

# WENTZVILLE R-IV SCHOOL DISTRICT

## CHAUTAUQUA BEFORE & AFTER SCHOOL PROGRAM PARENT HANDBOOK 2022-2023



**Chautauqua Program Office  
280 Interstate Drive Wentzville,  
MO 63385**

**Tanya Kirkpatrick, Coordinator  
Phone: 636-327-3800, ext. 20356**

Boone Trail Elementary  
555 E. Highway N  
Wentzville, MO 63385  
636-327-3830

Heritage Primary  
612 Blumhoff  
Wentzville, MO 63385  
636-327-3846

Lakeview Elementary  
2501 Mexico Road  
Wentzville, MO 63385  
636-332-2923

Crossroads Elementary  
7500 Highway N  
O'Fallon, MO 63368  
636-625-4537

Heritage Intermediate  
601 Carr Street  
Wentzville, MO 63385  
636-327-3839

Duello Elementary  
1814 Duello Road  
Lake St. Louis, MO 63367  
636-327-6050

Green Tree Elementary  
1000 Ronald Reagan Drive  
Lake St. Louis, MO 63367  
636-625-5600

Peine Ridge Elementary  
1107 Peine Road  
Wentzville, MO 63385  
636-327-5110

Discovery Ridge  
2523 Sommers Road  
O'Fallon, MO 63367  
636-561-2354

Journey Elementary  
2000 Interstate Drive  
Wentzville, MO 63385  
636-445-5190

Prairie View Elementary  
1550 Feise Road  
Dardenne Prairie, MO 63368  
636-625-2494

Stone Creek Elementary  
1850 Highway Z  
Wentzville, MO 63385  
636-887-3898

Wabash Elementary  
100 Golden Gate Parkway  
Foristell, MO 63348  
636-887-3884

Dear Wentzville R-IV School District Families:

In a continuing effort to meet the needs of our community, the Wentzville School District is offering the Chautauqua Before and After School program for families needing a caring, enriching, and well-supervised program for their children's before and after school time. The Chautauqua Program is in its twentieth year in the Wentzville School District; the program originally began as a summer program. We are pleased to offer this service at all elementary schools as an extension of the school day.

Increasingly, studies show that after school programs can make a difference and are a fundamental part of youth development. We are happy to provide a program that keeps kids safe, helps working families, and can improve academic performance.

The Chautauqua Before and After School Programs are designed to provide children with an enriching, nurturing, and safe environment. The program's focus is to enhance children's self-confidence, respect for others, and sense of responsibility while promoting development of social, physical, cognitive, emotional and creative skills, which are needed in everyday life.

If you are interested in registering your child(ren), please contact me at (636) 327-3800 ext. 20356, for more information. Thank you for choosing the Chautauqua Program and we look forward to serving you.

Sincerely,  
*Tanya Kirkpatrick*  
Tanya Kirkpatrick, E.Ds.  
Chautauqua Coordinator

## WENTZVILLE SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students  
Laura Parn, Executive Director  
280 Interstate Drive  
Wentzville, MO 63385  
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment  
**Brian Bishop, Assistant Superintendent**  
280 Interstate Drive  
Wentzville, MO 63385  
**(636) 327-3800 ext. 20349**  
**[brianbishop@wsdr4.org](mailto:brianbishop@wsdr4.org)**

Individuals who wish to file a complaint with OCR may contact OCR:  
U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane, 1010 Walnut Street, Suite 320  
Kansas City, Missouri 64106  
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY (877) 521-2172; Email:  
[OCR.KansasCity@edgov](mailto:OCR.KansasCity@edgov).

For further information on notice of non-discrimination, visit  
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the  
office that serves your area, or call 1-800-421-3481.

**Dr. Danielle Tormala**  
**Superintendent of Schools**

Form 1300  
Revised 04/11/2022

### NOTICE OF REVISION

The Wentzville R-IV School District has revised 504 Procedural Safeguards and Regulation 2110 with respect to the filing time period for an impartial hearing. The filing period is not 90 calendar days from the date of the District's written notice of the proposed or refused action regarding the identification, evaluation, or accommodation of a student with a disability.

