

Meramec Valley R-III  
School District  
School Age Child Care Program



Parent/Student Handbook  
2017-2018



**Keith Orris, District SACC Director**  
**Cari Gebel, Coleman Coordinator**  
**Julie Collins, Nike & Robertsville Coordinator**  
**Brenda Kennon, Truman Coordinator**  
**Marilyn Parks, Zitzman Coordinator**

MERAMEC VALLEY R-III SCHOOL DISTRICT  
School Age Child Care Program

MVR-III Board of Education Office  
126 N. Payne Street  
Pacific, MO 63069  
District Office (636)-271-1400

*"Together we make a difference in doing what's best for kids."*

Superintendent.....Dr. Ed Hillhouse

Asst. Superintendent.....Dr. Terri Parks

Asst. Superintendent.....Dr. Jeremy Way

Business Manager.....Dr. Jeff Haug

Director of Support Services.....Mr. Chris Delmain

School Age Child Care Director.....Mr. Keith Orris

**Meramec Valley R-III Board of Education**

Tim Richardson, President

Ed Groom, Vice President

Mary Clasby-Agee, Board Secretary and MSBA Delegate

Mike Butler, Treasurer

Sean Brinker

Mike Klenke

Matt Trower



**MERAMEC VALLEY R-III  
SCHOOL AGE CHILD CARE PROGRAMS  
(SACC)  
LEADERSHIP STAFF**

Mr. Keith Orris  
District SACC Director  
School Office (636) 271-1444

Coleman Elementary  
4536 Coleman Rd.  
Villa Ridge MO 63089  
School Office (636) 742-2133  
SACC Office (636) 742-4026

Principal..... Mrs. Lisa Weirich  
Coordinator..... Mrs. Cari Gebel

Nike Elementary  
2264 Highway AP  
Catawissa MO 63015  
School Office (636) 271-1444  
SACC Office (636) 271-1484

Principal..... Mr. David Quanz  
Coordinator..... Mrs. Julie Collins

Robertsville Elementary  
4000 Highway N  
Robertsville MO 63072  
School Office (636) 271-1448  
SACC Office (636) 271-1451

Principal..... Mr. Keith Orris  
Coordinator..... Mrs. Julie Collins

Truman Elementary  
101 Indian Warpath Dr.  
Pacific, MO 63069  
School Office (636) 271-1434  
SACC Office (636) 271-1461

Principal..... Ms. Marian Meinhardt  
Coordinator..... Mrs. Brenda Kennon

Zitzman Elementary  
255 S. Indian Pride Dr.  
Pacific MO 63069  
School Office (636) 271-1440  
SACC Office (636) 271-1471

Principal..... Mrs. Ketina Armstrong  
Coordinator..... Ms. Marilyn Parks

## WELCOME!

The Meramec Valley R-III School District provides a before and after school program for students and families at every elementary site. Students in kindergarten through fifth grade are welcome to join the SACC programs. The district SACC program has been a part of our school communities since 1994. The program originated at the Community School and eventually moved to all the district elementary buildings to better serve our students. As of July 1, 2017, SACC staff will be certified by Missouri Department of Social Services including the completion of CPR, AED and first aid training. Staff will continue professional development each year to maintain this certification.

Our programs take pride in supporting the learning community by offering a wide variety of activities. Each site includes character building, arts, crafts, physical fitness, reading centers, technology activities, math and science games, and drama to meet the needs of a global learning environment.

We strive to improve our program each year. We value regular communication between the students, parents, and staff. If at any time you have a question, concern or an idea for future practice, please contact your site coordinator.

We thank you for participating in the Meramec Valley R-III SACC program!

|               |                                 |
|---------------|---------------------------------|
| Keith Orris   | Director                        |
| Cari Gebel    | Coleman Coordinator             |
| Julie Collins | Nike & Robertsville Coordinator |
| Brenda Kennon | Truman Coordinator              |
| Marilyn Parks | Zitzman Coordinator             |

### **Mission**

Provide a caring and safe before and after care environment

### **Vision**

Provide a self-sufficient program that continues to provide a nurturing and educational setting

### **Values**

Continued professional growth that will enrich the program

### **Goals**

- Safe and caring environment for children
- Program efficiency
- Parent advocacy

### **SACC Activities**

Homework, Games, Reading, Music, Arts/Crafts, Dramatic Play, Technology, Snacks, Gross Motor Activities, and Summer Trips

Students are encouraged to try all centers and build positive relationships with all SACC students. Students are given the opportunity to complete homework while at SACC; however, responsibility for homework will remain between the student, parent and classroom teacher.

**Hours of Operation**

The SACC program consists of three sessions:

- before-school sessions begin at 6:00 AM until the start of school
- after-school sessions begin at the end of the school day until 6:00 PM
- summer sessions are 6:00 AM until 6:00 PM

**Children will not be accepted before 6:00 AM and must be signed/clocked out by 6:00 PM. Continued abuse of these time limits will be cause for dismissal from the program.**

**Children signed out after 6:00 PM will be charged a late pick-up fee of \$10.00 per incident.**

**Requirements**

Children registering for SACC must meet the appropriate age requirements. Students may enroll the summer before starting kindergarten through the summer after completing fifth grade. All district accounts must be current to register your child(ren) for the program.

**Registration**

***Registration must be done in person for new participants.***

Registration will be taken on a first-come, first-serve basis up to staffing and space limitations. All forms and fees must be completed before the application process is completed.

**Procedures for registering for the SACC programs are as follows:**

- Read, sign, and return the SACC Handbook Parent Acknowledgment
- Complete the registration form (one per child)
  - Give the site coordinator a schedule of days for student attendance and notify SACC staff of changes in child's enrollment or attendance at least one week prior to any change.
- Complete a medical emergency form/plan at registration
- Pay the nonrefundable child support fee (not to exceed \$60.00 per family)
- Pay a summer school support fee of \$30.00 for all **new** SACC students
- Include the non-refundable summer activity fee for the summer program only
- File current immunization records at the home school
- **All fees are non-refundable**
- **Fees are subject to change yearly**

**Rates****Tuition Rates:**

\$7.00 per session for the first child                      \$6.00 per session for each additional sibling

- One session is equal to one morning or one afternoon. Two sessions would cost \$14.00 for the first child and \$12.00 for each additional sibling.
- Two session weekly minimum
- As stated on the registration form, families are responsible for weekly tuition for all sessions each child is enrolled in regardless of attendance.
- Students with irregular schedules must provide schedules one week in advance of attendance. Accounts will be charged according to schedules submitted.

**Early Dismissal Rates:**

Additional \$4 per child

**Summer Tuition Rates:**

\$21.00 per day for the first child                      \$17.00 per day for each additional sibling

\$60 Non-refundable Summer Activity Fee (fee includes matching SACC t-shirts for field trips)

**Tuition is due on the first day of attendance each week.**

- A \$5.00 late fee will be added to tuition weekly for all late payments. If late fees occur more than twice, your child may be dismissed from the program.
- Make checks payable to the individual SACC program.
- All cash payments will be applied to student accounts; therefore, change will not be given.
- SACC offers auto withdraw for tuition through Rapid Tuition free of charge. Enrollment forms can be requested from your child's SACC Coordinator.
- Payments must be current to continue attendance in the program.

**Additional Program Fees:**

- Tuition late fee \$5.00 to be applied weekly
- Emergency drop in fee \$10.00 per child per incident
- Late pick up fee \$10.00 per incident

**Family Services Division**

Families that qualify for state aid are responsible for the following things:

- Providing proof of qualification.
- Completing all required paperwork.
  - Initialing the sign-in/out sheet daily.
  - Signing the sign-in/out sheet before the end of the month; including social security number.
- Completing paperwork for FSD to maintain qualification status.
- Making weekly payments.

**Receipts**

Receipts are not sent out automatically, and information cannot be released over the phone. **If divorced, both parents will have access to account information unless we have court papers stating otherwise.** If you need a receipt from SACC, please notify the site coordinator. All cash payments will receive a receipt.

You may request a receipt in one of the following ways:

1. *By mail:* Please include with your payment a written request including child's first and last name, period of time the receipt is needed to cover, phone number where we can contact you, signature of parent/guardian, and the date of the request.
2. *In person:* Notify the site coordinator or lead teacher of the request.
3. *By fax:* Fax the required information to the SACC site with the required information.

**School Fax Numbers**

|              |              |        |              |
|--------------|--------------|--------|--------------|
| Coleman      | 636-742-2281 | Nike   | 636-271-1447 |
| Robertsville | 636-271-1450 | Truman | 636-271-1490 |
| Zitzman      | 636-271-1443 |        |              |

**Return Check Collection Procedures**

The MVR-III District contracts with Global Check Recovery. All checks returned non-sufficient funds will be electronically debited for redeposit for the face value of the check. When payment is made by check, you enter into a contractual agreement that obligates and holds you responsible for any and all penalties, costs and incidental damages allowable under law, but not limited to, return check charges, state surcharges, interest, collection costs, legal expenses and attorney fees. Expenses may also be debited by way of paper draft from your checking account. Should you opt not to accept this agreement, you may do so by calling (866)524-3339. As a result of refusal, your checks will no longer be accepted. The district will then accept only cash, cashier's checks, or money orders. The school district administration reserves the right to refuse checks as a result of repeat returned checks.

**End-of-Year Statement**

Statements are available in January for income tax purposes and printed upon request only.

**Early Dismissal/District Staff Development**

All SACC sites are open on early dismissal days. SACC will be closed for at least one staff development training day during the school year. SACC will also close for one week at the end of the summer session for cleaning.

**Inclement Weather and School Closings**

1. If the Meramec Valley R-III School District is closed due to any emergency conditions or for weather, SACC will be closed. You will be contacted by the district automated phone messaging system or may listen to the following news media:  
KTVI-TV (Channel 2) KMOV – TV (Channel 4) KSDK-TV (Channel 5)
2. If an individual school (not the whole district) is canceled during the school day due to an emergency situation (i.e. power failure), your child may be transported to the nearest school, if that is necessary/possible, by school bus. You will be **notified by telephone** about the situation and whether to pick up your child immediately at his/her own school or at another school. SACC staff will remain with your child throughout the transition if he/she is transported to another school.
3. In the event that school is dismissed early due to inclement weather, parents will be notified by telephone of the SACC closing time. If a child is not picked up by the inclement weather closing time, there will be a late pickup fee.
4. Fees may not be reduced due to emergency school closing.
5. SACC will be closed the last full week of July for maintenance and cleaning.

**Discipline Procedures**

**The Meramec Valley R-III Elementary School Handbook will be followed according to the catalog of offenses.**

1. First Offense-Contact is made with parent/guardian.
2. Second Offense-Written warning is sent to the parent/guardian.
3. Third Offense-Student is placed on probation.
4. Fourth Offense-Student is suspended from the program by the site coordinator and building principal. **Parents/Guardians are responsible for tuition on these days.**
5. Fifth Offense-Student is expelled from all district SACC programs by the site coordinator, building principal, and SACC director for the remainder of that school year.
6. **Serious offenses may require immediate withdrawal from all district SACC Programs.**

**Clock and/or Sign in/out Procedures**

1. Parents or an authorized person must clock and/or sign the child in and out every day with the date, correct time, and signature and notify a staff member when the child arrives or leaves.
2. Arrangements need to be made in advance with the coordinator for children who will be riding the bus, walking, or being picked up from school.
3. A child shall be released from the facility only to the child's custodial parent(s)/guardian(s) or to the person(s) listed on the registration form. This policy is strictly enforced for your child's safety. Notes to authorize a person to pick up on a one-time or more basis can be given to the SACC staff but must have the custodial parent's/guardian's signature.
4. If appropriate, copies of custody papers and restraining orders will be requested for your child's file.
5. Any person may be asked to present I.D. before a child will be released from S.A.C.C. **SACC staff members will not serve as mediators for families with custody issues.**
6. All parents or authorized persons should appear before the camera and receive permission to enter from a SACC staff member. **For the safety of all children and staff, do not enter when others are leaving or allow others in when you are leaving.**

**Illness (BOE Policy JHC)**

SACC adheres to the Meramec Valley R-III District's policies regarding contagious illness. Children may not attend SACC when afflicted with a contagious or infectious illness, **which includes head lice**. Students who have been absent from school because of illness and elevated temperature should be kept home until they have been symptom-free and their temperature has been normal for 24 hours without the use of fever-reducing medications. If a child becomes ill after arrival, the parents will be notified and expected to pick up the child as soon as possible. **Parents are responsible for tuition on days missed due to illness.**

**Injuries**

The SACC staff or school nurse will treat minor injuries, such as scratches, scrapes, 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 for professional help (school nurse and/or 911). Parent, designated emergency contacts, or the child's doctor will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and will have in their possession the Medical Emergency Information Form signed by the parent. Parents or guardian will be notified to which hospital the child is being transported.

**Medications (BOE Policy JHCD)**

SACC adheres to the district's medication policy. All prescriptions and over-the-counter medications must be given to a SACC employee if the medication is to be administered at a time when the school nurse is not available. Children are not to keep medication, such as cough drops, vitamins, or Tylenol in backpacks or lunchboxes.

**Snacks**

During the regular school year, an afternoon snack is provided. During all day summer SACC, a morning and afternoon snack will be provided. A sack lunch must be brought to SACC during the summer program.

**Dress**

Remember that SACC children may participate in outside activities whenever weather permits. Inappropriate dress will limit student activity choice. Athletic shoes are suggested to allow for gross and fine motor games.

**Family Visits**

Parents are encouraged to visit the program at any time, participate in snack, special activities, share information, or go on field trips. Any visitor to our program, including parents, must complete the district requirement for background checks prior to visits.

**Videos/Photos**

Videos and photos are sometimes taken at SACC. If you do not wish your child included in the videos/photos, inform the site coordinator in writing.

**Toys/Valuable Items**

Toys are not to be brought from home unless previous arrangements have been made with the site coordinator.

**Public Concerns and/or Complaint Policy (BOE Policy KL)**

The Board of Education recognizes that situations might arise in which parents and other citizens have concerns or complaints about school personnel. Such concerns are best handled through direct communication with the appropriate staff member and/or the immediate supervisor of the staff member. Parents wishing to file formal complaints may do so through appropriate channels. A staff member will be notified of formal complaints against them. Parents should first contact the site coordinator, the building principal, the District SACC Director, and the final



complaint may be made to the assistant superintendent of schools if the matter has not been resolved.

### **Appeals Process**

Matters of concern should first be discussed with the building coordinator, then building administrator if necessary. Additional concerns may be directed to the Assistant Superintendent.

### **Definition of Harassment and Bullying (BOE Policy AC & JFCF)**

The Meramec Valley R-III School District is committed to providing an environment free from harassing behavior. Harassment shall be defined as “engaging in a purposeful or knowing course of conduct involving more than that alarms or causes distress to another person and serves no legitimate purpose.” Such conduct might be verbal (threats, insults, whistles or rude noises, comments about a person’s body, sexual pictures, or drawing); or physical (uncomfortable proximity, grabbing/touching someone sexually). Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group. Allegations of harassment and/or bullying shall be investigated, and if substantiated, corrective or disciplinary action will be taken, and local authorities may be contacted.

### **Child Abuse (BOE Policy JHG)**

Meramec Valley R-III District staff is mandated to report suspected cases of child abuse.

### **Student Records (BOE Policy JO)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Non-Discrimination Policy (BOE Policy AC)**

Meramec Valley R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission, access to, treatment, and employment in its programs and activities.

As per Board of Education policy adopted on June 18, 2008, applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Meramec Valley R-III School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, treatment, and employment in its programs and activities.

Any person having inquiries concerning Meramec Valley R-III School District’s compliance with nondiscrimination laws is directed to contact Dr. Jeremy Way, Assistant Superintendent, 126 North Payne, Pacific, MO 63069, (636-271-1400). These non-discrimination laws include Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act. Assistant Superintendent is the person who has been designated to coordinate the District’s efforts to comply with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the District's compliance with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

**All Board Policies can be referenced at the following web site: [www.mvr3.k12.mo.us](http://www.mvr3.k12.mo.us)**

**Community Service Resources**

Crisis Hotline 1-866-644-5886

Family Services 1-800-392-3738

Violence Protection 1-866-748-7047

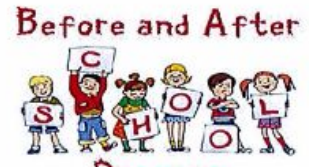
July 2017

Dear Parents,

Today your child brought home a Meramec Valley R-III SACC Handbook. Please review with your child, sign the bottom portion, and return to your site coordinator. The SACC handbook **and** the Elementary Student Handbook serve as communication for program expectations. We trust you'll find the information to be helpful. Please keep both handbooks at home for your use. Please contact the SACC Coordinator or your school office with any questions or concerns you have. Working together, we can provide your child with a structured, safe learning environment.

Sincerely,

Keith Orris  
Meramec Valley R-III SACC Director  
& on behalf of all SACC Site Coordinators



**I have reviewed the Meramec Valley R-III SACC Handbook with my child.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

SACC Site:            COLEMAN            NIKE            ROBERTSVILLE  
                                 TRUMAN            ZITZMAN

**MUST BE COMPLETED AND RETURNED AT THE TIME OF ENROLLMENT.**

