

What is SPARC?

SPARC is a licensed child care program that provides a great opportunity for your child to learn and grow both before and after school through a variety of clubs, sports, enrichment activities, homework help, and mentoring. SPARC also offers clubs throughout the year to enhance learning and physical activity beyond school hours.



School-Park Office

300 E. Harrison
Springfield, MO 65806
(417) 837-5737
Fax: (417) 831-1769
Emergency Pager: (417) 771-0111
sparc@springfieldmo.gov
<http://sparc.parkboard.org>

Program Director

Joseph Seastrom, CPRP
(417) 891-1627
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Program Supervisor

J.C. Loveland
(417) 891-1628
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SPARC EXPECTATIONS

Parent's/Guardian's Expectations of SPARC...

- Their children are cared for in a safe, supportive environment
- They may visit with the Site Director about concerns related to their child.
- They will be informed about any issues with behavior from their child and be able to speak with the Site Director to discuss and correct behavior.
- They will be regularly informed about activities
- They will be given opportunities to provide input about the program

SPARC's Expectations of the Parent's/Guardians...

- Communicate with staff respectfully.
- Support staff with discipline situations
- Follow all policies outlined in this Handbook.
- Notify Site Director of any changes with the child's records.
- Sign your child(ren) in and out daily.
- Read all information distributed and written on the parent board.

SPARC's Expectations of the Children...

- To have fun in a safe environment.
- To treat all equipment, staff, materials, and the facility with respect
- To make choices and take responsibility for actions
- To participate in all activities to the best of their ability
- Develop and use social skills
- Express emotions in an appropriate manner.
- To follow all rules and guidelines given.

Typical Daily Schedule

Mornings

7:00 a.m. – 7:30 a.m. :: Homework/Social Time

7:30 a.m. – 8:15 a.m. :: Choice of Physical Activity

Afternoons

3:30 p.m. – 4:00 p.m. :: Snack/Social Time

4:00 p.m. – 5:00 p.m. :: Choice of featured club or other physical activity

5:00 p.m. – 5:30 p.m. :: Homework Time *(No Homework Time on Friday's)

5:30 p.m. – 6:00 p.m. :: Free Time

Program Policies

Days of Operation

- SPARC follows the Springfield Public Schools calendar and will only be offered on days in which school is in session.
- SPARC does offer School's Out, Winter Break, and Spring Break programs. More information will be given out during the school year.

Snow/Heat/Emergency Days Off

- SPARC will be closed on days the schools are closed, including snow days, heat days, and other emergencies due to inclement weather.

Enrollment

- Registration forms can be found at:
 - Online @ <http://sparc.parkboard.org>
 - Main School Office
 - School-Park Office
- Registration forms must be received by 8:15am the Wednesday prior to the week the child will attend.
- NO PAYMENTS WILL BE ACCEPTED AT THE SCHOOL
- Check or Cash Payments will only be accepted at the School-Park Office and must be received by 8:15am the Wednesday prior to the week the child will attend.
- A \$10 (per child) **late fee** will be added to any registrations or payments received after 8:15am on Wednesday.
- If the program is full, the child may be placed on a waiting list.
- **RETURNED CHECKS** – Individuals whose checks are returned will no longer be registered for that week. If space is available, those individuals may re-register by paying with cash. A \$35 fee (\$25 for the returned check plus \$10 late fee) will be charged in addition to the program fee.

Cancellation Policy

- Registration fees offset the cost to plan and schedule program. Enrollment is depended on for a successful program. Please plan your schedule carefully, as responsibility cannot be accepted for personal circumstances.
- A \$10 processing fee will be applied to all ***paid*** registrations.
- If you must **CANCEL** your registration, ***you*** must notify the School-Park Office ***in writing*** (in-person, or by email, fax or mail) no later than 5:00 pm on the Monday prior to the week your child is scheduled to attend in order to receive your refund minus the \$10

processing fee. Cancellation requests submitted after Monday will not be eligible for a refund. ***Cancellation forms are available at school site and the School-Park Office.***

- NO credits will be approved for absenteeism, suspension, or expulsion from the program.

Sign in and Out Procedures

- Parents and other authorized individuals must sign the child(ren) in every morning and out every afternoon with their initials. Only authorized individuals will be allowed to pick up a child from the program. No child will be released to leave with someone who is not listed on the Pick-Up Authorization Form. **We will check for photo identification.** No child will be released to leave with someone who refuses to show identification when asked.
- Children must be picked up by 6pm. A **\$5 LATE FEE** will be charged for each 15 minutes, or portion thereof, that the parent is late.
 - Children will not be allowed to return to the program until all late fees are paid.
 - Authorities will be notified if children are not picked up by 7:00 p.m.

Insurance

- The Springfield-Greene County Park Board does not provide any accident or hospitalization insurance for program participants. We recommend that you review your own family policies for coverage information.

Medical Authorization

- If your child needs to be given medication (prescription or over-the-counter) while at program, you must have a completed **health statement** form on file.
 - **No Medication will be given without this form on file.*
- All medications must be in the original, properly labeled container when sent to program.

Sick Child

- Please do not send your child to program with a fever or an illness.
- If your child exhibits symptoms of illness or fever, you will be called to pick up your child.
 - We ask that you make every effort to pick up the child as quickly as possible.

Inclusive Recreation

- If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend.

Emergency Situations

- If you have an emergency and need to contact your child during program hours, please call the **School-Park pager @ 663-0000**
- Phones will be answered 8 am - 4 pm during office hours @ 837-5737.
- The Program Director will be paged to return your call.

Personal Items

- Personal items from home, such as toys, games, cards, etc should not be brought to SPARC but are the child's responsibility if they do.

Cell Phones / Electronic Equipment

- Students are not allowed to have Cell Phones, MP3 Players, Handheld Gaming Devices, or other electronics at SPARC. SPARC accepts no responsibility for loss or theft of student property. Students caught with any such items will have them confiscated and given to the parent upon pick-up.

Licensing

- SPARC is licensed by the Department of Health and Senior Services, Bureau of Child Care. A copy of the licensing policies is available for review at the parent's request.

Discipline Guidelines

- Children are expected to display satisfactory behavior while at program. If behavior problems arise, the child will be written-up and parents will be notified. If the problems are persistent or severe, the child can be suspended or expelled from the program.
- Depending on the severity of the incident or number of occurrences, **EACH** write-up can include any or all of the following:
 - Verbal Warning
 - Time-Out
 - Visit with Parents
 - Suspended for X number of Days
 - Expulsion
- No refunds due to suspension or expulsion for the current week will be approved.