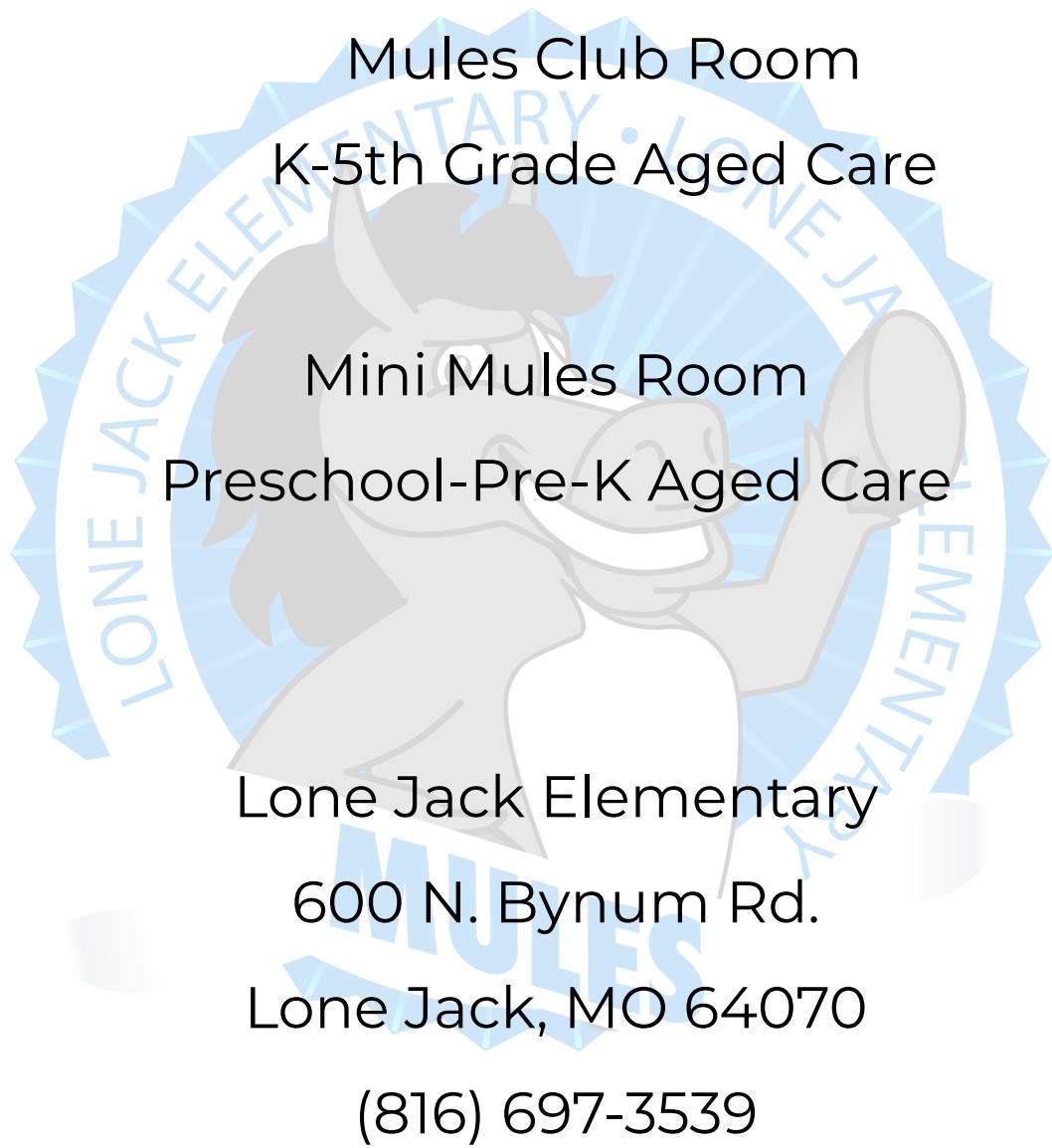


Lone Jack's AMPM Program

Handbook



Welcome to Lone Jack's AMPM Program

This Handbook is designed to give students, parents and guardians a helpful insight into Lone Jack's AMPM Program. It includes detailed information about Program activities, procedures, and policies. Please read this Handbook carefully and keep it in a safe place for easy reference during the school year. At Lone Jack's AMPM Program, we strive to provide a safe, consistent, and supportive environment that allows students to explore and embrace their choices. We use developmentally appropriate strategies that support the whole child and believe in teaching students how to be successful in social, physical, and academic situations. Our students will have the opportunity to experience a wide variety of activities that foster the development of dynamic individuals.