## **CHAUTAUQUA GENERAL INFORMATION**

Tanya Kirkpatrick: Chautauqua Coordinator  
Phone: 636-327-3800 ext. 20356  
[tanyakirkpatrick@wsdr4.org](mailto:tanyakirkpatrick@wsdr4.org)

Donna Miller: Chautauqua Administrative Assistant  
Phone: 636-327-3800 ext. 20360  
[donnamiller@wsdr4.org](mailto:donnamiller@wsdr4.org)

Marie Spence: Chautauqua Administrative Assistant  
Phone: 636-327-3800 ext. 20102  
[mariespence@wsdr4.org](mailto:mariespence@wsdr4.org)

### **SCHOOL YEAR SESSION CHAUTAUQUA HOURS OF OPERATION:**

During the school year, the Chautauqua Program is available in every elementary school from 6:00 a.m. to the start of school and from dismissal until 6:00 p.m. Monday through Friday following the Chautauqua calendar.

### **SITE PHONE NUMBERS AND EXTENSIONS:**

Boone Trail: 636-327-3830 ext. 42265  
Crossroads: 636-625-4537 ext. 44239  
Discovery Ridge 636-561-2354 ext. 48265  
Duello: 636-327-6050 ext. 47265  
Green Tree: 636-625-5600 ext. 43265  
Heritage: 636-327-3846 ext. 40250  
Journey: 636-445-5190 ext. 52265  
Lakeview 636-332-2923 ext. 49265  
Peine Ridge: 636-327-5110 ext. 46265  
Prairie View: 636-625-2494 ext. 45265  
Stone Creek 636-887-3898 ext. 51265  
Wabash 636-887-3884 ext. 50265

## **Chautauqua Program Orientation**

Enrollment in the Chautauqua Before and After School Program constitutes an understanding that you will abide by the policies listed in this parent handbook.

### **Goals of the Program**

The Chautauqua Before and After School Program will offer a variety of activities, which include:

- Reading Center**-Promotes reading through reading aloud, listening to books on tape, storytelling, role-playing, and extension activities related to literature.
- Game Center**-Encourages development of critical thinking, problem solving, math, language, and social skills.
- Art Center**-Fosters creativity, freedom of expression, ability to follow directions, experimentation with a variety of media and also encourages development of fine motor skills.
- Homework Center**- Provides a quiet, organized area where students can accomplish school assignments. Staff members and A+ tutors are available as needed.
- Dramatic Play**-Gives children the chance to relate to others through cooperative play, language, role-playing, and pretend play.
- Gross Motor Activities**-Focuses on movement to help strengthen large and small muscle groups, coordinate actions, follow directions, and participate and cooperate as a group.
- Upper Grade Center**-For the older students who need special activities that are age appropriate.

All centers are presented as open-ended **FUN** activities, which encourage children to develop their organizational, critical thinking, conflict resolution, as well as their intellectual skills. All children will be encouraged to learn and work comfortably with others.

## **Parent's Expectations**

1. Children are cared for in a safe, supportive environment.
2. They may visit with the Lead Facilitator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and to visit the Lead Facilitator in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. The Lead Facilitator will contact you if your child becomes ill while in the program.
6. You will receive important information regarding the program.

## **Chautauqua Expectations of the Parents**

1. Pay fees on time as explained in the Parent Handbook.
2. Keep child's records up to date.
3. Make alternate pick up arrangements in the event you are unable to pick up by 6:00 p.m.
4. Pick up children on time as explained in the Parent Handbook.
5. Follow the health policy as explained in the Elementary Handbook.
6. Contact the Lead Facilitator if child will not be attending on a scheduled day.
7. Pay attention to any communications from the Facilitator(s) regarding child's behavior, and cooperate in efforts to bring about improvement in the situation. Sign your child (ren) in and out daily on iPad.
8. Support staff with discipline situations.
9. Provide a lunch on days children are attending longer than normal hours.

## **Children's Expectations of Chautauqua**

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 treatment from adults and other children.
4. To have discipline that is fair.
5. To feel welcomed by staff and other children.
6. To experience success.
7. To have input on activities.

