Student & Family Handbook

Before School
After School
Summer Enrichment

Administrative Office:
1000 N. Vandeventer, 2nd Floor
Saint Louis, Missouri 63113
Office: (314) 383-1733
Fax: (314) 361-6873
Revised March 2019
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**Unleashing Potential Summer Programs**

The locations for summer programs vary every year and are contingent upon funding. Our locations for the summer of 2019 are as follows:

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<th>Site Name</th>
<th>Address</th>
<th>Phone Numbers</th>
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<tr>
<td>Centennial Christian Church</td>
<td>4950 Fountain Avenue, St. Louis, MO 63113</td>
<td>Site- 314-728-6924</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Field Trip -314-601-4448</td>
</tr>
<tr>
<td>Immanuel United Church of Christ</td>
<td>221 Church Street, Ferguson, MO 63135</td>
<td>Site – 314- 441-0023</td>
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<tr>
<td>– Fellowship Hall</td>
<td></td>
<td>Field Trip – 314-680-1796</td>
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<tr>
<td>St. Paul United Church of Christ</td>
<td>3510 Giles Avenue, St. Louis, MO 63116</td>
<td>TBD</td>
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<tr>
<td>Jackson Park Elementary</td>
<td>7400 Balson Avenue University City, MO 63130</td>
<td>Site -314-546-6336</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Field Trip – 314-728-1254</td>
</tr>
<tr>
<td>SLACO</td>
<td>5888 Plymouth Ave, St. Louis, MO 63112</td>
<td>Site – 314-498-7320</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Field Trip -314-680-5768</td>
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Unleashing Potential Afterschool Program in Riverview Gardens Public School
Danforth Elementary School
1134 Saint Cyr Rd.  St. Louis, MO 63137
Bell times:  8:05-3:05pm
Program Time: 3:00-6:00pm

Unleashing Potential Afterschool Program in University City School District
Barbara C. Jordan
1500 North 82nd Blvd. University City, MO 63132
Bell times: 8:45am- 3:35pm
Program times: 7:00-8:40am/3:30-6:00pm

Flynn Park
7220 Waterman Ave. University City, MO 63130
Bell times: 8:45am- 3:35pm
Program times: 7:00-8:40am/3:30-6:00pm

Jackson Park
7400 Balson Ave. University City, MO 63130
Bell times: 8:45am- 3:35pm
Program times: 7:00-8:40am/3:30-6:00pm

Unleashing Potential Afterschool Program in Ferguson/Florissant School District
Airport
8249 Airport Rd, St. Louis, MO 63134
Bell Time:  8:05am-3:02pm
Program Times: 7:00-8:30am/3:30-6:30pm

Bermuda
5835 Bermuda Dr, St. Louis, MO 63121
Bell Time:  8:05am-3:02pm
Program Times: 7:00-8:30am/3:30-6:30pm

Johnson-Wabash
685 January Ave, Ferguson, MO 63135
Bell Time:  8:05am-3:02pm
Program Times: 7:00-8:30am/3:30-6:30pm
Unleashing Potential Before and Afterschool Locations in St. Louis Public Schools

Hickey Elementary School PK-5
3111 Cora Ave. St. Louis, MO 63115
Bell times: 8:15am-3:12pm
Program Time: 3:00-6:00pm

Farragut Elementary School PK-6
4025 Sullivan Ave., St. Louis, MO 63107
Bell times: 8:15am-3:12pm
Program Times: 6:30-8:30am/3:00-6:00pm

Froebel Literacy Academy PK-5
3709 Nebraska St. Louis, MO 63118
Bell times: 9:20am-4:17pm
Program Times: 6:30-8:30am/4:00-6:00pm

Herzog Elementary School PK-5
5831 Pamplin Pl. St. Louis, MO 63147
Bell time: 8:15am-3:12pm
Program Time: 3:00-6:00pm

Hodgen Elementary School PK-6
1616 California Ave. St. Louis, MO 63104
Bell time: 9:20am-4:17pm
Program Time: 4:00-7:00pm

Mann Elementary School PK-5
4047 Juniata St. St. Louis, MO 63116
Bell Time: 8:05am-3:02pm
Program Times: 6:30-8:15am/3:00-6:00pm

