

# The Social Zone

2019-2020 Middle School after school supervision through



Main Office  
849 Jeffco Blvd.  
Arnold, MO. 63010  
(636) 282-6915  
Main Office Hours:  
7:30am-4:00pm



## Welcome to The Social Zone

Welcome to The Social Zone, a Fox C-6 School District's Community Outreach Program for middle school students (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade) that provides adult supervision from dismissal until 6:00pm for students at all four middle schools who stay after from dismissal to hang out with our staff, stay after for other after school activities, tutoring, or clubs and then come to us until parents or guardians can pick them up.

### Goals of the Fox C-6 Community Outreach's The Social Zone

- Provide a safe, fun, social, supervised, environment.
- Provide an environment, emphasizing respect for self, others, property, and personal responsibility.
- Provide an environment that is complementary to the school experience.
- Provide an environment that is accepting of every student, and is encouraging and welcoming of diversity.
- Give guidance based on each individual student's needs.
- Build self-esteem by allowing them the freedom to choose and initiate activities, and by assisting them with homework, and by giving them approachable staff members.

### Program Options

- After school programming: \$40.00 per week, or \$10.00 per day if not attending every afternoon.
- Only offered on regularly scheduled school days after school.
- No morning care available.
- Not offered on any scheduled days off school, early dismissals due to inclement weather, or canceled days of school due to inclement weather.

### Registration

The Social Zone registration for the 2019-2020 school year opens Thursday, March 21, 2019 and the deadline to register is Friday, August 2, 2019. However, because each location has a maximum number of participants allowed, it is possible some locations may close prior to the deadline as a result of a full location.

The link to register for The Social Zone 2019-2020 is: [bit.ly/socialzone-fall](http://bit.ly/socialzone-fall)

**No attendance for two consecutive weeks without communication with the Community Outreach staff members will result in your child's cancelation of the program.**

### Program Hours

Location:	Afternoon Hours:
Antonia Middle	Dismissal-6:00 pm
Fox Middle	Dismissal-6:00 pm
Ridgewood Middle	Dismissal-6:00 pm
Seckman Middle	Dismissal-6:00 pm

- Please note that late pick-ups will result in the cancelation of your child's enrollment in the program.

### Early Release information

**\* In the event your child’s school is dismissed early due to inclement weather, a water main break, power outage, etc. The Social Zone will NOT operate. Please make sure alternate arrangements have been made for your child should a scheduled afternoon be cancelled due to an unscheduled early release.**

### Late Pick-Up Policy

The Social Zone program hours will be observed. Children **cannot** be picked up after 6:00pm. It is your responsibility to make other arrangements if you cannot pick up your child by 6:00 p.m. If a child is not picked-up by 6:00 p.m., a late fee will be assessed at the rate of \$1.00 per minute per child starting at 6:10 p.m. At 6:10 p.m., if the site staff has not heard from the late parent/guardian, the site staff will start making phone calls to the child’s parent/guardian, or other emergency contact numbers until the staff finds someone to pick up the child. If the program has not been contacted or an emergency contact has not been reached within **30 minutes** of the site closing time, the police and the Department of Social Services may be notified that the child has not been picked up so they can assist in finding the parents/guardians.

### Enrollment

Once you have completed the registration form online, our office uses the Tyler Student Information System to retrieve important information regarding the welfare of your child. It is extremely important that you update this information when necessary. In addition to child information, the Tyler System is also used as the platform for tracking and recording The Social Zone payments. This allows for you to see payments made, balances due, and your child’s attendance each week.

### Support for Children with Special Needs

The Social Zone programming supports the inclusion of children with special needs. The majority of children will be able to fully participate in our program without any major accommodations or support. It is expected that only the students with challenging or significant needs will require reasonable accommodations if available or possible. The level of accommodation needed by a student is determined on an individual basis. Please advise us of any special needs that your child may have. We will then make a decision as to what reasonable accommodations the Community Outreach Department is able to provide. However, please note that our department does not have the same staff resources available that your child may receive during the normal school day. We will provide support to the best of our ability for children with special needs, however, because our program is not instructional by nature, if a child poses difficulties that cannot be met with the support our department has within its means, or if a child with support cannot function in the program as it is designed, we do reserve the right to terminate the child’s enrollment in our program.

