

Eugene Field Before/After School Program

Growing Opportunities (G.O.)



Parent Handbook

2026-27

Dear Parents:

Welcome to Eugene Field G.O. Program and the 2026-27 school year. We look forward to having you and your child participate in the Eugene Field G.O. Program. Please help us by communicating with staff about any concerns you have about upcoming activities, field trips, homework, billing, etc.

If you need to contact staff during hours, please contact (660) 562-3233. Please remember it is the parents responsibility to sign-in and sign-out your child. If you do not sign-in or sign-out your child you could be charged an additional fee or dismissed from the program. If you have questions or concerns, please discuss them with the staff daily as you drop off and/or pick up your child.

Eugene Field G.O. Program will be offered on early dismissal days due to weather and scheduled early dismissals. At this time, the 2026-27 school year does not have any pre-scheduled early dismissals in the calendar. If school is closed for the entire day, Before/After School is closed. If school has a late start, Before School will not be offered in the morning. It is up to you to stay informed about Eugene Field G.O. Program through newsletters, Facebook, phone calls, staff contact, etc. Permission slips must be signed before your child will be able to attend any field trips that are offered.

It is essential that all enrollment forms be completed **every year before** your child begins to attend the Eugene Field G.O. Program. If someone is picking up your child that is not on the parent pick-up list, make sure you send a note or leave a message. Call the office before 1:30 with any change of dismissal plans.

We have lots of fun activities planned for Eugene Field G.O. Program this year and as always we are looking forward to a great year!

Sincerely,

Beth Mires
Eugene Field G.O. Program Site Director

Maryville R-II provides equal opportunity for training, employment, promotion pay and education without regard to sex, age, race, creed, national origin or disability.

Child Care Philosophy Statement

Program Philosophy

Eugene Field G.O. Program, of the Maryville R-II School District, is a quality school-based program and is an appendage of the Northwest Technical School Community Education Program. The day-to-day operation of the program at Eugene Field site is under the direct supervision of the site director.

The program has been designed to meet the needs of individual children and their families. Developmental in nature, the program emphasizes the importance of all areas of growth and development (social, cognitive, physical, emotional and creative). We strive to work with each child as an individual and as a member of a social group in a safe, healthy, well-supervised environment.

Eugene Field G.O. Program is well-balanced to provide a wide range of experience and activities based on the age and developmental level of the group. Activities are modified to meet children's individual needs (i.e. needs of special education children, time and space to complete homework assignments, activities to enhance basic skills). We hope to provide daily challenges as well as success for every child attending.

Parents are a vital component of our program. Please help keep communication channels open between home and your child's school. We are most anxious to work with you cooperatively for providing a service to our patrons and a year of growth and happiness for your most prized possession - your child.

Organizational Chart The following display illustrates the appropriate line of communication:

Beth Mires, Eugene Field G.O. Program Director: (660)671-1572

Chelli Green, Principal of Eugene Field School Office: (660)562-3233

Lori Tally, Community Education Coordinator Office: (660)671-1283

PROGRAM GOALS AND OBJECTIVES

1. To provide students with a safe, enriching environment.

OBJECTIVE:

Through activities such as arts and crafts, physical fitness, board games, science activities, multicultural activities, music and story time. Students are provided with age appropriate activities that enrich students not only academically, but physically. Facilitators provide students with enriching activities while parents are working.

2. To expand the quality of ongoing programs and availability for students.

OBJECTIVE:

Through specific space designated for ongoing Eugene Field Before/After School Program projects, adequate supplies, materials, equipment to meet Missouri Department of Health guidelines, space to display Eugene Field Before/After School Program projects.

Through a survey needs assessment, ongoing evaluation, and curriculum development with a consultant, continue to develop multicultural curriculum, projects that enhance and expand on classroom activities, self-esteem building activities and activities designed for special needs students.