Oak Hill Elementary School PK-5
4300 Morganford St. Louis, MO 63116
Bell times: 9:10am-4:07pm
Program Times: 6:30-8:15am/4:00-6:00pm

Patrick Henry Downtown Academy PK-6
1220 N. 10th Street St. Louis, MO 63118
Bell times: 8:15am-3:12pm
Program Time: 3:00-6:00pm

Pierre Laclede Elementary School PK-5
5821 Kennerly Ave. St. Louis, MO 63112
Bell times: 8:05am-3:12pm
Program Times: 6:30-8:30am/3:00-6:00pm

Sigel Elementary School PK-6
2050 Allen Ave. St. Louis, MO 63104
Bell times: 9:10am-4:07pm
Program Times: 6:30-8:30am/4:00-6:00pm

Unleashing Potential Community Based Program
SLACO at Etzel Community Center
5888 Plymouth St. Louis, MO 63112
Program Time: 3:30-6:00pm
Unleashing Potential School Age Services
Administrative Staff

Agency Contact Information:
Administrative Office:
1000 N. Vandeventer, 2nd floor
St. Louis, MO 63113
Office: 314-383-1733, 0 for Administrative Assistant

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U City Office -314-290-4055
jvaughn@upstl.org
WELCOME
We are glad that you have selected Unleashing Potential, to provide educational and enrichment services for your child (ren). Unleashing Potential is committed to providing quality child and youth development programs in safe and nurturing environments. We look forward to developing a positive relationship with parents as we work to strengthen both the child and the families who support their growth and development.

We welcome all parents and families to partner with us to help make our before and after-school programs successful by volunteering and being active participants with their children! Parents may volunteer to help with special events, homework, or daily program activities. You may also offer to share your talents, be safety monitors, chaperone fieldtrips, bring snacks and treats for rewards, etc. Please see your Site Coordinator/Manager to discuss the many ways in which you and your family can partner with our before and after-school programs.

This parent information handbook is designed to share key information and ideas with parents to promote an understanding of our programs and foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an additional orientation tool to both our policies and our services.

MISSION /PROGRAM GOALS
Founded in 1913, Unleashing Potential believes all children can reach their magnificent potential. We provide educational and empowering experiences to help close the opportunity gap. To further our mission, we offer a continuum of care designed to improve the quality of life for children and families. Our programs and services include:

- affordable, state-licensed and accredited early childhood care and education with the capacity for serving over 80 children ages 6 weeks to 5 years of age,
- quality school age programming which focuses on the development of social skills, life skills, health and nutrition education, and academic achievement through before care, after care and summer programs,
- teen employment program, which provides employment opportunities and life skills training for young men and women, ages 16-19.
VISION
Unleashing Potential aims to inspire greatness in children and youth through a community of dedicated staff, first-rate service partners, and empowered parents.

CORE VALUES
Respect for All
Faith & Stewardship
Resilience & Empowerment
Quality Programs & Caring Staff

STATEMENT OF NON-DISCRIMINATION
Admission to, employment by, and all services provided by Unleashing Potential School Age programs are the same for everyone regardless of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship or veteran status.

LICENSING REGULATIONS
Unleashing Potential School Age programs are licensed by the Missouri Department of Health: Section for Child Care Regulation. Parents have the right to review Missouri Licensing Regulations at any time. Copies of the Licensing Rules for Child Care Centers are located at each site. Please feel free to consult them whenever necessary.

GOVERNANCE
Unleashing Potential is governed by a volunteer Board of Directors composed of members from the St. Louis Metropolitan area.

ADMINISTRATION AND MANAGEMENT
The Board of Directors of Unleashing Potential is the official decision making body for all affiliated Centers and is responsible for approving major changes in the policies and procedures. The President/CEO is responsible for the oversight of all agency operations and delegates authority to Senior Management staff for specific program oversight.
SCHOOL – AGE PROGRAM STAFF
Each program site is staffed by a Site Manager and Program Assistants based on the number of students served by the site. Staff is responsible for providing a safe and nurturing environment, implementing the curriculum and quality enrichment activities, providing homework assistance, and observing and supporting children’s progress. They are selected for their commitment to the welfare of children and community. They have a wide range of experience and education. All staff participate in ongoing professional training. Staff/child ratios in our classrooms conform to Missouri Licensing standards of 1 staff person to 16 children (1:16).