We encourage strong communication between staff, parents, and guardians and always welcome suggestions and ideas that will help us make your child's time at the Program beneficial and rewarding. If you have any questions about the content of this Handbook, please feel free to call us at 816.697.3539 ext 120.

Best Regards,

Jaymie Fender

Lone Jack's Program Director

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I. Contact Information

Program Director

Jaymie Fender

jfender@lonejackc6.net

Program Location - Lone Jack Elementary

600 N. Bynum Rd.

Lone Jack, MO 64070

(816) 697-3539

Elementary Principal

Andrew Berry

aberry@lonejackc6.net

Superintendent of Schools

Kathy Butler

kbutler@lonejackc6.net

Central Office - Lone Jack High School

313 S. Bynum Rd.

Lone Jack, MO 64070

(816) 697-3539

Webpage:

<https://lonejackc6.net/elementary/AMPM/>

Facebook:

Lone Jack's AMPM Program

II. Program Staff

Program Director

Jaymie Fender - jfender@lonejackc6.net

Assistant Director

Carlie Geisler - cgeisler@lonejackc6.net

Mules Club Lead Teacher

Jamie McWhorter - jmcwhorter@lonejack.net

Mules Club Teachers

Veronica Rice - vrice@lonejackc6.net

Savannah Moore - smoore@lonejackc6.net

Pauline Moyer - pmoyer@lonejackc6.net

Lucas Lyons - ll Lyons@lonejackc6.net

Marcus East - meast@lonejackc6.net

Ryleigh Stackhouse - rstackhouse@lonejackc6.net

Mini Mules Teachers

Candice Maintz - cmaintz@lonejackc6.net

Emma Holsten - eholsten@lonejackc6.net

III. Enrollment

A student must be enrolled in the district, (Elementary K-5 or Early Learning Preschool/ PreK), in order to attend our program. Your child also must be in attendance for the school day, to attend Mules Club or Mini Mules.

Mini Mules students must be 3 years old and completely potty trained before starting. Please see the complete toileting policy below.

In order to enroll in our program, an enrollment form must be completed for each child needing care. Enrollment is required at the beginning of every new school year as well as for our summer program. All enrollment information can be found online on our website.

IV. Hours

Regular Program hours Mules Club - 6:00 AM - 7:45 AM & 3:00 PM - 6:00 PM

Regular Program hours Mini Mules AM Preschool/PreK 6:00 AM - 8:00 AM & 11:00 AM - 6:00 PM

Regular Program hours Mini Mules PM Preschool/PreK 6:00 AM - 11:00 AM & 2:45 PM - 6:00 PM

Full Day hours - 6:00 AM - 6:00 PM

Snow Day hours - 7:00 AM - 5:00 PM

Early Release hours - 6:00 AM - 7:45 AM & 12:15 PM - 6:00 PM

Late Start hours - 7:00 AM - 9:45 AM & 3:00 PM - 6:00 PM

Summer School hours - 7:00 AM - 7:45 AM & 1:00 PM - 6:00 PM

Summer Program hours - 7:00 AM - 6:00 PM

V. Payment & Tuition

a. Payment Policy

Payments are due on the 1st of each month and are late on the 10th of each month. If payments are not made by the 10th your account is subject to

a \$20 late fee and could result in dismissal from the program. Each account must stay under a \$500.00 balance. Cash and check payments can be turned into the director or put in the payment box. Make checks payable to AMPM Program. Online payments can be made at

<https://lonejackmo.infinitecampus.org/campus/portal/parents/lonejack.jsp>

b. Past Due Balance Policy

All accounts must stay under a \$500.00 balance. If you need to set up a payment plan please contact the director. No payments, late payments or accounts over \$500.00 can all result in dismissal from the program. Immediate payment will need to be made before child care can be resumed. If your payment plan is not met we will revise or it could result in dismissal.

c. Absence and Vacation

Notice must be given at least one week in advance for **extended absences or vacation time**. If notice is not given, your account will still be charged the rate of your enrollment option. If notice is given, your account will be credited. Notice is also needed so that AMPM Program staff know not to expect your student for the date(s) given.

d. Tuition

Upon enrollment, each child must be signed up for an enrollment option and tuition package. Tuition will be charged the week prior to the 1st of each month. Tuition amount will vary by month. See the tuition page on our website for updated rates each year.

VI. Snow Days

In the event that school is closed due to inclement weather, AMPM will remain open, if possible. After the school district's superintendent makes the decision, the AMPM director will then make a decision on whether to open or close. An announcement will be made via phone call, text message, and email through the school district's communication system. The safety and well-being of students and staff is our top priority. All weather related factors will be reviewed before making a final decision. AMPM snow day hours are 7:00 AM- 5:00 PM.

