

**Project SCOPE**  
**FAMILY GUIDE**  
TRADITIONAL CALENDAR SCHOOLS



*This Family Guide is for you to keep so that you will have it available for future reference regarding Project SCOPE policies and the Project SCOPE calendar.*

There are (2) forms in the back of this Family Guide that need to be read, signed, detached and given to the SCOPE Lead at your child's school within one week of starting Project SCOPE. These forms are MANDATORY.

**Please notify the office at your child's school**

Please inform the school office that your child will begin using the SCOPE Program. Let them know whether your child will be attending AM SCOPE, PM SCOPE or Full Time SCOPE and the start date. This notification ensures your child will go to the proper location after school dismissal.

**SCOPE Hours**

Begins at 7:00 AM and Ends at 6:00 PM (Children must be walked in and signed in if AM and signed out if PM)

**Payments**

Payments are due the first day that you start and should be given to the SCOPE staff at your school.

Payments are expected on Monday of each week.

You may pay for multiple weeks as long as payment is in advance of services.

Checks are to be made payable to: **Project SCOPE** – please put your child's name in the memo area.

**Fees**

**When there is a holiday during a week, Project SCOPE still charges the same weekly fee.**

AM only	\$32.50 per child – per week	PM only	\$37.50 per child – per week
Wednesday PM only	\$7.50 per child – per week	All AM & Wed. PM	\$40.00 per child – per week
Both AM & PM	\$70.00 per child – per week		

**Winter Break and Spring Break**

The Project SCOPE Program is open during Winter Break and Spring Break. Fees will apply whether your child attends or not.

Please see your SCOPE Lead for detailed information on the fees.

**Please keep all receipts for payments that you make to the SCOPE Program**

*A report will not be generated for tax purposes at the end of the calendar year.*

Your receipts are documentation and proof of payment for services. If you happen to lose any receipts, the SCOPE office will generate a copy of them for you at a charge of .50 cents each. This may take up to two weeks. Upon request, you may have a copy of a blank fee sheet to help you track charges and payments for the SCOPE Program.

**Financial Assistance**

As stated on page 2 of the Family Guide, the SCOPE office will assist in completing financial assistance forms from local agencies, But you are responsible for turning in the completed paperwork to the agency and are responsible for the weekly fee until your child(ren) are approved for aid.

*Parents receiving financial assistance from CCP who are approved for fewer than 5 days per week will be responsible for paying The regular fee for the remaining days of the week, regardless of attendance.*

You have signed up for the SCOPE Program at: \_\_\_\_\_

The LEAD SCOPE Staff person is: \_\_\_\_\_

Pager Number: \_\_\_\_\_ (you will hear a series of beeps. At that time enter a phone number that our staff can return a call to you – please – no long distance phone numbers.)

If you have any further questions, please call the SCOPE office at 525-3309  
Please visit our website at <http://www.sps186.org/scope>



Project SCOPE is offered in each  
District 186 Elementary school.

If your child transfers school during the school year,  
please call the Project SCOPE office  
at 217-525-3309 to make arrangements  
for childcare services to resume at the new school.

If you fail to do so, your child will not be  
on the SCOPE roster and will not be able  
to attend SCOPE at the new school.

SPRINGFIELD PUBLIC SCHOOLS  
EXTENDED DAY PROGRAM  
Mrs. Jennifer Gill, Superintendent  
Mrs. Queen Drake, Coordinator, Project SCOPE

**PROJECT SCOPE**  
Serving Children of Parents Employed

Project SCOPE Office  
2120 E. Reservoir Street  
(The old Wanless School Building)

Phone: 217-525-3309  
Fax: 217-535-2757

**Project SCOPE Administrators and Office Staff**

Queen Drake	Coordinator
Patricia Shafer	Assistant Coordinator
Lori Wallace	Assistant Coordinator
Cathy Garrett	Accounts Clerk
Linda Woollen	Secretary
Wende Stern	Secretary



# **The Family Guide is designed to acquaint each registering family with the ideals and procedures of the “Extended Day Program” (Project SCOPE) in the Springfield Public Schools.**

## **WHAT IS AN EXTENDED DAY PROGRAM?**

An extended day program is designed to serve children from kindergarten through fifth grade when their parents work or attend school. The child emerges from a long school day and enters a program that provides the kind of care, which promotes the child’s social, emotional, physical and cognitive development through organized and supervised activities. It is not the intent of the program to replace home or school, but to compliment both by enriching that which each of these institutions provides. The program offers the child a place with a secure atmosphere before and after school.