Daily Schedule

AM

6:15	Staff arrives
6:30	Student arrival
6:30 - 7:20	Quiet Group Activities/Individual Activities
7:20 - 7:25	Cleanup Time
7:25	Classroom or Breakfast Program

PM

Preschool	Kindergarten - Fourth
2:15 Staff Arrival 2:50-3:00 Student check in 3:00-3:45 Play time in Flex Space 3:45-4:15 Snack 4:15-5:00 Outside/Gym/Activity Time 5:00-5:30 Closing with all of GO.	2:15 Staff Arrival 2:50-3:00 Student check in 3:00-4:15 Snack and Outside/Gym Play 4:15-5:00 Activity Time 5:00-5:30 Closing *3:00 Tutoring Sessions Begin

OPERATIONAL POLICIES

Enrollment Forms

A complete set of enrollment forms is to be filled out online at the time of enrollment. Enrollment forms must be completed each school year the child is enrolled in Eugene Field G.O. Program. It is the parent(s) responsibility to notify the center regarding any changes in this information. This would apply to places of employment, emergency contact numbers, and changes in family arrangements. Completion of enrollment will also include a conversation of operational procedures by a staff member.

Fee Agreement

Parents will be billed a fee of \$3.50 per hour that your child(ren) attends Eugene Field G.O. Program. Some families will have unique fee schedules because of the variety of program combinations. If you have questions regarding your fee amount or payment schedule, please contact Lori Tally, Community Education Coordinator. All payments must be made payable to the Maryville R-II School District on the date specified in the fee agreement form. Bills will be e-mailed at the beginning of the month. **When parents click to pay from their monthly invoice using a credit card or bank card they will be charged 3% of what the tuition cost for fees associated with processing payments.** If payments have not been received by the 20th day of the month, the child(ren) cannot attend Eugene Field G.O. Program until full payment is made. All participants of the program shall pay a non-refundable yearly registration fee of \$25 per child. If your child is signed-in before 6:30 am or after 5:30 pm you could be charged \$1.00 per minute. Receipts of payment will be available.

Checkmarc Disclaimer

Your check is welcome with the following information:

- Full Name
- Street Address
- Phone Number Including Area Code
- Drivers License Number Including State
- Made payable to Maryville R-II

If your check is returned, it may be re-presented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

Eligibility

Only students who attend Eugene Field Elementary and Maryville Early Childhood Center located at 418 E 2nd Street, Maryville, MO are eligible to attend the Before/After School Growing Opportunities (G.O.) Program.

Daily Release of Child

Parents or authorized individuals **must sign the child in and out each day** using the child's pin number or QR scan code given after enrollment is completed. Parents must walk their child(ren) into EFES school to sign-in to Before School. Failure to comply with these licensing requirements can result in dismissal of the child(ren) from the program.

A child shall be released from the facility only to the child's custodial parent(s) or guardian or to a person, authorized, in writing, by the parent(s) or guardian to receive the child. Staff members, including substitute staff members, should be familiar with the children and the parents and/or guardians designated to pick up the children. If necessary, staff has the right to ask for identification of the person picking up the child and check this with registration forms.

In the event that a court-ordered legal custody situation develops whereby a parent or parents are not allowed to pick up your child/children without your consent, we ask that you state in writing that you have legal custody and that (name and relationship) does not have a legal right to pick up your child. This written and dated statement will need to be delivered to the Community Education main office along with a notarized copy of your legal custody papers (to be kept in your child's file).

If an emergency should arise and you should need to take your child from school before the close of the day, notify us by phone (660) 562-3233 or by note before taking your child. If your child has left school early and does not return before the end of the school day they will not be allowed to attend the after school program.

In the event of illness, vacation or other absences, such as: scouts, music lessons, visits to friends and other out-of-school activities call Eugene Field at (660)562-3233.

Please be prompt in picking up your child. Lateness is frustrating to your child and we too have schedules to keep. Remember, a charge of \$1.00 per minute may be charged for log-ins before 6:30 am or late pick-ups after 5:30 pm.

Ongoing interaction between parents and program staff is encouraged daily as children arrive and depart. Parents may call the program office (660)671-1572 at any hour and leave a message concerning the program on the answering machine.

If a parent/legal guardian arrives intoxicated or otherwise incapable of taking the child home safely, or a non-custodial parent attempting to claim the child without the consent of the custodial parent the following procedure will be followed:

- a) Inform the parent/legal guardian that the child's safety is our responsibility
- b) Call the building principal if he is in the building for assistance.
- c) Dial 911 for assistance.

Field Trips

Occasionally, children will participate in field trips away from the school. We will notify parents in advance of each planned adventure. Look by the computer for permission slips for upcoming field trips. We also encourage and welcome parents to go with us. **A permission slip must be signed by a parent by the date indicated on the slip.** District bus policies are followed. Students who violate them during trips may not be allowed to attend.

Snacks

Afternoon snacks will be provided and are included in your weekly tuition payment. Since the Eugene Field site is registered with the Missouri Department of Health Child Care Food Program, each child is asked to submit an application for free or reduced meals at the beginning of each year.

Personal Belongings

Children need to bring all of their belongings to the area where the program is held. They are responsible for hanging up their clothing and storing their other possessions in the space provided. Children are not allowed to go to other parts of the building once the school day is over unless they are with a staff member. It is helpful for your child to have belongings in a school bag.

Cell Phones

In accordance with state and district regulations student cell phones, tablets, ipods, and earbuds are not permitted during program hours. If you need to contact your child, call the program office 660-671-1572 or message via the Procure app.

Parent Information

Parents have access to the following Eugene Field G.O. Program information:

- 1) Staff Child Abuse and Neglect/Criminal record forms
- 2) Completed accreditation or licensing materials as submitted
- 3) Lesson plans
- 4) Children's Eugene Field G.O. Program file and developmental records

Parent Parking

Parents bringing or picking up children in the Program are permitted to use the parking lot North of Eugene Field School. Parking in loading zones must be limited to 10 minutes because of congestion and safety. Please do not use the parking lot behind the school.

Parent Volunteers

Eugene Field Elementary and G.O. recognizes that volunteers make valuable contributions to our school and are an asset to our students. The Maryville R-II School Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools. In order to become a volunteer in the Maryville R-II school district, the district will conduct screening and criminal background checks on volunteers as required by law (**Board Policy GBEB**). Background screening must be completed before any volunteer is placed in a position where he or she will be left alone with a student or have access to student education records.

Maryville school volunteers must participate in the FBI/Highway Patrol Background Check system, which is done through fingerprinting. The closest location for this is University Police at NWMSU. There is a cost, which the volunteer is responsible to pay. The background check is good for six years. Advance registration which requires school specific codes, is required. If you are interested in volunteering, please **contact the Maryville R-II District Office** to acquire the

correct volunteer code and registration details. This is located at 1501 South Munn, and the phone number is 660-562-3255.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment. **(Board Policy IICC)**

Insurance

Parents are expected to carry sufficient medical and personal insurance to cover injuries or illness to their child. **Medical care is the parent's obligation and responsibility.**

Medication and Special Diets

If you note any health concerns on enrollment papers, an Individual Plan for Specialized Care must be completed and signed by a health care physician at the time of enrollment.

If asthma medication is requested to be kept on hand "for emergencies only" special instructions must be given in writing from parent(s) and physician and Individual Plan for Specialized Care form must be completed. The inhaler is kept in the nurse's office.

Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.

Illness or Accidents

Any child who has a bathroom related accident, showing signs of illness, a temperature of 100 degrees, nauseated, vomiting, rash of any kind or with a communicable disease will be isolated until he/she leaves the child care site. A staff member will be available to comfort and observe him/her periodically. Parents will be notified and expected to pick up the child immediately after contact. **Staff will complete a Principal's Report of School Accidents or Injuries and submit a copy to parent, child's file, school nurse and administration.** Call Eugene Field principal if appropriate to inform him/her of the situation. If the child received a **head bump**, complete the appropriate form and send it home with the child.

If children have been exposed to a communicable disease within the childcare site, parents of enrolled and incoming children will be notified.

Immediate treatment will be obtained for a child who sustains a minor injury (scratches, scrapes, insect bites, and etc.). In addition, the child's parents will be notified.

If a major injury to a child occurs, the staff will immediately call for professional help. Parents, designated emergency contacts, or the child's doctor will be notified immediately. **IF THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE STAFF HAS MY PERMISSION TO TAKE MY CHILD TO THE HOSPITAL.** (See enrollment form.) Parents are required to sign a Medical Emergency Form, included with the application packet.

The Site Director will complete the Director's Report of School Accidents or Injuries form when a physician's service is secured. **One copy will be filed immediately with administration and a duplicate copy in the child's file.**

Child Abuse/Neglect Policy and Procedures

Immediately report via the Child Abuse Hotline to the Missouri Division of Family Services, as required by law. The building principal (Chelli Green), will also be notified that a report has been made. The procedure outlined in School Board Policy JHG will be followed. (On file at EFES)

Outdoor Play

All children will be required to go outdoors, weather permitting, and parents are expected to dress their child accordingly. Parent(s) must send a written note if the child should not go outdoors due to illness. If illness persists for more than several days, that child will not be admitted until fully recovered.