VII. Late Starts / Early Dismissal

In the event that school will have a 2 hour late start or early dismissal due to inclement weather, AMPM will also have a late start and early dismissal. AMPM hours are 7:00 AM- 5:00 PM

VIII. Full Days

AMPM will be open for a full day on most no school days. There is a list of open/close dates on our website. Full day cost is NOT included in your monthly tuition charge as you do not have to attend. Advanced sign up for full days is required. There will be a paper sign up outside of each room or you can send an email. If your student is not signed up for a full day but is in attendance, you will be charged a \$5.00 no sign-up fee. If your student is signed up, but does not attend, the full day charge of \$30.00 will still be charged. You must notify the AMPM staff at least one school day prior to the full day, to avoid being charged. A breakfast snack and afternoon snack will be offered, but students must bring lunch from home. AMPM will have themed days on full days with crafts, games, and activities.

IX. Early Release

When K-5th dismisses for an early release at 12:15 PM, Mules Club will be open for care until 5:00 PM. Mini Mules will be open for full day care for preschool and pre-k students that will not have class.

X. Summer School Care

During summer school, Mules Club will be open for before and after school hours, 7:00 AM - 7:45 AM and 1:00 PM - 6:00 PM. Summer school is not offered for preschool or pre-k students. Mini Mules will be open for summer program hours, 7:00 AM - 6:00 PM.

XI. Summer Camp

The AMPM program offers a summer camp for both Mules Club and Mini Mules, 7:00 AM - 6:00 PM. Both groups will have weekly themed activities, crafts, games, and field trips. Summer program enrollment information can be found online on our district website.

a. Mules Club

Students must be enrolled at Lone Jack Elementary to attend the AMPM summer program. We do accept incoming Kindergarteners as well as students just finishing 5th grade.

Mini Mules

Students must be enrolled in Lone Jack Early Learning to attend the AMPM summer program. We do accept incoming preschool students, if they are 3 years old and completely potty trained by January 1st, of the enrollment year. Please see the complete toileting policy.

XII. Drop-off & Pick-up Procedures

a. Doorbell

The door for drop-off and pick-up from the AMPM program is located at our ELC Doors on the lower level ramp, on the Northeast side of the building. When you ring the doorbell, a staff member will view our camera system and call for your child if you are recognized. The staff will then buzz you into the vestibule where you can wait inside if you would like. If you are not recognized, a staff member will meet you and ask who you are here for, ask for identification and check our authorized pick up list. Once we confirm you are an authorized person for pick up, a staff member will go get the child and their belongings to leave.

(In order to keep our schools safe we do ask that no parent/guardian go past the vestibule. Thank you!)

b. Sign-in & Sign-out

A photo ID is required for staff to make sure you are on the authorized pick-up list for that student. An adult is required to come to the door to drop off and pick up students. AMPM staff will then check students in and out of our system. Please let staff know if someone else will be picking up your student.

Late Pick Up Policy

If you are not able to pick your student up by 6:00 PM, you must contact AMPM staff to let them know. Please arrange someone else on your pick up list to pick up before 6:00 PM, if possible. Occasional late pick ups will be excused. Consistent late picks up will result in a late pick up fee of \$1/minute applied to your Infinite Campus account.

School Year Drop Off

Our School Year drop off times are from 6:00 AM - 7:30 AM. If you will be dropping off later than 7:30 AM we ask that you drop off at the front office or in the car rider drop off line as the school car rider drop off line will already be forming. All students must be dropped off by 9:00am. The kids safety is our number one priority and we do not want little bodies to have to navigate through the car rider line. We also want to keep the parking lot rolling.

Summer Camp Drop Off

Our Summer Camp drop off times are from 6:00 AM - 9:00 AM. (We know that there will be days where you have appointments and drop off will not be possible at that time) With the move to the lower level of the building we do not have someone that is able to sit and monitor the door at all times so we ask that you work with us and have your child here no later than 9:00 AM. By 9:00 AM we are starting to rotate to other areas of the building to do activities, play in the gym and get the cafeteria ready for lunch.

Full Day Drop Off

On Full Days our drop off times are from 6:00 AM - 9:00 AM. (We know that there will be days where you have appointments and drop off will not be possible at that time, please communicate these days with us). With the move to the lower level of the building we do not have someone that is able to sit and monitor the door at all times so we ask that you work with us and have your child here no later than 9:00 AM. By 9:00 AM we are starting to rotate to other areas of the building to do activities, play in the gym and get the cafeteria ready for lunch.