## **Chautauqua Expectations of the Children**

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while attending Chautauqua.
3. Remain with Chautauqua staff at all times.
4. Take care of materials and equipment properly and return them to their proper place when finished, or before taking out new equipment.
5. Use appropriate language and express emotions in an appropriate manner.
6. Treat staff and other children with respect.
7. To make choices and take responsibility for actions.

## **Application Procedures**

The application is online and must be completed via the Chautauqua website; if you do not have access to a computer you may come by the Chautauqua Office and complete an application at a district provided computer.

The application process is the same for all families. There is a waiting period for applications to be processed, depending on the time frame of when the registration is completed and the circumstances surrounding your schedule. The application process is not complete until all forms and fees are received. If you prefer to pay in cash you must come to the Chautauqua Office and apply in person. The Chautauqua Office is open daily Monday through Friday from 8:00 AM- 4:30 PM. Once you have read the handbook, you may begin the online application process. ***All applications will be placed on a waiting list, once spots become available you will be notified of your child's start date.*** No student's enrollment is complete until you have received a notification from the Chautauqua Office.

## **Notification of Acceptance**

An email confirmation will be sent when your child has been accepted into the program. This email will contain general program instructions along with your PIN numbers for pick up/drop off purposes.

## **Absences**

If your child will not be attending Chautauqua because of appointments, vacations or other absences, please notify the staff in advance through calling the Chautauqua Office, notifying a Facilitator as you sign in, emailing staff, or on the parent communication log. (If your child is ill, please call or email the Chautauqua Office if your child is aftercare). Absences without prior notification may be mistaken for a missing child and time spent searching for the child may occur. If a child does not arrive at Chautauqua as intended, the Lead Facilitator will contact the parents. If the parents cannot be reached, the Lead Facilitator will contact the child's emergency contact designee. ***Please note, if your child is absent from school or leaves early they may not return to the building to attend the Chautauqua Program.***

## **Changes in Schedule**

If a change needs to be made to your monthly schedule as indicated on the application form at any time during the year, parents must submit a Change of Schedule Request via your student's account in Eleyo. A two-week notice is required for all changes. If changes are made in the middle of the month, an adjusted invoice will be sent to the parent provided the proper notice has been given. Please note that we do not allow more than one change per month.

## **Withdrawal from the Chautauqua Program**

A student may be withdrawn from the program at any time with a two-week notice. Notice must be submitted through your student's account in Eleyo. Tuition fees will be charged through the last day of the required two week period. If you wish to return at any time and a notice was not given you will be required to pay the outstanding balance before your student can re- enroll.

### **Changes in Personal Information**

Any changes in personal information on the application form (i.e. changes in address, work numbers, etc.) must be submitted in writing to the Chautauqua Office via email.

### **Staff Development Days and Spring Break**

The Chautauqua program is available for certain days that students are off due to professional development of district teachers; please consult the calendar that is included in your handbook. This program will cost an additional fee, which is listed on your fee schedule. Students will be required to bring a sack lunch during this time. Advance sign-up is required and participants will be accepted on a first-come, first-served basis. The program will be located at select elementary sites due to a condensed enrollment on these days. Site directions will be given upon registration for these days.

**If the Chautauqua Program is closed on these days due to inclement weather, parents will be notified before the program begins.**

### **Late Start/Early Release**

The Wentzville School District offers the program at our regular start time during Late Start days. The Chautauqua before School Program will be available to students that are registered in the Before School Program on a full-time basis or who are regularly scheduled to attend the program on that scheduled day. This includes delayed start due to inclement weather. The program is available after school releases during a scheduled early release day for those students who are enrolled on that day only.



## 2022-2023 Chautauqua School Year Program Rates

A \$65.00 per family non-refundable application fee due upon registration for new families.