SCHOOL – AGE CURRICULA (5yrs-12yrs)
Unleashing Potential believes that by offering programming designed to improve social skills (e.g., positive peer and adult relations, effective communication, conflict resolution, etc.) and the development of practical skills, the children served by our school age programs will exhibit the confidence, motivation and skills needed to succeed academically and socially. We utilize the KidzLit and KidzMath afterschool curricula and the research based health and fitness curriculum, Fab 5 in our program structure. Staff also receives training to use and teach the curriculum of Conscious Discipline, a behavior management model to help empower them to use everyday conflicts to teach life skills. During afterschool programming, field trips and art classes are provided to increase awareness and appreciation of the visual and performing arts. Therefore, the objectives of our school age programming are:

- To improve social skills, including ability to build positive relationships with peers through techniques such as coping without aggression and learning to react without anger, in participants through interpersonal and intrapersonal activities.
- To improve physical health of participants through nutritious and balanced meals daily and fitness activities and/or education on healthy life choice.
- To engage children in self-expression through arts and other cultural activities.
- To provide academic support and enrichment through tutoring, homework assistance and implementation of literacy, STEM, health and fitness and character education curricula.
ADMISSION POLICY/ENROLLMENT ELIGIBILITY
Any student between the ages of five through 12 year of age and enrolled in kindergarten through 5th grades may apply for enrollment in our programs. Schools that have enrollment through sixth grade are also allowed to be a part of the before/afterschool programming. Eligibility for summer programming is completion of kindergarten through completion of the fifth grade. We strive to reflect the diverse community in which we are located, believing that much learning happens as children encounter different cultures and customs.

If your child has any special medical/dietary needs, we will require statements from your child’s physician (i.e. asthma action plans, immunization exemptions, allergies, etc.). To ensure the health and safety of ALL children and staff, we must have ALL medical information pertaining to your child upon enrollment. Acceptance in the program is not confirmed until these documents are received.

Enrollment packets are available at the school office for all interested families and on line at our website, www.upstl.org. After completion and submission of this information you will be contacted to schedule an orientation and a start date for your child. Submission of an application does not confirm acceptance. Please allow up to 48 business hours for processing of applications.

ARRIVAL PROCEDURES
Programs providing before school services will vary depending on the location. Please check with your specific program to confirm the start time. Parents or designee are required to sign students in. Please do not drop your child off and leave without signing them in. Parents of students who will be walking to school will need to provide verification in writing that the child will be walking and will not be signed in by an adult each morning. Upon dismissal to school day personnel, the staff will sign each child out at the designated time of release.

DEPARTURE PROCEDURES
Students within the school are dismissed to Unleashing Potential at the end of the school day. Those students arriving from other schools are met by our staff in a designated area at arrival.
When picking up from our program, **children must be signed out daily by you or persons designated on the Authorized Pick-up form.** Please inform us if you are authorizing different people to pick up your child. For your safety, we require picture identification of all individuals who will pick up your child (ren) and new designees must provide this information.

In the event of familial/custodial disputes we may need written documentation of adults authorized to pick up children. Please refer to the front of the handbook to know the end time for your program. There is no grace period. It is recommended that parents plan to arrive a few minutes prior to the end of program to make sure children are picked up **ON TIME.** Parents who are consistently tardy for pick up will be required to conference with the Site Coordinator/Manager. Additionally, late parents are subject to a probationary period during which additional violations may result in suspension or dismissal from the program.