XIII. Infinite Campus

Infinite Campus is the district and AMPM's attendance and billing system. Attendance will be recorded through our online infinite campus, as well as on paper by staff. The infinite campus system is also how you will check your monthly balance. If you need assistance logging in to your Parent Portal on Infinite Campus, please reach out to Emily Aldred in the central office -- ealdred@lonejackc6.net.

XIV. Behavior & Discipline

Guidelines for behavior and discipline will be consistent with the district's policies. AMPM is not mandated and attendance is considered a privilege. Because we provide child care and education in a group setting, we must be concerned for the safety of all children and staff. Please review the guidelines below for safety expectations and consequences of our program.

1. All AMPM staff are required to attempt the prevention of any negative behavior to their best ability. However, AMPM is not required, nor do we offer, one on one staff/student ratio. Steps to prevention are redirection, establishing and reinforcing expectations, and processing with the child.
2. Our program follows the guidance of BIST (Behavioral Intervention Support Team). BIST empowers educators and parents with the resources and understanding they need to partner with the students to help develop emotional awareness and positive coping skills so they can have safe and productive experiences inside and outside of the classroom.
3. 3 BIST Goals for students;
 - o Skill 1- I can make good choices even if I am mad.

- Skill 2- I can be okay even if others are not okay.
- Skill 3- I can do something even if I don't want to, (or if it's hard)

- We follow these steps when behavior is a concern:
 1. Classroom safe seat
 2. Buddy room (Mules Club Room/Mini Mules Room)
 3. Processing/think sheet
 4. Mrs. Jaymie's Office
 5. If behavior is unsafe and the student cannot return to the classroom, a parent is called for early pick up.
- 4. If child behavior results in a mild incident, the Director or Lead Teacher will communicate concerns with parents or guardians at time of pick up or by phone/email.
- 5. If child behavior results in a major incident, staff cannot gain control of a child, or the child is unable to be safe in the program, the Director or Lead Teacher will notify the parent/guardian. Immediate pick up of the child is required and expected. At any point, extreme behavior may be the cause for contacting the police. AMPM staff cannot hold or restrain any child. If your child is suspended for 3 weeks they will be dismissed from the program)
- 6. AMPM reserves the right to suspend or dismiss a child from the program as deemed necessary or appropriate at our discretion, with or without notice. The decision to suspend or dismiss a child from AMPM is determined by the Director and Lead Teacher. If a child is dismissed from the program, a credit for days not attended may be applied to the account. Behaviors or incidents that may result in suspension (1-10 days) or dismissal include but are not limited to:

- a. Endangering the safety of self or others (i.e. leaving the designated approved area, throwing objects, hitting, biting, or unable to gain control of a child).
- b. Verbal or physical violence with a staff member or another student.
- c. Inappropriate behavior or language with a staff member or another student.
- d. Damaging school property; theft.
- e. 3 or more bathroom accidents in one day or one week.

7. If a child is serving in-school suspension or out-of-school suspension during the regular school day, the child would also be suspended from AM/PM.

Behavior Incidents & Consequences

If a child's behavior results in a mild incident, such as minor disruptions or inappropriate behavior, the Director or Lead Teacher will communicate concerns with parents or guardians at the time of pickup or via email. This communication will serve as a reminder of expectations and a partnership opportunity to address the behavior.

For more severe behaviors that result in a major incident, where staff cannot gain control of the child, or the child is unable to maintain safety in the program, the Director or Lead Teacher will notify the parent/guardian. Immediate pickup will be required. In cases of extreme behavior, such as physical violence or severe disruption, law enforcement may be contacted. Please note that AM/PM staff are not permitted to physically restrain or hold any child.

Behavior incidents are categorized and addressed based on their severity and nature, with potential consequences determined by the Director and Lead Teacher. The following descriptions align with district policy, and consequences will be tailored appropriately:

- **Assault:** Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing that the other person will regard the contact as offensive or

provocative; or any other act that constitutes criminal assault in the third or fourth degree. Consequences may range from a conference with the student to suspension or dismissal for the remainder of the seasonal program (e.g., school year, summer school, or summer camp care).