### Fees, Billing, and Payment

The Social Zone will require that fees be paid on Friday, or the last scheduled school day of the week **for the following week of care**. Failure to pay on time can result in the cancelation of your child’s attendance until payment is received. Personal checks or money orders are acceptable forms of payment, however, credit and debit card payments are preferred. You can make credit/debit payments towards The Social Zone weekly fees by accessing your Parent Portal in the Tyler Student Information System. If paying by check or money order, please write your child’s name and Middle School location in the memo section. **We apologize for any inconvenience but payment with cash is not accepted.** The Social Zone fees will be as follows: You must select what your child will be registering for and **this will be your child’s weekly charge and expected schedule:**

Weekly fees:	Mon-Friday	Any combination of four or less days a week:
PM care only:	\$40.00	\$10.00 per day

Please note that The Social Zone does not apply credits or refunds towards future tuition for missed or unused days within a given week. **No attendance for two consecutive weeks without communication with Community Outreach staff members will result in cancelation of your child's enrollment. It will be necessary to re-register as it is possible the next participant on the waitlist will be enrolled.**

Upon request, billing information will be released to a child's parent/guardian unless legal documentation has indicated otherwise. Legal documentation has to be on file at the Community Outreach office.

A \$15.00 fee will be assessed for any returned checks. Should we receive more than one returned check toward your child's fees, we will no longer be able to accept checks for the remainder of the school year. We will require that you make payment with money orders or credit card for the remainder of the school year.

### **Program Locations**

Antonia Middle: 636-282-6970

Fox Middle: 636-296-5077

Ridgewood Middle: 636-282-1459

Seckman Middle: 636-296-5707

### **Admit/Release Polices and Authorized Pick-ups**

- Children are required to be signed out of The Social Zone program every day, by the parent or adult authorized pick-up with a full signature.
- If your child participates in another activity after school, the parent/guardian must communicate this information to the Community Outreach staff, and state the time of the arrival to The Social Zone from the activity.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless legal documentation states otherwise. Parents/Guardians should submit to The Social Zone staff member any pertinent legal documentation to prevent an unauthorized pickup by the non-custodial parent. If a parent is not listed on the authorized pick-up list or authorized contact list in the student's database, the parent must demonstrate through legal documentation and state issued identification that he/she is the parent of that child.
- Written authorization for pick-up does not supersede the legal documentation; the legal documentation will be followed.
- The authorized pick-up must be of driving age and able to show a valid driver's license photo ID.
- Staff will ask for photo identification from anyone picking up a child in our program until they become familiar with that person.

### **Parents Sharing Joint Custody**

If you share custody of your child (ren), please read the following information, and discuss with the Community Outreach staff if any of the issues outlined below apply to your situation. We strives to be sensitive to the needs of families and children in these situations while still providing the highest quality of care and safety for your child.

- The parent who registers their child for the program assumes the responsibility for payment.
- **Please note that because your child's portal is visible to both parents, each will have access to the account information recorded on your child's portal.**
- Any emails sent via the Tyler system will automatically be sent to the household parent listed and the non-resident parent.
- In the event that a custodial agreement is on file, each parent will be asked to provide authorized "pick-up" information on each of their registration forms for their child. Following the custodial agreement, a child on "mom's" days will only be released to authorize pick-ups on mom's list, and on "dad's" days, the child will only be released to authorized pick-ups on dad's list.

**\*Please note that our staff may only follow the above procedures if a custodial agreement is on file with our office.**

### **Medication Administration**

**Please note that a school nurse or medical personnel is NEVER on duty while The Social Zone is in operation.**

We request that medication be administered during school hours when a school nurse is available.

### **Illness and Injury**

If an illness or an emergency does occur, based on the emergency contact information provided by the parent/guardian, we will call the parents/guardians first. We will attempt contact for the parents/guardians by using all numbers provided. If we are unable to reach the parents/guardians, we will continue to try the emergency contact numbers on your list until an emergency contact has been reached. Please keep these emergency contacts up to date.

If a minor injury occurs, an injury notice will be given to the parent/guardian the day it occurs explaining the basic first aid that was administered. Any serious injury or head injury will be reported to the parents/guardians immediately so that the appropriate action may be taken. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest medical facility. Parents/guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

In accordance with the standing orders of the district designated licensed physician, parents/guardians will be notified for immediate pick up for the following conditions:

- Fever of 100° or more.
- Skin rashes of unknown origin or any rash accompanied by fever.
- Vomiting.
- Diarrhea.
- Severe abdominal cramps.
- Laceration that may require stitches.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throat
- Head lice.
- Conjunctivitis (pink eye).
- All serious injuries requiring a physician's evaluation.

