



*2019-2020*

**PARENT  
HANDBOOK**

# **SUPERVISED PROGRAM IN a CARING ENVIRONMENT** **- SPICE -**

The SPICE program is a non-profit, self-supporting program of childcare provided for elementary age students and parents of the Fort Smith Public Schools. Currently SPICE is offered at Barling, Bonneville, Cavanaugh, Cook, Euper Lane, Fairview, Orr, and Woods Elementary Schools.

The SPICE program provides a continuation of important elements in the child's educational environment. This includes a well-known, comfortable place with a friendly staff and other children they already know. This manual explains the SPICE policies and operational procedures.

## **PROGRAM DESCRIPTION**

As a school-age childcare service, the SPICE program provides an informal and unique environment for children of different ages to live and learn together. SPICE maintains a structured environment to ensure order and safety, yet provides children with opportunities to make choices and become involved in both group and independent activities. The program includes a wide range of social, recreational and creative opportunities. SPICE students are offered a snack planned by cafeteria staff with consideration given to nutritional content. The SPICE program is based on the following goals:

- › provides a safe environment for students after school,
- › offers a wide variety of creative and recreational activities,
- › helps children feel good about themselves and develop positive attitudes toward school, and
- › encourages growth in relationships and social skills.

## **HOURS AND DAYS OF OPERATION**

The SPICE calendar operates in conjunction with the school calendar. When school is in session, SPICE is in session. SPICE operates a daily schedule starting at the close of school and ending at 6:00 p.m. See Appendix A for a copy of the school calendar.

**THE SPICE PROGRAM DOES NOT PERMIT DROP-IN PARTICIPATION.**

## PAYMENT OF FEES

### PAYMENT IS DUE THE 1<sup>ST</sup> WORKING DAY OF EACH MONTH!

Monthly fees for school days are averaged over 9 equal payments, September through May. Discounts are not given for the Christmas holiday or Spring Break because the fee schedule is averaged into 9 equal payments over the entire school year. There is no additional charge for the school days in August.

#### **CATEGORIES**

One-time Registration Fee  
Monthly After School Care  
Late Fee\*

#### **FEES**

\$25.00 **per family**  
\$90.00 per month, per child  
\$25.00 **per child**

\*Applied after US mail is received on the 1<sup>st</sup> working day of each month

Payment is due in advance of childcare received. Reminder invoices are mailed on or about the 15<sup>th</sup> of each month and payment must be received by the 1<sup>st</sup> working day of each upcoming month.

#### **Your first payment is due at the time of registration \$90.00 per child, plus \$25.00 registration fee per family**

You will receive a reminder invoice on or around the 15<sup>th</sup> of each subsequent month. Your payment must be received in our billing office no later than the 1<sup>st</sup> working day of each month. *Your payment is due whether you receive the invoice in the mail or not.* You may pay in advance if you wish. You may also send post-dated checks for the 1<sup>st</sup> of each month and we will hold them and deposit one per month on the due date.

**A \$25.00 late fee per child will be assessed if your payment is not received by the 1<sup>st</sup> working day of the month. If payment plus the late fee is not received by the 2<sup>nd</sup> working day, your child will be dropped and not allowed to return to SPICE until all fees are paid. All late payments must be made in the form of a Money Order.**

If you elect to drop your child from the SPICE program, or if your child is dropped due to payment not being received by the 2<sup>nd</sup> working day of the month, this will automatically create an opening for others to join the program. Once a child has been dropped a \$25.00 re-registration fee will be due, **if** a place is still available. You must contact Cindy Johnston at 479-629-0224 for availability. The reason for this is due to the limited number of spaces in our program. If you choose not to use the program for a period of time, the only way to keep your child's place is to continue to pay monthly.

**SPICE payments must be mailed to the Service Center.** Pre-addressed envelopes will be provided to you monthly with each invoice. *Please remember to mail your payment 4-5 days before the due date each month to make sure it will arrive on time.* Automatic payments from your bank account to SPICE are now available in lieu of mailed payments. This option is discussed in detail in the next section.

**Payments are not to be sent to the schools.** Please do not give your payment to any SPICE worker, the SPICE Director or any other Fort Smith Public School employee. Except for automatic transfers, payments must be made by **check or money order only**. We do not accept cash! Your cancelled check is your receipt.

## AUTOMATIC PAYMENTS

Automatic Payments are available for the months of October 2019 through May 2020. The form can be found on the District's website.

Individuals may complete the District's Authorization Agreement for Automatic Payment form to establish an automatic withdraw from the Payer's bank account which will be credited to the student's SPICE balance. Once the Automatic Payment is set up, it will continue through the school year.