## **WHAT ACTIVITIES WILL PROJECT SCOPE PROVIDE?**

Upon arrival, the child is provided with a transitional period of time (approximately 15 minutes) in which he/she meets her own needs, such as leisure talking, personal needs attention, placement of items to take to class/to take home, etc.

During the rest of the time, the activities are designed to enhance the child’s day in a wholesome educational environment. The following is an example of the type of activities parents could expect their child to encounter.

7:00 – 9:00 / 7:00 – 8:30 a.m. **Before School**

Manipulative projects: Puzzles, quiet games, reading, art, free choice

Regular school supervision begins 20 minutes before school when the playground supervisor comes on duty.

**Please do not send breakfast to Project SCOPE with your child.** Your child needs to eat before entering the program or you need to arrange for your child to participate in the breakfast program at your school.

3:30 – 6:00 / 3:00 – 6:00 p.m. **After School**

Transition into the SCOPE program

Snack

Outdoor / gym activities

Special activity (arts, crafts, organized games, science projects, etc.)

Free choice / homework\*

Manipulative activities (table games, drawing, reading, etc.)

***\*Homework assignments are between the child and his/her parent/guardian. Project SCOPE will provide a place for children to complete homework. The SCOPE Staff will not force a student to do his/her homework and will not be responsible for the completion of the child’s homework.***

## **WHAT IS NEEDED TO ENROLL IN PROJECT SCOPE**

1. The student must be enrolled in a District #186 Elementary School and may only attend SCOPE at that location during the school year.
2. You must register to attend SCOPE through the SCOPE Office, located at 2120 E. Reservoir Street, Springfield, IL 62702

## AUTHORIZATION TO PICK UP YOUR CHILD

It is required that parents sign their child in and out of Project SCOPE each day. No child will be released to a person not authorized by a parent. Project SCOPE must have written authorization for changes in this respect. Please let the staff know who will be picking up your child. If you are unable to pick up your child before 6:00 PM, please arrange for an authorized person to pick up your child.

## WHAT IS THE FEE?

It is necessary to charge a *weekly* fee for the SCOPE program to defray the cost of staff and supplies. The fee for K-5 students is **\$70.00** per week for full time care. A.M. only care is **\$32.50** per week. P.M. only care is **\$37.50** per week. Wednesday PM only care is **\$7.50** per week (this day may not be substituted for another day during the week). We also offer AM and Wednesday PM care for **\$40.00** per week.

Families using either "A.M. only" or "P.M. only" will have an extra charge on full days of SCOPE if the child is in attendance *any part of the full day*. There is also an extra fee charged for AM SCOPE students that attend SCOPE on days when school is dismissed early. Our fee is the same each week for students attending full time SCOPE. *When we have full days, ½ day or early dismissals, an extra fee is not added for full time SCOPE students.* **When there is a holiday during the week, we still charge the same weekly fee.** These days balance each other out over the school year.

