



S P R I N G F I E L D M I S S O U R I

National Gold Medal Award Winner

SPARC PARENT HANDBOOK



SPARC PROGRAMS

SPARC POLICIES

A Partnership between Springfield Public Schools & The Springfield-Greene County Park Board

Section I. Parent/Guardian Expectations of the Program

Parents/Guardians may expect:

1. ...their child to be cared for in a safe, supportive environment.
2. ...to have the opportunity to visit with the Director about concerns related to their child.
3. ...to be told about any misbehavior on the part of their child, and to visit with the Director in order to bring about improvement in the situation.
4. ...to be regularly informed by the Director about program activities.

Section II. Program Expectations of the Parents/Guardians

The program expects that parents/guardians will:

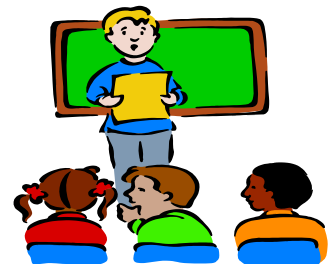
1. ...keep the child's shot records up-to-date and make them attainable by SPARC.
2. ...pick up children on time.
3. ...contact the Director if their child will not be attending.
4. ...understand their child may be photographed at the SPARC Program.



Section III. Children's Expectation of the Program

Children may expect:

1. ...to have a safe, supportive, and consistent environment.
2. ...to use all the program equipment, materials, and facilities on an equal basis.
3. ...to receive respectful leadership.
4. ...to receive nurturing care from staff members who are actively involved with them.



Section IV. Program's Expectation of the Children

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the Program.
3. Remain with the group and staff at all times.
4. Take care of materials and equipment properly and return them to their place when done.
5. Arrive at the program on time.



Section V. Enrollment Forms

1. The parent must complete an enrollment form listing emergency contacts, names, employers, phone numbers, authorizing who may pick up the children. It is the parent/guardians responsibility to update all emergency information as needed.
2. Children will **ONLY** be allowed to leave with persons other than the parent/guardian if:
 - a. Permission has been given on the **Pick-Up Authorization Form**
 - b. Permission, **IN WRITING**, has been given to the program Director by the parent/guardian

Section VI. Hours of Operation

6:30 A.M to 7:30 A.M.

2:30 P.M. to 6:00 P.M.



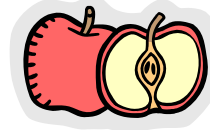
Drop-off begins at 6:30am in the mornings. The program ends promptly at 6:00 P.M., and the facility must be secured at that time. For every 15 minutes late there will be a \$5 late fee.

Section VII. Health and Safety Policy



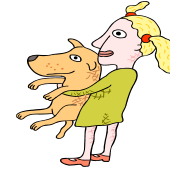
1. If your child has a known medical condition please be sure the director knows what to do if a problem should occur during the program.
2. If a child has one of the following conditions, the parent/guardian will be notified to pick up the child: **Contagious Disease, Fever over 100° F, Vomiting or Diarrhea, Accident Requiring Medical Attention.**
3. In case of accident or illness, parents/guardians of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Section VIII. Snacks



We serve nutritious snacks in the afternoon program. Should parents/guardians want to provide a treat in honor of a child's birthday, please contact the director to determine the number of children to be served and to plan the date.

Section IX. Child's Personal Property



Children's personal property, coats, clothing, school bags, etc. must be cleared from the child care room after each session of the program. Any personal property, which remains after the session, will be taken to the school office lost and found box. Although the staff attempt to help the children stay organized, they cannot be responsible for lost personal property. Children should not bring money, toys, food or other items that are not necessary for school activities to the program without director approval.

Cell phones and other electronic equipment are not the responsibility of the SPARC staff. These items should be left at home.

VISITOR

Section X. Visitors and Observations

Parents and community members, who successfully pass a background check through the City of Springfield, are welcome to observe and/or volunteer with our program. We, School Park/Springfield Public School Staff reserve the right to deny or terminate any observation or volunteer experience. For liability and supervision reasons, children who visit the program must be accompanied by a parent/guardian, and will not be allowed to take part in activities.

Section XI. Discipline and Discharge

1. Discipline problems will be managed on a case-by-case basis.
2. Program Directors will keep parents informed of discipline problems.
3. IN AN EFFORT TO PROVIDE CONSISTENT RULES AND DISCIPLINE IN OUR PROGRAM, THE FOLLOWING PROCEDURES WILL BE FOLLOWED BY ALL SPARC STAFF

a. Rules:

- a) Have Fun!!
- b) Students are quiet when staff members are speaking.
- c) Students raise their hands during discussion time.
- d) Running is not allowed, unless instructed during an activity.
- e) Hitting, spitting, swearing, or attempting to harm others (playful or not) will not be accepted.
- f) ALL SCHOOL RULES APPLY DURING SPARC.

b. Discipline Procedure:

- a) Verbal Warning - The child will be informed that they are receiving a verbal warning for the inappropriate behavior
- b) Safe Seat - The child will be asked to remove himself/herself from the activity and sit in a designated area. The idea behind the safe seat is the child will be safe from others disturbing him/her, and the other children will be safe from that child disturbing them.

- c) Visit with the Site Director - The child will be asked to visit with the site director regarding their behavior. At this time the director will write-up the child. Following the discussion, the site director will make the decision to either allow the child to return to the activity or contact the parent to have the child picked-up.
- d) Contact Parent - If the child continues with any inappropriate behavior, the parent will be contacted by the site director and asked to pick-up their child for the day.
- e) Should consistent inappropriate behavior occur, the child may be suspended from the program. Suspensions will occur in the following order: One Day, One Week, One Month, and One Semester. Suspensions are subject to change based on behavior.



Section XII. Scheduled and Unscheduled School Closings

1. **Unscheduled School Closings:** There will not be a program provided on days when school is canceled due to weather, water main breaks, heating failure, electrical problems, etc.
2. **Scheduled Closings:** There will not be a program on scheduled holiday closings for the before and after school care.

Section XIII. Telephone Numbers

1. SPARC Office

Phone: 837-5737

Fax: 831-1769

Emergency Pager: 874-3008

2. Springfield-Greene County Park Board

Phone: 864-1049

Fax: 837-5811

3. Springfield Public Schools

Westport Elementary 523-3100

4. Supervisor Angie Merritt

Phone: 837-5737

5. Site Director Molly Foster

Phone: 837-5737



SPARC PROGRAMS

I have reviewed these policies with the child care provider and agree to abide by them. I have received a copy of these policies.

Print Name

Parent/Guardian Signature

Date