physical Harassment-** harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, sex, disability etc. or requests for sexual favors, advances or other non-physical conduct of a sexual nature.

Offense	Consequence
1 <sup>st</sup>	Conference with student & inform parent/guardian Parent sign off stating understanding of scope and consequences
2 <sup>nd</sup>	Conference with student & parent/guardian. Out one - three full days of programming. Parent sign off stating understanding of scope and consequences
3 <sup>rd</sup>	Conference with student & parent/guardian and <b>Removal</b> from program*

\*Removal from program occurs when: "A student demonstrates an inability to benefit from the care offered by the childcare provider or whose behavior is detrimental to the other children (Department of Health and Senior Services/Daycare Licensing Rule 19)"

**NOTE:** Students dismissed on level three behaviors may not re-enroll for ANY STRIPES 360 programming for a minimum of one year from the date of dismissal. If a parent desires to re-enroll their student a written request from parent/guardian must be submitted to the Director of STRIPES 360. A meeting with parent/guardian and Director of STRIPES 360 will then be scheduled to discuss the possibility of re-enrollment. NOTE: a meeting with the Director does not guarantee re-enrollment will be allowed.

**Events that are considered board policy violations may result in consequences up to and including immediate dismissal.**