### **BEFORE/AFTER SCHOOL CHAUTAUQUA FEES**

#### **2022-2023 SCHOOL YEAR CHAUTAUQUA FEES**

##### **Before/After Chautauqua Fees**

Days per Week <b><u>FEES PER MONTH</u></b>	4 or 5 Days		3 Days or less	
AM Only:	<i>August</i>	<b>\$85</b>	<i>August</i>	<b>\$65</b>
PM Only:	<i>August</i>	<b>\$85</b>	<i>August</i>	<b>\$65</b>
AM & PM:	<i>August</i>	<b>\$120</b>	<i>August</i>	<b>\$90</b>
AM Only:	<i>September through May</i>	<b>\$212</b>	<i>September through May</i>	<b>\$130</b>
PM Only:	<i>September through May</i>	<b>\$212</b>	<i>September through May</i>	<b>\$130</b>
AM & PM:	<i>September through May</i>	<b>\$300</b>	<i>September through May</i>	<b>\$180</b>

**A 10% discount will be given for additional children, to be taken off the lesser amount.**

**Fees are based on the total number of student attendance days in the District academic calendar. Payments are divided into ten (10) equal payments. Fees are based on the student academic calendar.**

#### **Payment Policy**

A non-refundable, non-transferable enrollment fee of \$65 for each new first time family is due at time of enrollment. We do not offer partial payment for days missed. There is no refund policy for weeks/days missed other than the allowed five-day credit (see Illness/Vacation.) If divorced, both parents will have access to account information unless we have court papers stating otherwise. We do not get involved in custody situations determining payment of childcare; the parent who registers the child is responsible for payment on the Chautauqua account.

The monthly tuition is due on the first day of each month. A \$15 late fee will be assessed if an account has a balance after the 10<sup>th</sup> of each month. Your payment must be received by the 10<sup>th</sup> of each month. Parents will receive a notice that their account is delinquent, and an opportunity will be given to pay the account in full.

**If payment is not made your child could be removed from our program.**

***Payment options available:***

- **Credit Card** - We accept Visa, MasterCard, Discover, and American Express. Payments can be made online via invoices that are emailed monthly and parents can set up an automatic debit option to have your tuition taken monthly from your account.

- **ECheck** - Parents can set up tuition payments on an auto-debit system to come out of your checking/savings account on a monthly basis.
- **Check or Cash** - Do not mail cash or bring it into the Facilitators. Cash payments should be made directly to the Chautauqua Office. All other payments can be mailed, personally brought to the Chautauqua Office, or checks can be given to a Facilitator. Checks should be made payable to: The Wentzville School District and can be mailed to Chautauqua Program, 280 Interstate Drive. Wentzville, MO 63385. *Please note we will not accept checks after the 10<sup>th</sup> of the month.*

There is a \$20 returned check fee that you will incur in the event your check does not clear. If we receive a returned check on more than one occasion your account will be placed on a pre-payment status. Please note, we do not accept postdated checks, all checks will be cashed upon receipt. Payments should not be given to the classroom teacher; all payments must be submitted in the above manner.

### **Receipts**

Receipts can be automatically obtained through your online account.

### **Tax Statements**

Tax statements can be automatically obtained through your online account. Should you need a copy of your statement you will need to email our office. The EIN number for the Chautauqua Program is 43-6004018.

### **Delinquent Account Policy**

Once a family has been terminated from the program due to non-payment of tuition, a letter will be sent to the parent responsible for the account and an opportunity will be given to pay the account in full. If the balance remains unpaid, a fine will be placed on your child's school account.

### **Part-Time Care/Schedules**

If your child is enrolled in the program on a part-time basis it is up to the parent to provide a schedule to the Chautauqua Office in writing on a monthly basis. If schedules are not provided you may be asked to make other arrangements for the safety of your child(ren). Monthly schedules are binding and changes cannot be made for the safety of the students.

### **Late Pick Up Fees**

The program opens at 6:00 a.m. and closes at 6:00 p.m. daily. Please be considerate of the closing time of the program. Chautauqua staff will begin calling your emergency contact list at 6:00 p.m. Failure to pick up your child by 6:00 p.m. will result in a charge of \$2/very minute per family. If your child is left at the site past 6:00 p.m. on more than three occasions, we will dismiss your child from the program.