## Parents are asked to abide by the following payment procedures:

1. All payments are **due on Monday** of the week of service. Fees cannot be paid later than Wednesday of that week. If payment for services is not received as agreed upon, SCOPE services may be terminated.
2. Parents may set up a weekly or bi-weekly payment schedule, but it must be in advance of the service.
3. The Program will assist in completing financial assistance forms from local agencies to those who identify their eligibility. Parents are responsible for the weekly fee until they are approved for assistance, this includes Community Connection Point (CCP) and **DCFS**.
4. When SCOPE is in session, one half of the weekly fee will be charged if a child is absent for a week (Monday through Friday). Parents receiving assistance from CCP will need to pay their entire parent co-payment, even if their child is absent M-F, since their fee is determined by CCP. Any part of one day of attendance during a week constitutes a full week's fee being charged. The daily rate paid through CCP does not fully cover Project SCOPE's fee. Parents are expected to pay the difference.
5. Payments are to be given to the Lead/Assistant Lead Staff Person in your program.
6. Make checks payable to **Project SCOPE**. Please put your child(ren)'s name in the memo area of your check.
7. NSF checks made out to Project SCOPE will be returned to the SCOPE Office and a letter will be sent to the person that wrote the check. NSF checks that have not been paid will be turned over to ProCom of Illinois for collections. There will be a fee of \$15.00 per returned check. After two returned checks, you may be asked to pay with cash or money order.
8. **Please save your receipts.** They are the only proof of payment that Project SCOPE provides. Parents are responsible for picking up and retaining their receipts.
9. There is a late charge of **\$10.00** per child for every 15 minutes a child is not picked up by the regular 6:00 p.m. dismissal time. If you have an emergency and cannot pick your child up before 6:00 p.m., please arrange for an authorized person to pick up your child. Late fees also apply to families on financial assistance.
10. Parents receiving assistance from CCP who are approved for fewer than 5 days per week will be responsible for paying the regular fee for the remaining days of the week, regardless of attendance.
11. A custodial parent is responsible for completing all SCOPE forms and seeing that the SCOPE weekly fee is paid.
12. Each family fee sheet will be audited in the SCOPE Office at the close of the school year. You will be notified if there is an adjustment to your account.
13. If your child drops from the SCOPE program, you are responsible for paying for the entire week, no matter how many days your child attends the week your child drops from SCOPE.

**DISMISSAL MAY RESULT:**

1. When payment is later than five days.
2. If such a condition exists that participation in Project SCOPE is not advisable or a situation affects the safety of your child or the other children exists. In such a case, a parent conference may be required.
3. If pick-up is persistently late. After the third late pick-up you are subject to dismissal from the SCOPE Program.
4. If parents fail to sign their child in or out.
5. When a child fails to adhere to the SCOPE rules of discipline.

**INSURANCE**

You are expected to furnish accident insurance on your child/children.

**ILLNESS**

Please do not send a sick child to SCOPE. We do not have the facilities to care for sick children. If a child becomes ill at SCOPE, parents will be asked to come and pick the child up from SCOPE immediately.

**TOYS/PERSONAL POSSESSIONS**

Please do not allow your child to bring toys or other expensive possessions with them to SCOPE. *Project SCOPE cannot be held responsible for lost or damaged items.*

**WHEN IS SCOPE NOT OPEN FOR CHILDREN?**

SCOPE is not open on school holidays or when the building is closed to all programs including SCOPE. For exact dates of closings, please refer to the calendar in this Family Guide. SCOPE is also not open when school has been closed due to inclement weather.

**WHEN IS IT NECESSARY TO SEND A SACK LUNCH?**

On days when school is closed for Teachers' workshops, holiday breaks, etc, SCOPE is still open. (Please refer to the calendar for specific dates.) On these days, parents must send a sack lunch with their child because the school cafeteria is not open. Project SCOPE will provide a morning and afternoon snack on full days of SCOPE.

**RESOLVING PROBLEMS**

If you or your child are having any problems with Project SCOPE, please take your concerns to the Lead Child Development Associate I. This is especially true if your concern involves other children in the SCOPE Program.

It is never left up to the parents to resolve a SCOPE problem between two or more children. The Lead is there to help the children solve their problems.

If you find that your concerns are not being addressed to your satisfaction by the SCOPE Lead at your school, please feel free to contact the SCOPE Office.

**MEDICATIONS**

Parents are requested to give morning medications before SCOPE and evening medications after SCOPE. On full days of SCOPE when school is closed parents are requested, if possible, to come to SCOPE to administer the noon dose if needed. If this is not possible, the following medication administration procedures must be followed.