*Note: Failure to pick up your child from care within a reasonable amount of time after closing could result in the authorities being contacted to pick your child up.*

**CHANGES IN ENROLLMENT INFORMATION**

Our first priority is your child’s safety and protection. Please assist us by ensuring that the staff is notified of any important changes in your family. We can best serve you when we are aware of the following changes:

- Changes in family structure (i.e., births, deaths, divorce, or new people living in the household, custodial matters that will affect the care of the child);
- Change in address or home telephone/cell number
- Change in employment and telephone number
- Change in medical information
- Change in emergency contacts

Often, changes in the environment affect your child’s behavior at school. If the staff observes changes in your child's normal activity we will notify you. Through open communication with one another, we can provide the best possible care for your child.
ATTENDANCE

- It is our expectation that any child enrolled in our programs will attend daily. If your child is attending the regular day school but is not staying for the after-school program, please notify their day school teacher so that they are not released to the afterschool staff. If a child reports to afterschool they will not be allowed to leave without prior consent from their parent.
- Children who do not attend school during the day due to suspensions, illness or other circumstance are not allowed to attend the afterschool program for that day.
- Children are not allowed to leave the school premises and then return to participate in the after-school program. It is important for your child’s safety that everyone is informed when they will not attend the program.
- Please call the Site Coordinator/Manager and inform her/him of extensive absences due to illness, family vacation or other life circumstances.
- Again, all children enrolled in the program are expected to attend program daily. **Children who do not attend regularly or with a high number of unexcused absences may lose their place in the program.**

HOMEWORK

- We will devote no less than 30 minutes of program time to assist children with homework. We are committed to supporting your children academically; however, we are required to include a number of other enrichment and recreational activities within our program day.
- Children must acknowledge that they have homework and present it in order for us to be able to assist. Children without homework will be given an alternate academic reinforcement activity to complete.
- Please check your child’s homework daily to ensure that all assignments are completed to your satisfaction. See the staff with specific requests for your child’s homework.

PARENT AND AUTHORIZED PERSON CONDUCT

It is our goal to create a positive, caring before and after-school environment where everyone is treated with dignity and respect. We ask that all parents, guardians, family members, guests, and individuals authorized to pick up children on the parents behalf conduct themselves in a responsible manner by modeling attitudes and behavior that support this environment.
Use of appropriate language and tone is required at all times when addressing children and staff. Individuals are to enter the building free of influence (including smell/scent) from any legal or illegal substance which may impair their ability to have children released into their care and custody. Unacceptable and disruptive behavior (including physical aggression and verbal threats) from any of the above mentioned individuals may jeopardize their ability to pick-up children, participate in and/or be invited to Unleashing Potential activities. It is our desire to avoid such measures and encourage everyone to model for all children at all times.

PARTICIPANT GUIDANCE/DISCIPLINE

Unleashing Potential staff receives training in Conscious Discipline, a proven model for social-emotional learning and behavior management that empowers our staff to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to your children. We believe that children work best when given a clear set of boundaries and expectations. Each day will be deemed as a time of learning, enrichment and a recreational outlet. In order for the program to be successful and operate smoothly we must ask that each child have a positive outlook on each activity and abide by the guidelines set forth by the program. If any participant is uncooperative and/or unruly by not following policies, procedures and guidelines, he/she may jeopardize their right to attend the program.

We expect all participants to conduct themselves in a positive manner at all times. Communication is key. We will work together with parents to help children develop socially and modify behavior concerns.

- Consequences include redirection, reflection exercises, loss of privileges or right to participate in special activities and depending upon the offense can include suspension from the program.
- A Disciplinary Action Report is completed for offenses committed and requires a parent signature. All consequences are designed to help children build key life and communications skills.
- Corporal punishment is never an option and is not used by Unleashing Potential Staff.
- Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor.
However, in situations where program rules are not followed, staff will utilize the following procedures: Behavioral infractions are documented by staff in an effort to maintain a written account of problems and patterns. See the progression of interventions below.

**CORRECTION** - Participant is reminded of the rules and is asked once again to follow them.

**REDIRECTION** – Participant is redirected to another activity or the appropriate behavior for the activity.

**SAFE PLACE** - Participant is asked if they would like to go to the “safe place” to regain composure.

**REFLECTION** – Staff has a dialogue with child to reflect on behavior and what will be done differently. Staff will communicate the consequences if behavior happens again. Child returns to activity.

**COMMUNICATION WITH PARENTS** - Serious concerns will be conveyed to the parent immediately by phone. Minor concerns will be communicated at the end of the program day.