If a child is still at the program after 6:00 p.m., the staff will take the following steps:

1. Contact parent/guardian phone numbers
2. Contact persons authorized on the child's enrollment form
3. Late fees will be assessed
4. At 6:30 p.m., the police and/or the Department of Family Services may be contacted unless we have received word from an authorized pick-up person.

### **Vacation Procedure**

Credit can be obtained for five **consecutive** school days of absence during a school year and will be deducted from your monthly payment. No more than five days can be claimed in one school year; days are non-transferable. The parent is responsible for notifying the Chautauqua Office and a must be submitted in advance to claim a credit for **vacation** purposes. This does not include days that school is not in session, such as holidays and snow days. **Vacation credits must be requested one week in advance, no credits will be given for past dates or dates that include days not in session. *This does not include days your child missed due to illness.***

### **Sign-In Procedure**

Parents/guardians/co-parents are required to accompany their child(ren) into the cafeteria and sign them in each morning. The check in system is for your child's safety. Failure to comply with the sign in system can result in dismissal from the program.

### **Sign-Out Procedure**

Parents/guardians are required to pick up their child(ren) and sign them out each day in the cafeteria. If you are unable to pick up your child by 6 p.m., please make arrangements with one of the persons on your child's registration form to pick up your child. Please let the Coordinator know if the person listed to pick up your child changes. We check photo identifications; no child will be released to leave with someone who refuses to show identification when asked. This is for your child's safety. Any special circumstances regarding custody of children should be brought to the Coordinator's attention. The Chautauqua Program adheres to Wentzville School District policy regarding divorce/custody situations. **Please note, no one under the age of sixteen will be allowed to pick up a student from the Chautauqua Program.**

### **Snow Days/Closing Policy**

In the case of inclement weather or other emergency, the District Central Office may decide to close school. If this should happen, parents/guardians will be notified. The Chautauqua Program will **not** be in session on these days.

### **Early Dismissal Policy**

In the case of inclement weather or other emergency, the District Central Office may decide to close school early. If this should happen, parents/guardians will be notified. We will make every attempt to keep Chautauqua open; however, we do not want to endanger our staff and may ask that you pick your children up before 6:00 p.m.

### **Meals and Snacks**

The after school program provides children with an afternoon snack. If your child has a food allergy please note that on the registration form. **A snack calendar is posted monthly and students have the option to bring a snack from home if they choose not to take the one provided by the program. Please note, for the safety of our students snacks cannot be shared and we ask that students do not bring snacks containing peanuts.** On the full days that the program is open, children will need to bring a sack lunch.

### **Dress**

Remember that Chautauqua staff will take children outside early mornings and afternoon whenever weather permits. Please be sure all children are dressed appropriately for outside/gym play.

### **Homework Policy**

The Chautauqua Program will offer a homework center where students can have a quiet learning environment. We will not, however, force children to do homework. The opportunity will be there for every student with the availability of A+ tutors on certain days.

### **Special Needs of Children**

If your child has special needs, note the proper information on the registration form or contact the Chautauqua Coordinator at 636-327-3800, ext. 20356. Every effort will be made to accommodate your child as we will work in coordination with the Wentzville School District Student Services Department.

## **Discipline**

We want to ensure a safe and fun environment for your child(ren). We have established rules to help us meet this goal. Attendance in this program is considered to be a privilege and is not a requirement. We appreciate and require parental support when you are informed of a discipline situation. If we do not receive support in our discipline process, the family will be dismissed from the program. The goal in discipline is that children will regulate their own behavior. Occasionally parents are requested to pick up a child who is very disruptive.

## **Respecting Others**

Excessive noise, shouting, swearing, talk of inappropriate subjects, hitting, kicking, shoving, disrespect to students or staff, etc. are all unacceptable behaviors. Any child who physically or emotionally harms anyone will be reported to parents/guardians. Repeated incidents may result in suspension and or dismissal from the program.

## **Discipline Plan**

If rules are not followed, or if disciplinary action is necessary, these steps will be used.