- **Disrespectful Speech:** Verbal, written, pictorial, or symbolic language or gestures directed at any person that violate district policy, are rude, vulgar, defiant, inappropriate in educational settings, or that materially and substantially disrupt classroom work, school activities, or school functions. Speech will not be disciplined in cases where it is legally protected. Consequences may include a conference with the student to dismissal for the remainder of the seasonal program.
- **Harassment:** The use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include racial jokes or comments, requests for sexual favors, unwelcome sexual advances, graffiti, name-calling, or threatening, intimidating, or hostile acts based on a protected characteristic. Consequences may range from a conference with the student to dismissal for the remainder of the seasonal program.
- **Threats:** Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Consequences may include a conference with the student to dismissal for the remainder of the seasonal program.

Repeated behavior concerns may result in suspension or dismissal from the program. AM/PM reserves the right to suspend or dismiss a child from the program based on the severity, frequency, or type of behavior incidents at the discretion of the Director and Lead Teacher. Repeated or severe behavior incidents may include:

- A pattern of unsafe behavior or repeated violations of expectations that endanger self or others.
- Physical aggression or violent conduct.
- Use of inappropriate or threatening language.
- Inability to remain in control or respond to adult direction after multiple interventions.

Consequences for repeated behavior incidents will be decided on a case-by-case basis. For serious or ongoing issues, a child may face a range of consequences from a conference with the student to dismissal for the remainder of the current seasonal program (school year, summer school, or summer camp care). If a child is serving an

in-school or out-of-school suspension during the regular school day, they will also be suspended from AM/PM for the duration of that suspension.

XV. Emergency Procedures

AMPM has established an Emergency Plan that outlines the purpose, staff responsibility, location of emergency supplies, emergency response numbers, and location of emergency shelters for each emergency procedure listed below. If you would like a copy of this emergency plan to review, please request one from the Director.

1. Lockdown- Intruder, Disgruntled Person, Missing Child, Out of Building Threat
2. Shelter in Place- Tornado Warning, Earthquake, Thunderstorm, Ice and Snow Storm
3. Evacuation- Fire/Smoke/Bomb Threat, Power Failure, Waterline Disturbance, Gas Leak, Flooding
4. Medical Emergency- Serious Injury, Hazardous Material Exposure

XVI. Health, Medication & Toileting Policies

a. Health

1. Please help us keep our AMPM Program areas safe and healthy by following the school district's 24 hour rule. Students must be symptom free (diarrhea, vomiting and/or fever) for 24 hours, without the help of medication, before returning to AMPM.
2. If a student falls ill while attending AMPM, a staff member will either take that student to the school's nurse, if still in the building, or tend to their needs to the best of our abilities. We are able to take their temperature and offer a place to lay down in our office to rest.
3. Parents will be contacted for immediate pick up if the student has a fever, diarrhea or vomits.

4. If a minor injury occurs, a staff member will apply first aid and an accident/injury report form will be completed by AMPM staff and need to be signed upon pick up.
5. If a major injury occurs, AMPM staff will apply first aid to the best of our ability, contact parents and also contact emergency personnel if necessary.

b. Medication

1. If your student requires medication to be taken during the school day, please contact Mrs. Ross or Mrs. Rogers, the school nurse.
2. If your student requires medication to be taken during AMPM hours, please inform the Director or Lead Teacher. A medication form will need to be filled out giving AMPM staff permission to administer the medication. This form will also serve as a log to keep track of when the medication is given. Medication will be kept locked in our red medicine cabinet located in the office.

c. Toileting Policy

Children enrolled in our AMPM Program must be toilet-trained before attending. Children must be wearing underwear, as pull-ups are not considered toilet-trained. There are strict standards for changing and disposing of wet or soiled clothes and our classrooms are not equipped for this. When an adult is busy changing a child's soiled clothing, it is taking away from supervising all students and it removes one adult from the direct supervision of and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will assist as needed, but children should be

able to complete toileting activities independently. Please send a complete change of clothes should a random accident occur.

We understand that each child arrives at this milestone differently; therefore, we will allow four weeks from the first day of attendance for your child to demonstrate accomplishment of this goal. However, if the situation is unmanageable within the class setting, we will discuss the issue and reserve the right to remove the child from the program.

After the first four weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day. If it's not corrected by day three, the child may be removed from the program.

Please note that this policy is not in place to shame or punish a child or inconvenience a primary caregiver. Rather, cleaning accidents in the AMPM Program is time-consuming and takes a teacher away from the group. Our time is dedicated to interacting and supervising children in a safe and caring manner. This policy is intended to ensure the safety and happiness of all children and staff.

Lone Jack's AMPM Program Handbook Acknowledgement Form

I, _____ (parent or guardian's printed name)
confirm I have read the Lone Jack's AMPM Program Handbook and
understand and agree to follow the procedures and policies it outlines while
my student is enrolled in the program.

Signature

Date