If The Social Zone Community Outreach staff should have to contact you due to any of the fore mentioned symptoms, we ask that you pick up your child within **one hour**.

For any of the above conditions, children will be readmitted to The Social Zone, once the child has been readmitted to school.

**Students may not attend The Social Zone if they have been absent during the school day due to illness or suspension.**

Reporting and disease outbreak control measures will be implemented in accordance with federal and state laws and Department of Health rules governing the control of communicable strains and other diseases dangerous to public health.

### **Discipline**

Our philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline, while also promoting respect for others and problem solving skills. The staff will work with the child and cooperate with the families to resolve problems. Conferences or suspensions may be required. Occasionally parents/guardians are requested to pick up a child who is disruptive. If continual efforts to resolve the situation or behaviors are not productive, the result will be dismissal from the program.

The following is an abbreviated list of offenses. The consequences of these offenses will be suspension or dismissal from the program, and possible law enforcement involvement; consequences for the listed offenses will be at the discretion of the Community Outreach Director and School Principal. Offenses not included on this list may also result in similar disciplinary action.

**Assault:** Assault is attempting to cause injury to staff or other students or intentionally placing a person in reasonable apprehension of imminent physical danger.

**Destruction of property/vandalism:** Destruction or vandalism is any damage to Fox C-6 School District property or the property of staff, or students due to willful or inappropriate behavior.

**Harassment:** Harassment based on sex, sexual orientation, religion, race, color, national origin, ethnicity, or disability of students or staff will not be permitted.

**Fireworks/explosives/ammunition:** The use or possession of fireworks, explosives, or ammunition creates a hazard to both life and property and is prohibited.

**Fighting/Hitting/ physically harming or attempting to harm:** Fighting, hitting, and physical harm or attempting to harm, pretend or real, is prohibited.

**Fire:** This is participating in an act to intentionally set fire, or an attempt to set a fire, which results in a fire or fire-related damage on school property, buses, or at a school sponsored activity off school property. A report may be filed with the fire and /or police departments.

**Guns-Firearm-Free Schools:** All prohibited.

**Insubordination:** Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority.

**Smoking/Drugs/Alcohol:** Smoking, taking drugs and consuming alcohol is prohibited on school property. The taking and possession of drugs is illegal; anyone found in possession of illegal substances will be turned over to the proper authorities.

**Stealing:** A student, while on district property, that has been caught stealing, will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. If the situations demands, referral to legal authorities will be made.

Threats to staff or students: **Any overt threat, verbal, physical or written to staff or another student regarding life, physical well-being and/or personal property is prohibited. Referral may be made to legal authorities if the situation warrants.**

Other offenses that may require disciplinary action could include, but are not limited to the use **profanity or obscene gestures**, the possession of **knives and other objects which could be used as dangerous weapons**, or any **false fire alarms/ 911 calls or bomb threats**.

## **Termination**

Although this program is offered and operated by the school district, **unlike** school, it is a privilege for a student to attend this program; it is not his/her right. Therefore, the Community Outreach Department reserves the right to release or restrict students, families and/or parents/guardians from the program should the situation warrant.

## **Communication**

It is our intent to maintain open lines of communication with the parents/guardians. You can stay informed of upcoming activities, updates, and information through text messages, email, the Community Outreach webpage on the district website, and you can follow the CKC Department on Facebook: ask to join the “Fox C6 CKC/ Community Outreach” group for current information regarding The Social Zone and other programs. If you have questions or concerns please call 636-282-6915, or email us at:

Sue Belleville: Director: [bellevilles@foxc6.org](mailto:bellevilles@foxc6.org)

Donna Schneider: Secretary: [schneiderd@foxc6.org](mailto:schneiderd@foxc6.org)

Crystal Worth: Registrar: [worthc@foxc6.org](mailto:worthc@foxc6.org)

## **Staff Requirements**

Our staff is required to participate in district mandated trainings each year. In addition, all staff is required to be CPR and First Aid certified, have a TB test and maintain current Serve Safe Certification with the Health Department. Reference checks, fingerprinting and child abuse screenings are standard prerequisites for all employees.