1. Written orders from a licensed health care provider must be obtained and should include the name of the drug, dosage, method of administering medicine and when it should be taken.
2. The parent/guardian of the student must request in writing that the school district comply with the medication order. If supplies (such as spoons, etc.) are required to administer the medication, it is the parent(s)/guardian responsibility to supply the school with such.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy of a licensed health care provider. It is the responsibility of the parent(s)/guardian that an adequate amount of medication continues to be furnished to the school in a timely manner.



4. The initial dose of medication must be given at home. Questions concerning the prescription should be referred to your licensed health care provider.
5. Self-managed administration of medications must be evaluated individually by the school nurse or building designee (for example: asthma inhalers, epinephrine, insulin). Written direction for self-administered medications must be obtained from the physician as well as the parent/guardian. Periodic evaluation and monitoring will be maintained.
6. The use of “over-the-counter” medications is discouraged at school. However, they can be given with written physician and parent/ guardian permission as above.
7. The parent(s)/guardian will be responsible at the end of the treatment for removing from the school any unused medication which was prescribed for their child.
8. To reduce the amount of medication coming into the schools, it is recommended that such medications as antibiotics, cough syrups, analgesics not be administered during the school day.

These procedures are identical to the District # 186 school policy on medication administration.

### **SCOPE RULES OF DISCIPLINE**

- A. Children may only leave Project SCOPE with an authorized adult 16 or older who has signed them out.
- B. Children must remain in line of sight of staff at all times.
- C. Children may only leave the group with staff’s permission.
- D. SCOPE has a No Fighting policy. Physical attacks will result in a one-day suspension for the first offense and a 3-day suspension for the second offense. Any physical attacks or fighting beyond that will result in dismissal from SCOPE.
- E. Parents are not to discipline other participant’s children at SCOPE.
- F. Stealing and foul language are not allowed.
- G. Before leaving for home, the child is responsible for cleaning up their activity.
- H. Respect for other participants, SCOPE staff and SCOPE/school property is expected at all times. Actions carried out in a disrespectful or damaging manner may result in termination of services.
- I. Children are expected to cooperate and follow directions.

Project SCOPE uses time-out periods for children to re-establish self-control. We never put a child in time-out longer than 1 minute per year of age. SCOPE staff will discuss the behavior problems with the child. If the problem persists, the parent/guardian will be informed.

If your child is dismissed from the school year SCOPE Program due to suspensions, he/she will not be allowed to attend the Summer SCOPE program during the summer following the dismissal.

### **SPECIAL NEEDS**

Project SCOPE is not an educational program and does not provide special education or related services. Children with disabilities who enroll in SCOPE may be provided with reasonable modifications in order to have meaningful access to the Program to the extent that any such modifications do not result in fundamental alteration of the program or services or create an undue financial or administrative burden. The Coordinator must approve admission into our Special Needs SCOPE Program at Lee School.

### **ENROLLMENT FOR PROJECT SCOPE**

Enrollment forms for Summer SCOPE 2018 will be given to you by your Lead in spring of 2018.

Enrollment forms for the next school year will be given to you by your Lead in spring of 2018.

Our enrollment is done on a yearly basis. **You must enroll your child EACH YEAR.** We do not assume that your child will be attending SCOPE next year simply because you used the service this year.

**DISTRICT 186 WEBSITE**

Pager numbers, email addresses, newsletters and Project SCOPE calendars are available on the Springfield Public School Website. The address is

<http://www.sps186.org/scope>

**TAX I.D. NUMBER**

Our tax I.D. number is: 37-6004615

If you would like a blank payment sheet to record payments to Project SCOPE, please request this form from your Lead.

**SCOPE PAGERS**

Our staff do not always have access to the school phone, so the best way to reach them is to page them on their pager. They will do their best to return a call to the number that comes across their pager screen during their work hours of 7-10:30 and 2:30-6. **We ask that you try to speak with our staff in person and only use the pager for emergency situations so that they can devote their full attention to the children in their care.**

When you call the pager number, you will hear a series of beeps. After the beeps, please enter a phone number that our staff can return a call to you – then hang up the phone. *If you do not answer the phone at the number you have entered, please notify the person answering the phone that you are expecting a call from Project SCOPE.* Please keep in mind our staff cannot return calls to long distance phone numbers.