**SUSPENSION/WITHDRAWAL** - Serious or continuing problems may result in suspension and/or immediate withdrawal.

**SUSPENSION**

Unleashing Potential aims to create a safe environment for staff and students and will not tolerate any action that jeopardizes the health and safety of staff or children such as fighting, hitting, kicking, destruction of property, running away from staff and repeated profanity towards staff or another student. Such actions will result in immediate parent contact for a conference and based on the severity of the incident, a determination will be made by the Site Coordinator/Manager if the child will be allowed to participate in the program or will be suspended for a period of time or the duration of the summer/school year.

**EMERGENCY/SAFETY PROCEDURES**

- With each child’s safety in mind, it is most important that we have up to date emergency contact information. It is the responsibility of the parent to report any changes regarding/concerning this information, as soon as possible.
Each program has emergency drill procedures for FIRE, TORNADO, EARTHQUAKE and OTHER EMERGENCIES that are posted in a designated location at the site. Children are taught and practice the appropriate procedures for each type of emergency. Fire drills, tornado drills, and emergency evacuation procedures are practiced regularly. Since the drills are conducted throughout the year the children are trained in the procedure and react in a well-organized, safe manner and are prepared in the case of an emergency. In the event that we have to evacuate the site, parents will be contacted directly with the evacuation site information.

Children will only be released to individuals designated to do so on the Authorization Form in your enrollment packet. It is your responsibility to update this information and to notify us directly if an emergency situation requires an unauthorized person to pick up your child.

MEALS

We participate in the City of St. Louis’ Child and Adult Care Food Program. We receive healthy and nutritious meal or snack as part of the program. We abide by health and sanitation guidelines put forth by the State of Missouri and the City of St. Louis’ Health Department.

Each child receives one complete meal and snack during the school year. All children will be served and encouraged to eat the meals served to them. Children must eat their meals on site. No portion of the meal may be taken from the program site.

Please inform our staff if your child has food allergies. Menus are posted at the site and are available for your review.

In the summer, we offer breakfast lunch and an afternoon snack. The morning meal time is from 8-9am. If your child will arrive later than 9am, please make sure the child has eaten prior to arrival. We are only allowed to serve each child one complete meal. All children will be served and encouraged to eat the meals served to them. Parents wishing to provide their own meals or additional snacks may do so, but every child will be served a breakfast, lunch, and a snack. A schedule for meal times and menu for meals to be served will be provided to all families and posted.
HEALTH

- **Immunizations**: It is a Missouri State requirement that each child have a current immunization record on file. These records must be current and are due upon enrollment. Failure to submit a current immunization record or keep the shots current can result in suspension from the program until current.

- **Administration of Medicine**: Medicine will only be administered to children under the following conditions:
  - When failure to take such medication would jeopardize the health of the student. In all other circumstances, medication must be administered at home before coming to school or given by the school nurse before coming to the program in the afternoons.
  - Children with severe allergies must have required medicine with instructions on site in the event of an allergic reaction, i.e. epipen for severe allergic reactions.

- **Asthma (Action Plans)**: Each child with asthma shall have a special care plan prepared for the facility by the child’s source of health care, to include:
  - Written instructions regarding how to avoid the conditions that are known to trigger asthma symptoms for the child
  - Indications for treatment of the child’s asthma in the child care facility
  - Names, doses, and method of administration of any medications (e.g. inhalers), the child should receive for an acute episode and for ongoing prevention.

- **Health Check**: Children exhibiting any of the following symptoms will not be allowed to stay in the program:
  - **Diarrhea**—If a child reports loose stools or other related symptoms;
  - **Severe coughing**—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
  - **Difficult or rapid breathing**
  - **Yellowish skin or eyes**;
  - **Pinkeye**—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
  - **Unusual spots or rashes**;
  - **Sore throat** or trouble swallowing;
- **An infected skin patch(es)**—crusty, bright yellow, dry or gummy areas of the skin;
- **Fever** over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
- **Headache and stiff neck**;
- **Vomiting**
  - **Severe itching** of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

**Illness:** If your child is sent home with any of the above symptoms he or she may not return until they are symptom free and have not required any fever/pain medication for a minimum of 24 hours unless they have a note from their physician stating otherwise. If a child is placed on an antibiotic, they need to be on this medication for at least 24 hours before returning to the program. If your child is diagnosed with a contagious disease, please notify so we can notify the parents of the program. All parents will be notified when there is a contagious disease diagnosed by a physician on one of the children attending the program at their site.