Eugene Field G.O. Program has a policy concerning children playing on the playground that are not enrolled in the program. This includes

ANY child including:

- 1) children from the community
- 2) a staff/teacher's child
- 3) a child/playmate "going home" with a program child

We are a licensed day care facility responsible **only for those** enrolled in Before/After School. Before/After school staff is **NOT** responsible for those children who are not enrolled in the program and are interacting with program children.

Supervision Policies

No child will be left alone at any time.

At least one staff person **certified** in pediatric first aid (including rescue breathing and first aid for choking) is in attendance at all times and in all places where children are in care in the center.

Required child/staff ratio that is maintained during all hours of operation, including transportation times. Ratio is 1 adult: 16 children for K-4 and 1 adult: 10 children for preschool. Additional staff may be necessary depending on group size and mixed age groups. Maximum enrollment is 210 at one time.

Discipline Policy

The discipline policy of the G.O. Program is the same as that of Eugene Field and is below. The program is a privilege for students to attend outside the regular school day. If a student has had a difficult school day it is up to the director and administration if the child can attend the program for that day. If a student cannot attend the program, parents will be notified and expected to pick up the child immediately after contact. Eugene Field Before/After School Program reserves the right to terminate privileges due to inappropriate behavior.

Statement of Student Misconduct

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, whether it is listed in this handbook or not. **(District Policy JG-R)**

School Behavior

The Before/After school program establishes guidelines for students to follow. Students need to follow the directions of any adult the first time they are given. This includes the program director, after school staff, teachers, paraprofessionals, substitutes, administrators, bus drivers, secretaries, and food service staff.

Bullying

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical action, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

The Maryville R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined **(District Policy JG-R)**. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Corporal Punishment

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Maryville R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. **(Board Policy JGA-2)**

Rules, Regulations, and Consequences

Eugene Field and the Before/After School Program has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education.

The following information describes the standards of discipline for EFES to ensure a safe, orderly, and purposeful school. The consequences are suggested guidelines for use by the program director. The program director has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. Law enforcement may be notified for any of the following acts and documentation may be placed in the student's discipline file.

Students who receive out-of-school suspension or expulsion are prohibited from attending the Before/After School Program and being within 1000 feet of school property for violent, drug-related, or other specified offenses on days they are serving their suspension.