The Authorization Agreement for Automatic Payment form requires your signature and a voided check from your bank account. It is your responsibility to ensure the information is accurate and funds are available each payment due date. The schedule below identifies the dates that payments will be withdrawn from your bank account. The District's bank has ensured that funds should not be withdrawn before these dates, but they may be delayed a day or two because of transfer rules of the Federal Reserve Bank.

To start the automatic payments, all completed and accurate paperwork must be in the billing office on/before the 20<sup>th</sup> of the previous month. Please review the following schedule:

Tuesday, October 1, 2019  
Friday, November 1, 2019  
Monday, December 2, 2019  
Thursday, January 2, 2020  
Monday, February 3, 2020  
Monday, March 2, 2020  
Wednesday, April 1, 2020  
Friday, May 1, 2020

If you desire to stop utilizing the Automatic Payment process you will need to complete a new Authorization Agreement for Automatic Payment form, found on the District's website, and complete only Sections 1 and 4. These must be in the billing office on/before the 20<sup>th</sup> of the previous month.

If you need to change bank accounts after your automatic payment has been established, please complete a new Authorization Agreement for Automatic Payment form and complete all sections and check the box stating this fact in Section 2. These must be in the billing office on/before the 20<sup>th</sup> of the previous month.

## INSUFFICIENT FUNDS FOR RETURNED CHECKS OR AUTOMATIC PAYMENTS

A **\$25.00** service charge will be assessed for all returned checks due to insufficient funds. In the event a check is returned, an automatic payment cannot be processed due to insufficient funds, or because of a closed account, **future payments for the remainder of the school year must be made by money order**. Also the child will not be allowed to attend until the payment along with the insufficient funds fee of \$25.00 has been paid by money order.

## REFUND POLICY

The Fort Smith Public Schools does not currently have capabilities to provide refunds of fees.

## **LATE PICKUP CHARGES**

Late Pickup Charges (1-5 minutes) \$1.00 for every 5 minutes, per child, will be applied.

### **LATE PICKUP CHARGES ARE PAYABLE ON THE SPOT EACH DAY**

SPICE concludes at 6:00 p.m. each day. The late charge for arriving after this time is \$1.00 for arriving 1-5 minutes late, per child. This charge must be paid directly to the SPICE worker upon picking up your child. A record will be kept of the dismissal time for your child. The SPICE program reserves the right to remove a child from the program when parents are late two times.

## **TAX STATEMENTS**

Tax statements are sent out twice each year. Once in January, at the end of each calendar year, for the months of September - December and again in June, the end of each school year, for the months of January - May.

The Fort Smith Public School's Tax Identification Number is 71-6020978.

## **PARENT COMMUNICATION**

Please notify the SPICE lead worker of any changes in important information relating to your child (telephone numbers, allergies, etc.). If your child is sick, out of town, or just going home with a friend for the day, the SPICE workers would appreciate notification.

Notification of change of address, phone number or other information necessary for billing purposes should be directed to the billing office. If you wish to withdraw your child from the SPICE program, please let a SPICE worker know at the school, as well as notify the billing office at the Service Center.

If you have questions regarding your SPICE payment, please call the billing office at the Service Center 785-2501, ext. 1220.

## CONTACT INFORMATION

Phone numbers for each site are listed below and can be reached from 2:30 p.m. - 6:00 p.m. daily.

Barling.....	478-3153
Bonneville.....	452-7654
Cavanaugh.....	646-1131
Cook.....	646-2297
Euper Lane.....	478-3118
Fairview.....	784-8127
Orr.....	648-8265
Woods.....	452-0021
SPICE billing office (8 am - 5 pm).....	785-2501 Ext. 1220
SPICE Director, Cindy Johnston.....	784-8134
Office hours - 10:30 am - 2:30 pm	
Cell.....	629-0224

## RELEASE OF CHILDREN

A child will be dismissed from SPICE only to his/her parents or other persons authorized on the registration form to pick up the child. Each child must be signed out with the SPICE staff on a daily basis before leaving the SPICE site.

## INCLEMENT WEATHER PLANS

When school is closed due to inclement weather, SPICE will be closed also. The decision to close school is made by the Superintendent and is based on the safety risk involved for students and staff to reach the school building. **PLEASE NOTE, the payment office does not close for inclement weather, so all payments are still due on the due date regardless of the weather.**

## STUDENT ACCIDENT INSURANCE

The school district has purchased a group accident insurance program covering all students in grades K-12, including participants in the SPICE program. Student Accident Insurance is secondary to the parents' primary insurance.

## **ILLNESS IN SPICE**

If your child becomes ill a parent will be requested to pick up the child. Should the staff be unable to reach parents or guardians, emergency persons listed on the child's registration form will be called.

## **MEDICATION**

Any medication to be given a child must be authorized by a written statement from the physician and/or parent and given by the school nurse, principal, or secretary during regular school hours. All medication must be in the original container, with the child's name, type and date of prescribed medication, amount, and time of dosage. When medication is required, it is to be given to the school nurse, principal, or secretary and a medication sheet must be completed by the parent.