**REPORTING OF CHILD ABUSE**
We are mandated reporters of child abuse or neglect. In some cases, we are directed by the state’s child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

*Child Abuse:* is the non-accidental commission of any act by a caretaker, which causes or creates a substantial risk of harm to a child's physical and emotional wellbeing, including sexual abuse.

Note that parents/adult caregivers are not permitted to physically discipline (spankings) children on the school property.

*Child Neglect:* is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

Note that failure to pick up your child from care within a reasonable amount of time after closing could result in the authorities being contacted to pick your child up.
GRIEVANCE POLICY
The following procedure will govern the hearing and resolving of parent and community complaints:

- Complaints may be submitted to the Director of School Age Services in writing via email at ghampton@upstl.org. The complaining party will receive a response within seven (7) working days or sooner. If the complaint is not resolved to the satisfaction of the person or entity complaining, the person or entity may proceed to the next step.
- The complaining party shall submit the written complaint and the response from the Director of School Age Services to the Vice President of Programs, Administrative Office at 1000 N. Vandeventer, St. Louis, MO 63113. The complaining party shall be notified and given sufficient opportunity to be present for a hearing. If the parties are still not satisfied the party proceeds to the President/CEO.

PROGRAM CLOSINGS
Unleashing Potential School Age Services operate on the School District schedule. We will not have programming when the school is scheduled to be closed to the students, such as Teacher Professional Development, Parent/Teacher Conferences, school holidays/breaks, inclement weather, and early dismissal schedules. This policy also applies to closings which occur mid-day due to inclement weather or emergencies. Special programs during such as Spring Break camp occur at the discretion of the District and are offered based on enrollment.

FIELD TRIPS
Field trips are planned in conjunction with the themes and the children’s interest. The trips are related to student ideas and opportunities that become available in the community for exposure to new experiences. Parents are informed prior to a field trip of the destination, arrival and departure time, any special clothing or other needs, the purpose and the cost (if any.) Parents will be advised of any pertinent information so they can prepare their child for the trip.

CONFIDENTIALITY
Unleashing Potential protects each parent’s/legal guardian’s fundamental right to privacy and confidentiality. All children/family records are secured in a
locked file cabinet. Only authorized staff is allowed access to these files. When necessary children and family information will be shared with outside agencies/authorities with the written consent of the parent or legal guardian of the child (except in cases of mandated reporting of child abuse and neglect).

INCLEMENT WEATHER
When snow and extreme temperatures are forecast, we recommend you listen to KMOX Radio (1120 AM), Channel 5 (KSDK) and Channel 2 (FOX2). The broadcast begins at 5:30 AM to determine if school will be in session. The teaching staff will make every effort to contact the families due to emergency closings of the program when school is already in session, but will not be able to provide after school services in those instances.

OUTDOOR WEATHER PLAYTIME POLICY
The recommended temperatures related to play time are as follows:

<table>
<thead>
<tr>
<th>Temperature Outdoors</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 degrees and above</td>
<td>No Outside Play Period</td>
</tr>
<tr>
<td>95-100 degrees</td>
<td>5-10 Minute Play Period</td>
</tr>
<tr>
<td>90-95 degrees</td>
<td>10-15 Minute Play Period</td>
</tr>
<tr>
<td>32-90 degrees</td>
<td>Normal Play Period</td>
</tr>
<tr>
<td>20-32 degrees</td>
<td>10-15 Minute Play Period</td>
</tr>
<tr>
<td>10-20 degrees</td>
<td>5-10 Minute Play Period</td>
</tr>
<tr>
<td>10 degrees or below</td>
<td>No Outside Play Period</td>
</tr>
</tbody>
</table>

If the wind-chill factor (regardless of temperature) is 10 degrees or below, there will be no outside play period. Children need fresh air every day. Make sure your child is properly dressed for the type of weather present each day.