Offense	First Offense	Subsequent Offense
Academic Dishonesty/Cheating	No credit for work, grade reduction or replacement assignment	No credit for work, grade reduction, course failure or removal from extracurricular activities
Arson	Detention; in-school suspension; 1-180 days OSS; &/or restitution if appropriate	1-180 days OSS; expulsion; &/or restitution if appropriate
Assault/Fighting	Director/student conference, detention, ISS, 1-180 OSS or expulsion	Director/student conference, detention, ISS, 1-180 OSS or expulsion
Bully/Cyberbullying/Hazing(JFCF)	Director/student conference, detention, ISS, 1-180 OSS or expulsion	Director/student conference, detention, ISS, 1-180 OSS or expulsion
Bus Misconduct (JFCC)	Director/student conference, detention, revocation of privileges ISS, 1-180 OSS or expulsion	Director/student conference, detention, revocation of privileges ISS, 1-180 OSS or expulsion
Dishonesty/Forgery	Nullification of forged document; Director/student conference, detention, ISS, 1-180 OSS	Nullification of forged document; Director/student conference, detention, ISS, 1-180 OSS; or expulsion
Disrespect Conduct/Speech (AC)	Director/student conference, detention, ISS, 1-180 OSS	Director/student conference, detention, ISS, 1-180 OSS or expulsion
Dress & Personal Appearance (JFCA)	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.	Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted. Infractions may require the student to make modifications.
Drugs/Alcohol/Tobacco (JFCH and JHCD)	Director/student conference, detention, ISS, 1-180 OSS or expulsion	Director/student conference, detention, ISS, 1-180 OSS or expulsion
Extortion	Director/student conference, detention, ISS, 1-180 OSS	Director/student conference, detention, ISS, 1-180 OSS or expulsion
Failure to care for or return district property (JFCB)	Restitution; Director/student conference; detention or ISS	Restitution; Director/student conference; detention or ISS
Failure to meet conditions of suspension, expulsion or other disciplinary consequences	Verbal warning, detention, ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled.	ISS, 1-180 OSS or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also “Threats”)	Restitution; director/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; director/student conference; detention, ISS, 1-180 OSS or expulsion
Harassment/Sexual Harassment (AC)	Restitution; director/student conference; detention, ISS, 1-180 OSS or expulsion	Restitution; director/student conference; detention, ISS, 1-180 OSS or expulsion
Incendiary Devices	Confiscation; director/student conference, detention or ISS	Confiscation; director/student conference, detention or ISS or 1-180 days OSS
Nuisance Items (toys, games, ets)	Confiscation; director/student conference, detention or ISS or 1-180 days OSS	Confiscation; director/student conference, detention, ISS or 1-180 days OSS
Public Display of Affection	Director/student conference, detention or ISS	Director/student conference, detention, ISS, or 1-180 days OSS
Sexting/Possession of sexually explicit, vulgar or violent material	Confiscation; director/student conference, detention, or ISS	Confiscation; director/student conference, detention, ISS, 1-180 days OSS or expulsion
Sexual Activity	Director/student conference, detention, ISS, or 1-180 days OSS	Director/student conference, detention, ISS, 1-180 days OSS or expulsion
Technology Misconduct (EHB, KKB)	Restitution; director/student conference; loss or user privileges, detention, or ISS	Restitution; director/student conference; loss of user privileges, detention, ISS, 1-180 days OSS or expulsion
Technology Misconduct (Cell Phones) (EHB, KKB)	Confiscation; director/student conference, detention, ISS or 1-180 days OSS	Confiscation; director/student conference, detention, ISS or 1-180 days OSS
Theft	Return of or restitution for property; director/student conference; detention; ISS or 1-180 days OSS	Return of or restitution for property; director/student conference; detention; ISS or 1-180 days OSS
Threats of Verbal Assault	Director/student conference, detention, ISS, 1-180 days OSS or expulsion	Director/student conference, detention, ISS, 1-180 days OSS or expulsion
Truancy or Tardiness (JED)	Director/student conference; detention 1-3 ISS	Detention or 3-10 days ISS and removal from extracurricular activities
Unauthorized Entry or Exit	Director/student conference, detention, ISS, or 1-180 days OSS	Director/student conference, detention, ISS, or 1-180 days OSS or expulsion
Vandalism (ECA)	Restitution; director/student	Restitution; director/student

	conference; ISS; 1-180 days OSS or expulsion	conference; ISS; 1-180 days OSS or expulsion
Weapons (JFCJ)	Director/student conference; ISS; 1-180 days OSS or expulsion	Director/student conference; ISS; 1-180 days OSS or expulsion

Responsibilities

Children's Responsibilities Include:

1. Taking care of equipment
2. Cleaning up after themselves
3. Sharing equipment with others
4. Keeping their hands and feet to themselves
5. Using appropriate language
6. Treating staff with respect
7. Finish what they start
8. Being responsible for all personal belongings
9. Leaving all toy weapons at home
10. Must be able to take care of themselves in the bathroom

Parents' Responsibilities Include:

1. Signing their child out each day
2. Picking up their child on time
3. Knowing about upcoming field trips
4. Treating staff with respect
5. Paying their fees on time
6. Bringing their concerns to the staff
7. Knowing about changes in policy
8. Notifying staff of changes in enrollment information
9. Informing staff of child's contagious illness, food allergies, asthma, or other illnesses

Staff's Responsibilities Include:

1. Treating all children and parents with respect
2. Providing a safe, warm environment
3. Providing a variety of interesting activities
4. Keeping Records
5. Being a good role model for the children.
6. Discouraging any play with toy weapons as well as discouraging children from making replicas of weapons

**Welcome To Eugene Field Before/After School Program
At Eugene Field School**

We're looking forward to this year.

To enroll each child, please complete the following:

1. Online Enrollment forms
2. Payment Agreement

You will receive a pin # to log your Child in and out of the program each day.

Please enclose \$25.00 registration fee per child.

For further information or help with your enrollment papers please call the Community Education Office at (660) 671-1283 or stop by between 8:00 am to 3:30 pm and Lori will help you.

Financial Assistance - Contact Division of Family Services at (660) 582-3141 to apply for this assistance.

Lori Tally, Community Education Coordinator

2026-27