### **NO MEDICATION WILL BE GIVEN BY SPICE WORKERS**

## **DISCIPLINE**

The discipline plan for SPICE is outlined in Appendix B. SPICE children are expected to be responsible for their own behavior and respect the rights of others. Time-out from group activities may be used to encourage a child to calm down and reflect on his/her behavior.

Parental help will be requested for problems that cannot be solved by time-out. The SPICE program reserves the right to suspend a child from SPICE after 3 behavioral documents are sent to parents.

***FORT SMITH PUBLIC SCHOOLS SERVICE CENTER  
SPICE PROGRAM  
PO BOX 1948  
FORT SMITH, AR 72902-1948***

# FORT SMITH

PUBLIC SCHOOLS

## 2019-2020 SCHOOL CALENDAR

### July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2019

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

6	Teacher Workday
7, 8, 9	Professional Development
12	Teacher Workday/Teacher-Directed PD
13	Students Report

### September

2	Labor Day Holiday—No School
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### October

11	End of First Quarter (43 days)
15	Parent-Teacher Conferences 3:30-6:30 p.m.
17	Parent-Teacher Conferences 3:30-6:30 p.m.
18	Professional Development (Teachers Report, Student Holiday)
21	Fall Holiday

### November

25-29	Thanksgiving Break Holiday
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### December

19	End of Second Quarter (42 Days), End of First Semester (85 Days)
20	Teacher Workday/Records Day (Student Holiday)
23 - Jan. 3	Winter Break

### January

6	Classes Resume
20	Martin Luther King, Jr., Holiday—No School

### February

17	Professional Development (Teachers Report, Student Holiday)
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### March

13	End of Third Quarter (48 days)
20	Teacher Professional Development Flex Day (Student Holiday)
23 - 27	Spring Break
31	Parent-Teacher Conferences 3:30 to 6:30 p.m.

### April

2	Parent-Teacher Conferences 3:30 to 6:30 p.m.
10	Good Friday Holiday—No School
13	Professional Development (Teachers Report, Student Holiday)

### May

25	Memorial Day Holiday—No School
28	Last Student Day
28	End of Fourth Quarter (45 Days), End of Second Semester (93 Days)
29	Teacher Workday/Records Day (Student Holiday)

### January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Instructional & Teacher Contract Days:** Calendar includes 178 Student Instructional Days & 193 Teacher Contract Days. Teacher calendar includes 7 Professional Development Days, 1 Teacher-Directed PD Day, 1 PD Flex Day, 3 Teacher Workday/Records Days, and 2 Days Credit for Parent-Teacher Conference Times.

**Alternative Methods of Instruction Days (Bad Weather Days):** If the Superintendent declares a bad weather day or cancels school due to other emergency circumstances, the District can implement up to 10 Alternative Methods of Instruction Days (AMI) per Arkansas Act 862. Per AMI, students will complete assignments to make up for the missed instructional day at school. Due to AMI, up to 10 days will not need to be made up due to bad weather. Per Act 862, the District may also use AMI days in the case of other emergencies like "a contagious disease outbreak, inclement weather, or other acts of God, or a utility outage."



# SPICE PROGRAM DISCIPLINE PLAN

## Behavior rules for students:

1. Follow directions of SPICE teachers.
2. No cursing, teasing or threatening.
3. Show respect to others; respect the rights and property of all students.
4. Return all materials to their proper places.
5. Keep hands, feet and objects to self.
6. Leave assigned area with permission only.

## Positive consequences may include:

1. Verbal praise and immediate feedback.
2. Positive comments to parents.
3. Good citizen display or individual recognition.
4. Ribbons, treats.
5. Special group activities, projects, rewards.

## Negative consequences for breaking the SPICE rules:

**Level 1:** For the first infraction a conference between student and staff will be held to discuss the child's behavior. Child may receive time-out from group activities to consider his/her actions.

**Level 2:** Behavioral document or note to parent to be signed and returned. Child may lose a play or recreational privilege in SPICE for 1-2 days.

**Level 3:** Second behavioral document to parent. Conference between student, parent and staff required to discuss behavior. Child may lose a play or recreational privilege in SPICE for 3-5 days.

**Level 4:** Third and final behavioral document to parent. Child is removed from the SPICE program, and no refund of money for the remainder of the month is given.

**Severe Clause:** If a student is severely disruptive or endangers the safety of others, he/she will be immediately suspended from the SPICE program, pending a conference between parent and staff.

**PLEASE NOTE:** **CORPORAL PUNISHMENT (PADDLING) WILL NOT BE USED IN DISCIPLINING CHILDREN IN THE SPICE PROGRAM.**