

2026-2027

LONEDELL R-14 SCHOOL DISTRICT



BEFORE & AFTER CARE HANDBOOK

Success; Nothing Less!

Welcome!

The Lonedell R-14 School District provides a before and after-school program for students in preschool through sixth grade.

Our program offers a safe, structured environment for students to learn and grow socially. We take pride in working with and supporting the learning community by offering a variety of activities.

The structured after-school program at Lonedell R-14 provides a healthy snack followed by physical fitness activity outside (weather permitting) or in the gym. The students will then have quiet time to complete homework and/or read. After students have completed homework assignments, they will have the opportunity to participate in board games and other hands-on activities.

We strive to improve our program each year. We value regular communication between the students, parents, and staff. If at any time you have a question, concern, or an idea for future enhancement of the program, please contact the building administrator.

Thank you for participating in the Lonedell R-14 Before and After School Program!

Mission

Provide a safe and educational before- and after-care environment.

Vision

Provide an affordable program that offers an educational environment for students.

Values

- Responsibility - We encourage children to make positive choices, follow expectations, and take ownership of their actions.
- Growth and Independence – We encourage children to develop confidence, self-direction, and age-appropriate independence.
- Family Partnership – We believe families are essential partners and strive to support them in their student's educational journey.

Goals

- Safe, structured, and caring environment for students
- Affordable, quality care for all students
- Support for families in the community

Hours of Operation

The Lonedell R-14 Before and After Care Program has two sessions:

- Before-school sessions begin at 6:00 AM until 7:25 AM
- After-school sessions begin at the end of the school day until 6:00 PM

After-Care is also offered during our Summer School Session.

Students will not be accepted before 6:00 AM and must be signed out by 6:00 PM. Continued abuse of these time limits will result in dismissal from the program.

Students signed out after 6:00 PM will be charged a late pick-up fee of \$5.00 per student for every 15 minutes that parents are late picking up their child/children.

Requirements

Students must meet the appropriate age requirements.

- For the school year, students must be enrolled as a preschool to sixth grade student in Lonedell R-14 School District.

- For summer school, students must be enrolled as a kindergarten through sixth grade student.
- All accounts must be current to register your student(s) for the program.
- Students are expected to independently manage all personal self-care needs. Exceptions may be made only when supported by documented medical or developmental needs or a physician's order.
- Exceptions to the age cap will be considered on a case-by-case basis. Families must apply for consideration of an exemption. Please see the principal for more information and an application for exemption.

Enrollment

Registration must be done in person for new participants.

Registration will be taken on a first-come, first-serve basis. All forms and fees must be completed before the application process is completed.

Procedures for registration are as follows:

- Read, sign & return the Lonedell R-14 Before and After Care Handbook Parent Acknowledgment.
- Complete the enrollment form.
- Give staff a schedule of days for student attendance & notify staff of any changes in student's enrollment or attendance at least two weeks prior to any change.
- Complete a medical emergency form/plan at registration.
- Non-refundable enrollment fee of \$20.00 per student (not to exceed \$60.00 per family).
- Non-refundable Summer School enrollment fee of \$10.00 per student due upon enrollment in the Summer School After Care Program session.
- Current immunizations on file at school.
- **All fees are non-refundable.**
- **Fees are subject to change yearly.**

Before and After School Rate Schedule (School Age Students)

Monday-Friday

	School Age Weekly	School Age Daily Rate**	School Age Sibling 50% Daily Rate
Before Care	25	5.00	2.50
After Care:			
5 Days Per Week	45.00	9.00	4.50
4 Days Per Week	40.00	10.00	5.00

3 Days Per Week	33.00	11.00	5.50
2 Days Per Week	23.00	11.50	5.75
1 Day Per Week	12.00	12.00	6.00
	Annual Registration	\$20	

Siblings will receive a 50% discount on the second child.

***Rates subject to change.**

****If family qualifies for free and reduced lunch status with the district, the first child will be 50% off.
The sibling rate will not change.**

After School Rate Schedule (Pre-School Students)

Monday-Friday

	Pre-School Weekly	School Age Daily Rate**
After Care:		
5 Days Per Week	25.00	5.00
4 Days Per Week	20.00	5.00
3 Days Per Week	15.00	5.00
2 Days Per Week	10.00	5.00
1 Day Per Week	5.00	5.00
	Annual Registration	\$20

Tuition

1. This program relies on a commitment to consistent weekly attendance. When enrolling your child(ren), please understand that you are responsible for payment for all scheduled days, regardless of attendance. Tuition will not be adjusted for absences due to illness, vacations, or other personal reasons.
2. Tuition will not be charged on days when the program is not in session due to scheduled school closures. However, tuition will still be charged for weather-related school closures or cancellations, as staffing and program costs remain in place.
3. Payment must be made on Mondays prior to services. There will be NO CHARGING.
4. The school age fee for the P.M. program is a sliding scale depending on the number of days you use the program. Families will receive a 50% discount on the second child enrolled.
5. Students will not be able to attend before or after-care if accounts do not remain current.

Additional Program Fees

- Late pick-up fee- \$ 5.00 per 15 minutes beginning at 6:01 p.m. This charge must be paid by the end of the week. Failure to do so shall result in the child/children not being allowed to return.

Receipts/Account Statements

- Weekly receipts will be sent home with your student.
- Statements are available in January for tax purposes and will be available upon request.

Family Services/ State Assistance

Lonedell R-14 is committed to supporting school-age families who qualify for assistance through the Free and Reduced-Price Lunch Program. Eligibility for tuition assistance is based on a family's current Free and Reduced-Price Lunch status and must be verified annually.

Families who qualify for the Free and Reduced-Price Lunch Program are eligible to receive a **50% reduction in the weekly school-age child care rate**. Continued eligibility is contingent upon annual verification and approval through the District's Free and Reduced-Price Lunch Program.