Child Care Weather Watch:

Wind-Chill
- 30 degrees is chilly and generally uncomfortable
- 15 to 30 degrees is cold
- 0 to 15 degrees is very cold
- 20 to 0 degrees is bitter cold with significant risk of frostbite
- -20 to -60 degrees is extreme cold and frostbite is likely
- -60 degrees is frigid and exposed skin will freeze in (1) minute
Heat Index
- 80 degrees or below is considered **comfortable**
- 90 degrees is considered **uncomfortable**
- 100 degrees is considered **uncomfortable** and may be **hazardous**
- 110 degrees is **dangerous**

FINANCIAL MATTERS
For some programs, our funding does not fully cover the cost of the program and it is necessary to charge a fee. Below are the processes for programs with a fee.

Tuition
Unleashing Potential does not bill for its services. Before, After School and Summer Tuition is due every **Monday** for the week of service. **Students will not be able to attend without payment.** The payment link can be accessed on our website.

**Cash payments are not accepted.** For University City families, please contact the Accounts Manager at 314-290-4055 or at our administrative office 314-561-3341 for other payment options. Families from other locations wishing to make a payment may contact Gloria Hampton at 314-561-3334 or ghampton@upstl.org.

**Financial Assistance**
Financial assistance is offered on a sliding scale in the form of a discount to qualified applicants. Qualifications are based on household size and gross household income. Please note that financial assistance is limited and awarded on a first come, first serve basis. The required documents needed to accompany the financial assistance form are listed on the top of the form.

**DSS Participants**
We accept families who have a current approval letter under our DVN number receiving subsidy from the Department of Health and Senior Services Section for Child Care Regulation (DSS) for University City locations. DSS participants will be responsible for paying co-pays; sliding fees and absences not covered by DSS. Please note that DSS does not pay
for any late charges you may incur. Parents are required to initial DSS attendance records daily and sign them at end of the month.

**Return Check Policy**
A service fee of $25 will be charged for returned checks and declined payments. Payments, including the insufficient funds/declined payment fee, must be remitted in the form of money order or the family can remit payment by way of their credit/debit card.

**Refunds**
A refund or credit will only be issued in the event of program cancellation due to inclement weather or emergency school closures. Once your child is enrolled in a session, you have reserved a slot for your child and you will be charged accordingly. Payment must still be made even if your child does not attend. To discontinue services and fees, you must withdraw your child from the program in writing to the Accounts Manager.

End of year statements are available upon request.
SUMMER FUN

Clothing
Children should be dressed in comfortable, durable and easy to wash clothing that is suitable for indoor and outdoor activities. Several of the activities that children participate in can be messy. Unleashing Potential is not responsible for lost, damaged, or stolen clothing/property. **Children must wear closed toe, rubber soled shoes at all times. Flip flops and sandals are acceptable only in the pool area.** Outdoor activities are incorporated every day weather permitting. Please dress children in clothing appropriate for play and messy activities.

Swimming
All children will have the opportunity to receive lessons from certified swim instructors at the designated pool. In order to swim, your child will need the following items:
- Full body Swimming Suit-One piece for girls/ Swimming Trunks for boys
- A Towel
- Plastic bag/Swim bag for wet items
- Additional items such as sunscreen, lotion, combs, brush, water shoes and other personal hygiene items as needed. Children are responsible for their own hygiene and putting on their own lotion and sunscreen.

Summer Schedule
Summer enrichment programming begins at 9:00am even though all of our camps open before 9:00am. Unleashing Potential believes in intentional opportunities to connect and build community with its participants and this takes place at the start of the day. **It is strongly encouraged that your child be present by 9:00am so that they may have full participation in the programming.** In addition, there may be field trips and swimming trips scheduled for the morning and we cannot guarantee that a staff member will be present on field trip/swimming days if you arrive after the program start time at 9:00am.
Parent Acknowledgement of Receipt of Parent Handbook

I ________________________________, acknowledge the following:
(Print Name)

I have received a copy of the Unleashing Potential Parent Handbook. I agree that it is my responsibility to read and understand the policies contained in it and that in the event there is any policy or provision in the handbook that I do not understand, I will seek clarification from the Site Manager.

_________________________   ___________________________
(Parent Signature)             (Date)