1. Verbal warning and discussion or reminder of expected behavior. This may include re-direction to another activity chosen by the staff or the child.
2. Parent phone call.
3. Discuss reoccurring or serious behavior concerns with the child. A behavior form may be required.
4. In any situation where we cannot gain control of the child, the parent will be contacted to immediately pick up the child.

## **Dismissal from the Program**

Immediate dismissal from the program will be necessary in the case of a child or parent becoming physically or verbally violent with a staff member, or another child or repeated incidents of a serious nature. The parent /guardian will be contacted and required to immediately pick up the child with no reimbursement for the day. A child will also be dismissed in the case of repeated incidents endangering the physical or emotional safety of any child or staff in the program, or consistently disrupting the flow of the program. In certain circumstances, a child may be released from the program without notice. Safety is our main priority. The Chautauqua staff will work with the child and cooperate with families to resolve problems; if behavior does not change, dismissal from the program will result. Any student who is serving an “In-School Suspension” will have limited activities in the program. Any student who is serving an “Out-of-School Suspension” may not participate in the program for the days listed on the District’s Discipline Report.

## **Prevention and Control of Communicable Diseases**

It is very important that we attempt to control the spread of communicable diseases. We appreciate your consideration in following these guidelines:

1. Students should be fever-free (without the influence of fever reducing medication) for 24 hours before returning to school.
2. Students should be free of contagious coughing.
3. Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

### **Illness Policy**

If your child is ill or experiences any of the above, please DO NOT bring them to Chautauqua. Should your child become ill while in the program, you will be asked for the child to be picked up as soon as possible. Immediate first aid will be provided for a child who sustains a minor injury (scrape, scratch, insect bite, etc.) A written report will be filled out and given to the parent at the time of pick up. In serious cases, 911 will be called and an emergency vehicle will take the child to the hospital. The parents/guardians will be contacted immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member may accompany the child and will have in their possession the emergency consent form signed by the parent.

### **Medications**

Parents of students who require the use of medication are encouraged to give medication to their students before attending the program. Each building's health clinic is open during school hours only. There will be no access to the health clinics during Chautauqua's before and after school hours. **Chautauqua staff cannot dispense medications.** If your child has a medical situation and requires use of an Epi pen or inhaler the parent is required to note that on the registration form and make sure staff is aware. Please do not send medication with your child.

### **Transportation**

To ensure the safety of the students in our program we do **not** allow the option to have a bus on record if your child is enrolled in before or aftercare on a full-time basis.

*School Year Calendar  
Before & After Chautauqua Program  
2022-2023*

September 5	No Classes-Labor Day	No Chautauqua
September 12	Late Start	Chautauqua Extended Hours
September 30	No Classes-PD Day	Chautauqua in Session-Stonecreek
October 10	Late Start	Chautauqua Extended Hours
October 21	Early Release	Chautauqua Extended Hours
October 27-31	No Classes/Teacher Conf.	No Chautauqua
November 1	No Classes	No Chautauqua
November 14	Late Start	Chautauqua Extended Hours
November 23-25	Thanksgiving Break	No Chautauqua
December 12	Late Start	Chautauqua Extended Hours
December 21-30	Winter Break	No Chautauqua
January 2	Late Start	Chautauqua Extended Hours
January 13	Early Release	Chautauqua Extended Hours
January 16	No Classes - MLK Day	No Chautauqua
January 17	No Classes-PD Day	Chautauqua in Session-Peine Ridge
February 6	Late Start	Chautauqua Extended Hours
February 20	No Classes – Presidents Day	No Chautauqua
February 21	No Classes – PD Day	Chautauqua in Session-Crossroads
March 6	Late Start	Chautauqua Extended Hours
March 17	Early Release Day	Chautauqua Extended Hours
March 20-24	Spring Break	Chautauqua in Session-Duello
April 7	No Classes	Chautauqua Not in Session
April 10	Late Start	Chautauqua Extended Hours
May 29	No Classes-Memorial Day	No Chautauqua
May 31	Early Release-Last Day	Chautauqua Extended Hours

Chautauqua will have extended hours on late start days. The program will begin at 6:00AM and will run until school starts for students registered in full time before care.