If you have any further questions please contact the elementary office.

Drop Off

- Students must be escorted into the gym and signed in by a parent each day. Students may not arrive prior to 6:00 a.m.

Pick up

- Child/Children should be picked up by 6:00 p.m. (**Failure to do so will result in a charge of \$5.00 per 15 minutes beginning at 6:01 p.m.** This charge must be paid by the end of the week. Failure to do so shall result in the child/children not being allowed to return)
- Parents **MUST** sign their students out each day.
- No child will be allowed to leave with someone other than a parent unless special arrangements have been made with the office.
- Any person may be asked to present I.D. before a child will be released from After Care.
- **For the safety of all students and staff, please do not enter when others are leaving or allow others in when you are leaving.**

Snacks/Breakfast

Snacks are provided for children enrolled in the after-school program daily at no additional charge to families.

Breakfast is provided through the school cafeteria. Parents are responsible for the cost of breakfast. It will be paid to their classroom teacher with their child's regular lunch money bill.

Free and Reduced forms are available in the Elementary Office.

Dress

Please make sure your child is dressed appropriately. The students will participate in outdoor activities whenever the weather permits. Athletic shoes are recommended to allow for freedom of movement.

Early Dismissal

After Care will **NOT** be available on early dismissal days.

Inclement Weather and School Closings

The program **WILL NOT** be offered on snow days or when school is dismissed early due to inclement weather. Please make alternate arrangements for your child's care on these days. You will be contacted by School Messenger in the event that school is closed. This information is also listed on our local TV Stations and social media.

Behavior Expectations

Students attending the Lonedell R-14 Before and After-School Program will be held to the same behavior expectations as those used in the regular school day setting. Students experiencing behavioral issues will be disciplined in accordance with the Before- and After-School program code of conduct, which they, along with their parents, will be required to sign. Students who continually disrupt may be removed from the program. The care providers are in charge of the program. Concerns regarding decisions made by care providers should be directed to the building administrator.

Illness

Lonedell R-14 Before and After-Care Program uses the same guidelines/policies regarding illness as stated in the School Student Handbook. Students who have been absent from school because of illness and elevated temperature should be kept home until they have been fever-free for 24 hours without the use of fever-reducing medication. If a child becomes ill after arrival, the parents will be notified and expected to pick up the child as soon as possible. **Parents are responsible for tuition on days missed due to illness.**

Injuries

The Lonedell Before- and After-School staff will treat minor injuries, such as scratches, scrapes, and insect bites, if necessary. Any serious injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help (911) with a follow-up call to parents. If immediate transportation to the hospital is necessary, the child's medical emergency information will be sent with them. Parents will be notified of which hospital the child is being transported to.

Medications

If your child is allergic/ or has special medical needs, Before and After Care must be informed by the parent.

Lonedell R-14 Before and After-Care Program uses the same guidelines/policies regarding medication as stated in the School Student Handbook. Children are not to keep medication in book bags, lunch boxes, or on their person unless instructed by a doctor.

Photos

Photos are sometimes taken at Before and After-Care. If you do not wish your child included in the photos, inform the principal in writing.

Toys/Valuable Items

Toys, IPODS, Phones, electronic devices, etc. are not to be brought from home.

Employee's Children

There will be no charges for Lonedell R-14 employees for their children, provided that the employee is engaged in a **required** school activity. Such as:

- Employee must be attending a required meeting for school.
- Employee must be involved in a school function.

Employees using the service will be charged the same rate as other parents when not engaged in professional, required activities.

Before and After-Care Structure of Administrative Lines

Staff: Daily student care will be administered by the assigned staff.

Principal: The principal shall oversee the program and work with the staff to make sure the program is operating to meet the needs of all families.

Superintendent: The superintendent will oversee any issues not resolved by the principal.

Lonedell Before and After-School Program

Student Code of Conduct

Code of Conduct:

1. I will follow all regular school day rules.
2. I will follow all directions and cooperate with my program leader.
3. I will stay in my assigned area under staff supervision.
4. I will not hurt another person with physical actions or words.

If the code is not followed:

1st offense: Verbal warning, discuss behavior with student

2nd offense: Notify parent and schedule conference

3rd offense: Request immediate parent pick up

Continuous misbehavior and disruptions may result in ineligibility to participate in the Before and After School Program.

Student Name:

Student:

I have read and understand the Code of Conduct for the Before and After School Program. I have discussed it and will follow all expectations and rules.

Student Signature

Date

Parent:

I have read and understand the Code of Conduct for the Before and After School Program. I have discussed it with my child and feel that they understand all expectations. I have reviewed the handbook.

Parent Signature

Date

Lonedell Before and After-School Program

2026-2027 Enrollment Form

Student Name: _____ **Grade:** _____

(A separate enrollment form should be filled out for each sibling attending, however, please list them here as well for quick reference by our program staff. Thank you!)

Siblings Attending _____ **Grade** _____

Siblings Attending _____ **Grade** _____

Siblings Attending _____ **Grade** _____

Current Address: _____

Mother's Name: _____ **Father's Name** _____

Cell#: _____ **Cell #:** _____

Mother's Employment: _____ **Phone #** _____

Father's Employment: _____ **Phone #** _____

Emergency Contact Information:

Name	Relationship	Phone Numbers-Home & Cell

Student 1:

Food Allergies: _____

Medical Conditions: _____

Student 2:

Food Allergies: _____

Medical Conditions: _____

Student 3:

Food Allergies: _____

Medical Conditions: _____

Student 4:

Food Allergies: _____

Medical Conditions: _____

Please check the days your child(ren) will be in attendance for before care:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

Please check the days your child(ren) will be in attendance for after care:

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday