



**XLT BEFORE AND AFTER SCHOOL PROGRAM  
PARENT HANDBOOK  
2022-2023**

**Mission Statement:**

*The mission of Nixa Public Schools; dedicated to our legacy of excellence, is to ensure all students achieve maximum potential and graduate with the knowledge, skills and character necessary to succeed as productive, informed, and engaged citizens in a diverse society by providing a quality, comprehensive, world-class education in a safe and secure learning environment.*

**Program Objectives:**

XLT staff will be facilitators of positive development through the process of activities, games, spontaneous play, and one-on-one interactions.

XLT will have a balance of child-centered activities, enrichment programming combined with choices for free time and offer homework assistance. XLT will create an atmosphere of respect for all those who interact with XLT. This includes children and youth, parents and guardians, teachers and schools, and our community.

**Admission:**

XLT will not discriminate in providing services to children and youth on the basis of race, ethnicity, religion, cultural heritage, marital status, sexual orientation, or disability.

- K-4<sup>th</sup> grade students are enrolled at XLT at the elementary school they attend. Summit 4<sup>th</sup> grade students attend XLT at High Pointe, transportation is provided each day for these students.
- K-4<sup>th</sup> grade JTSD students have the option to attend XLT at JTSD or at their home school. Transportation is provided by the Bus Barn and must be arranged by the parent. Please contact the Bus Barn at 724-1555.
- All 5<sup>th</sup> and 6<sup>th</sup> grade students will go to Summit Intermediate, (Including JTSD). If you have a special circumstance, please contact your XLT Site Supervisor.
- The minimum enrollment period for XLT is **1 month**.
- XLT does not offer drop in care to unenrolled students. Please contact Tonya Willoughby at 417-6190 or [tonyawilloughby@nixaschools.net](mailto:tonyawilloughby@nixaschools.net) for more information. *All drop in situations are not guaranteed and are at the discretion of XLT.*

**The following enrollment forms must be completed and returned prior to admission to the program:**

- ✓ **Online Registration Form:** must be completed thoroughly including full addresses and complete phone numbers
- ✓ **Immunization Records:** an updated immunization record must accompany forms at the time the child is enrolled. Updates are required when new immunizations are given.

**Hours/Days of Operation:**

XLT is available Monday through Friday when school is in session. The hours of operation will be from 6:30am to the beginning of school and after school until 6:30pm. ***XLT will not be in session on snow days, mornings of late start days due to weather, or afternoons of early release days.***

- XLT, SDO's, summer school and summer camp programs are separate from the regular school year. If you are enrolled in XLT, there is no additional registration fee for summer school;

however, the entire summer session (4 weeks) is due at the time of enrollment. Summer camp (Camp Eagle) will have a separate registration and tuition.

- XLT offers a **School Day Off** program for teacher workdays and certain holidays. Spring break and In-Between Camps will also be offered. These days are in addition to your monthly tuition fee.
- On days where the district calls a 2 hour late start due to inclement weather, XLT will not be open for the AM Session. Per the District Policy, "In an attempt to provide a service to those who wish to drop off their child(ren) at school on their way to work in the morning of a late-start day, the building principal will have someone near the front door to welcome your child(ren) to school beginning at 8:30 a.m. (grades K-4)."
- For days of an Early Release due to weather, the call will go out as soon as the decision has been made so that you have as much time to plan as possible. You will need to make arrangements to pick up your child as soon as possible. We will not operate PM XLT when an early release has been called.
- XLT will operate normally on afternoons of scheduled half days of school. Students who are already enrolled in afternoon care can attend their normal schedule. Any additional students will need to contact the XLT office regarding afternoon care on these days.

**Contact Information and Program Locations:**

XLT Office Manager 301 South Main Street, <b>417-724-6190</b>	XLT Office, Faight Administration Center,
XLT Program Coordinator 301 South Main Street, <b>417-724-6191</b>	XLT Office, Faight Administration Center,
XLT Assistant to the Program Coordinator 301 South Main Street, <b>417-724-6192</b>	XLT Office, Faight Administration Center,

**XLT Sites:**

Century Elementary.....	<b>417-655-5023</b>
732 E. North St. Nixa, MO 65714	
Espy Elementary.....	<b>417-655-5824</b>
220 S. Gregg Rd. Nixa, MO 65714	
High Pointe Elementary.....	<b>417-655-5825</b>
900 N. Cheyenne Rd.	
John Thomas Elementary.....	<b>417-655-5827</b>
312 N. Market St. Nixa, MO 65714	
Mathews Elementary.....	<b>417-655-5826</b>
605 S. Gregg Rd. Nixa, MO 65714	
Summit Intermediate.....	<b>417-689-4147</b>
890 N. Cheyenne Rd. Nixa, MO 65714	

**Change of Schedule or Withdrawal from Program:**

If schedule changes are needed for your child, please complete a “Schedule Change Request” online at [www.nixaxlt.net](http://www.nixaxlt.net) or submit notice in writing to the XLT office.

Schedule changes made prior to the 25th of each month will be applied to the end of the current month. Changes made after the 25th of the month will not be applied until the end of the following month. This is due to the tuition schedule being broken down over a year of payments spread out evenly across the school year.

Written notice should include the following:

Child's' Full Name

Parents' Full Name

Current Date

Effective Date of Change (see above)

School Child Attends

Current XLT Schedule

Request XLT Schedule or Withdraw

Parent Signature

- **Tuition will not be PRORATED, appropriate notice must be given to stop tuition from being charged.**

If your child will not be attending the program as scheduled, please notify your child's XLT Site in advance. Cooperation in this matter is for the safety of your child.

- **Tuition will continue to be charged unless we have received a schedule change form.**
- **All balances must be paid in full in order to return.**

*If your family should have an unusual or emergency type financial problem that may affect the prompt payment of tuition, please call 417-724-6190 to discuss the situation with the XLT Office Manager.*

#### **Tuition and Attendance Schedules:**

Our tuition schedule is based on a daily tuition fee multiplied by the number of student days for the year. It is then divided by the number of monthly billing cycles. Your payment amount will remain constant for the year; however, you are not being charged for days that school is not in session.

***Therefore, we do not PRORATE.*** (i.e. August, Thanksgiving, Christmas Break, Spring Break, and May, mid month schedule changes, start dates or end dates of care.)

*Example:* Full Time AM & PM: \$19.25 daily \* 174 student days = \$3,349.50 for the school year / 9 billing cycles = \$370 monthly

PROGRAM	STUDENT DAYS	DAILY FEE	YEARLY TUITION	MONTHLY PAYMENT (9 MONTHS)
XLТ FULL TIME AM/PM	174	\$19.25	\$3,349.50	\$370.00
XLТ FULL TIME PM	174	\$14.75	\$2,566.50	\$285.00
XLТ FULL TIME AM	174	\$9.75	\$1,696.50	\$185.00
XLТ MONDAY LATE START	34	\$9.50	\$306.00	\$35.00

*\*Ten percent (10%) discount for each additional child per family*

**XLТ Tuition Schedule 2021-2022**

PAYMENT DUE DATE	LATE FEE DATE
SEPT 1	SEPT 5
OCT 1	OCT 5
NOV 1	NOV 5
DEC 1	DEC 5
JAN 1	JAN 5
FEB 1	FEB 5
MAR 1	MAR 5
APR 1	APR 5
MAY 1	MAY 5

*\* XLТ Monday Late Start is designed to accommodate child care needs for Monday late start.*

- There is a \$25 (per family) non-refundable registration fee due at the time of enrollment for students not enrolled in XLТ from the previous year. The registration fee will be waived for continuously enrolled families.
  - **This registration fee applies as long as you remain enrolled with XLТ. If you withdraw from the program, you will be required to re-pay this fee when you re-enroll. Employees of the school district will only have to pay a one-time \$25.00**

**registration fee for the lifetime of program participation.**

- The first month's tuition is also due at the time of enrollment.
- We require 1 business day to process your enrollment paperwork, your child may not attend XLT until your paperwork is processed.
- The minimum enrollment period for a child in the XLT program is 1 month. Due to rapid growth and programming, we do not offer drop in care or enrollment periods shorter than one month. ***We do not prorate for mid month start dates. We recommend you start care at the beginning of the month since you will be required to pay the full tuition for the month.***

***\* There are no credits or refunds for snow days.***

**Tax Information:**

Tax information will be emailed to the primary account payer on or before January 31st each year. You may also pick up a hard copy of your tax information at the XLT office after January 31st.

For reimbursement plans, our Tax ID number is: 44-6003670.

**Billing Policies and Procedures:**

- a. Statements will be released by the 25th of each month.
- b. Tuition may be paid by SchoolPay for credit/debit, check and ACH payments. Check, cash, or money order (*make payable to Nixa Public Schools.*)
- c. Payments are accepted at the XLT Office below the gym in the Faught Administration Center. Please mail to 301 S. Main Street, Nixa, MO 65714. A drop box is also located on the back side of the Faught building in front of the Technology Center.
- d. Tuition payments are **not** accepted at the building sites.
- e. Tuition is due for the full month. Tuition payments are due regardless if your child attends each day or not. **Credits will NOT be given for missed days.** We do not prorate for mid month start dates or schedule changes. Notice should be given by the 25th of the current month for changes to be applied in that month. All changes made after the 25th of the month will go into effect on the last day of the next month.
- f. **Tuition must be paid by the 1st of each month.** *All account balances that are not paid in full by the 5th of each month will be assessed a \$30.00 late fee.*
- g. ***If payment is not made in full on the 10th of the month by 2:30pm, care for your child(ren) will be suspended. Parents will receive notification that their account is delinquent, and an opportunity will be given to pay the account balance. If a payment is made after 2:30pm of the 10th, the payment will be processed the next business day. Students may not attend XLT until parents receive a confirmation from the XLT Billing Department.***
- h. Suspended accounts with a balance will continue to incur a \$30.00 late fee every billing cycle until paid in full or until the account has been referred to a collection agency.
- i. Late fees will continue to be assessed during the summer months (June and July) on all accounts with outstanding balances.
- j. Once childcare has been discontinued due to non-payment, we will send a certified notice to the home address of the financially responsible parent and an opportunity will be given to pay the balance in full. If the balance remains unpaid after 60 days, the account will then be referred to the collection agency.

- k. Accounts turned over to collections will be billed an additional 35% to cover collection costs, plus attorney fees incurred by the district.
- l. Payments must then be made to the collection agency. Failure to pay the account in full will result in the inability to re-enroll your child(ren) in XLТ.
  - When an NSF check is returned to the district, the following process will take place to collect on the check.
    - All procedures to collect on NSF checks will be done at the Faught Administration Center Business Office and all payments for an NSF check are to be made at the Business Office.
    - The Business Office will send a letter to collect the amount of the check plus an insufficient check fee.
    - Payment must be made in the form of a money order or cash and the money order must be made out to Nixa Public Schools.
    - If payment has not been received by the Business Office within 30 days of notification, the check will be sent to the Prosecuting Attorney for collection.
    - If a person has written three (3) insufficient checks in one school year, they will be required to pay cash only.

*If you are a Nixa Public Schools employee with a delinquent balance, payroll deduction can be an option to recover the delinquent balance. Please contact the XLТ Office Manager at 417-724-6190 before this option is considered.*

### **Financial Assistance:**

***XLТ provides tuition assistance if your child qualifies for free or reduced lunches.***

The fee for XLТ is reduced 50% for children who qualify for free lunches and 25% for children who qualify for reduced lunches. Please provide your free or reduced lunch letter to the XLТ office at the time of registration. XLТ is unable to accept state aid for tuition payments. You will need to provide your letter yearly to the XLТ office to qualify for this service.

***Families with children who are foster/adopted.*** XLТ provides care for before and after school free of charge to children who are foster/adopted through the state of Missouri. Please contact the XLТ office to provide your official state documentation to qualify for this service. Documentation will need to be provided yearly.

### **Care & Discharge of Children:**

#### **Check In/Out Procedure**

It is mandatory that you, or someone approved on your child's enrollment form, bring your child to the room and sign/check your child in and/or out each day. This is a State Licensing requirement, plus it provides us a chance to share with you any information you may need regarding your child or the program.

- **Important information such as School Day Off, program changes, or policy changes are made**

**available at this time through postings on the website, Facebook, newsletters, email, or flyers.**

Your child may not be dropped off before 6:30am per State Licensing. A child can only be released to the persons listed on the enrollment form. People who do not **REGULARLY** pick up your child will be asked to show a **picture ID**.

Only individuals sixteen years of age or older may pick up a child from the program. If your child is in tutoring or any other situation that requires them to leave XLT and return, you will need to complete the "Permission to Leave" XLT form. In the event your child will be absent from XLT or when you are notifying the office or building site of an alternate person picking up your child, **you will be asked to provide the last four digits of your Social Security number**. This is to ensure the safety of your child. Under no circumstances will XLT allow a child to walk home without an authorized individual.

#### Children Not Picked Up by 6:30 pm

Children must be picked up by 6:30pm. The school's clock will serve as the "official clock." If not picked up by 6:30pm, you will be charged a late pick up fee of \$5.00 per child for the first 1-10 minutes, and \$1.00 per child per minute thereafter. Payment must be made to the XLT office within five working days of the infraction or your account will be suspended.

There will be no exceptions or warnings. If you are late for any reason (flat tire, work-related issues, miscommunication between parents, etc.), a charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We do not want any parent to receive special treatment or favors whereas other parents may not.

A form indicating the child's name and at what time the parent arrived has been developed with the policy clearly stated. The parent and Site Supervisor or assistant will sign this form for documentation of the infraction.

- **After all attempts to contact parents and emergency contacts have failed, a child who is not picked up by 7:00 pm will be considered abandoned. The Nixa Police Department and Child Protective Services will then be called.**

#### Custody Issues

In cases where the child is the subject of a court order (e.g., Custody Order, Family Plan Restraining Order, or Protection from Abuse Order), XLT must be provided with a Certified Copy of the most recent order and all amendments. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing and it is approved by the court.

In the absence of a court order, XLT cannot limit the access of one parent (or guardian) by the request of the other parent (or guardian), regardless of the reason.

#### Parent/Guardian Visitation

Parents/guardians are always welcome to visit the program at any time. We would love to have you come and share your job skills or hobbies with us any time. Please check with your Site Supervisor for a date if you wish to share your skills/hobbies with XLT.

- We encourage communication with our XLT staff at all times. However, if there is a situation you feel must be discussed with the Site Supervisor, please make an appointment with them. This allows them to specifically address your situation and not take away learning time from the



other children.

Reporting of Child Abuse

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. **The staff of XLT is considered mandated reporters by law.** The staff of XLT is not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at XLT take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interests of all children.

As mandated reporters, the staff of XLT cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in “good faith.

**Licensing:**

Nixa Public Schools XLT is licensed through the State of Missouri Department of Health and Senior Services. As a licensed program, we agree to comply with the Missouri State Statute Section 210.201-259, RSMo, and Department of Health and Senior Services Licensing Rules for Child Care Centers.

License numbers and capacities:

Century Elementary #002232882 – 99 boys and girls, ages 5 through 13 years

Espy Elementary #002232891 – 60 boys and girls, ages 5 through 13 years

High Pointe Elementary #002232926– 99 boys and girls, ages 5 through 13 years

Mathews Elementary #002232873– 99 boys and girls, ages 5 through 13 years

John Thomas Elementary #002232828– 80 boys and girls, ages 5 through 13 years

Summit Intermediate #002419323-60 boys and girls, ages 10-13 years

Our licenses are effective on a year to year basis. Parents can be notified of new licensing dates as they occur.

Please direct all inquiries about this license to:

Bureau of Child Care  
P.O. Box 777  
Springfield, MO 65801  
(417) 895-6543

A copy of the Licensing Handbook is available at the XLT office, each XLT (building) site, and online at: [www.dhss.mo.gov/ChildCare/](http://www.dhss.mo.gov/ChildCare/).

**General Policies:**

Confidentiality

Within XLT, confidential and sensitive information will only be shared with XLT staff who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as XLT strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to, names, addresses, phone numbers, disability information, behavior, and health information.

Outside of XLT, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Staff may consult with school administrators and teachers at your child’s school regarding your child’s development or behavior. Staff may also discuss your child if making a report of child abuse as a mandated reporter (see section entitled **Reporting of Child Abuse**) or if requested by the Department of Health and Senior Services Section for Child Care Regulations, Social Services or local authorities for an investigation or inspection. You may observe children at XLT who are disabled or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. Our Confidential Policy protects every child’s privacy. Staff are strictly prohibited from discussing anything about another child with you.

### Snacks

XLT follows Missouri Child Care Licensing requirements in the design of our after-school snacks. Menus are posted for review by parents. XLT requests that parents send healthy lunches and snacks on School Days Off (half and full day) unless otherwise notified. We will do our best to provide adequate storage for lunches.

- **XLT, SDO’s and Camps are peanut and tree nut free.**  
**Please avoid bringing foods that contain the following:**
  - **Nut butters (Almond, cashew, peanut)**
  - **Nut pastes (nougat)**
  - **Nut oils**
  - **Hydrolyzed plant or vegetable protein**
  - **Peanut flour**
  - **Nut extracts**

A treat may be sent for a special occasion if you wish; however, we would prefer that you send healthy snacks. All snacks provided must be prepackaged. Please see the Site Supervisor for ideas.

### Personal Property

Nixa Public Schools is not responsible for any personal property brought to the XLT site, SDO’s or Camps. We generally do not permit the use of personal electronics. For special circumstances, please check with your Site Supervisor.

### Cell Phones

Students will not be allowed to use personal cell phones during XLT. In the event a call must be made, students may use XLT or school phones.

### Clothing

Children should dress appropriately for active play. If necessary, please send additional clothing.

### Ill Children

Children who are suspected of having a contagious illness shall not be accepted into care. If a child becomes ill while in the school-age childcare program, parents/guardians are requested to come for their child at once. The ill child having a fever of 100 degrees Fahrenheit or above, or visible symptoms of an illness such as a rash, vomiting, diarrhea, pink eye, or head lice, shall be isolated from the other children and will be monitored by a staff person until the parent/guardian arrives. Your child must be symptom free for at least 24 hours without the aid of Tylenol/Motrin before returning to XLT.

- **If a parent fails to pick up a sick child in a timely manner, the child will be considered abandoned. The Nixa Police Department and Child Protective Services will then be called.**  
→ **All XLT sick policies are subject to change to reflect/coincide with School District Policies**

### Medication Policy

A child may not receive medication of any type from the XLT program unless medication is absolutely necessary. If this is the case, we require parents/guardians to please follow these procedures:

- Complete a School Age Child Care Medication Form, advising the site director of the amount and frequency of dosage.
- The medication must be in the original container with the pharmacist's label marked with the prescription name, date, child's name, and the physician's name. (unless non prescription) (Your pharmacist will provide an additional container for this purpose.)
- At the end of the medication period, parents should take home any unused medication.  
→ XLT can only accept instructions concerning medication directly from the child's parent/guardian. We cannot access medication that is provided to the school Nurse's office, you will need to provide separate medications for XLT.

### Special Care Plans

XLT is dedicated to serving all children and families needing our services, provided that they can effectively operate within the regular staff to child ratio of 1:16. If your child has special needs as defined by the Missouri Department of Health and Senior Services, you may be asked to complete a Special Needs Plan (19 CSR 30-62.132). This form (included at the end of this Parent Handbook) will allow us to better serve the needs of your child. Parents may wish to provide their child's Individualized Education Program (IEP) to the XLT staff. XLT tries to accommodate the children's needs as best we can.

- If your child has an **IEP for behavior or non-academic special needs**, XLT is required by State Licensing that you have a qualified professional complete a **Special Needs Form** for your child. This form will enable XLT to create a more successful environment for your child. It is required that we have this on file, as well as a copy of the IEP before he/she begins attending the program.  
→ As this is a licensing requirement, your child **may not attend** XLT until IEP, Special Needs Form, and/or any Medication Forms are returned to the XLT Site Supervisors.

Unfortunately, there are times our programs cannot meet the needs of all children. In this case, we will be glad to offer suggestions or resources for appropriate care through other programs. You may call Child Care Resource and Referral at 1-800-200-9017. ***If you feel that your child needs one-on-one assistance per a special need or disability when attending XLT, please contact Nixa Public Schools Special Services Department at 417-724-6260.***

#### Special Needs/Allergies

Besides information in the children's files, each site will confidentially post on the cabinets the children who have special needs and allergies.

#### ***What we can and cannot do:***

- We can administer some oral medications, including over the counter medications. We must have the Permission to Administer Medication Form signed by the doctor and/or parent to administer *any* medication.
- All medications must be in their original containers and labeled with the child's full name.
- We can administer medication/treatments that require one-time training by licensed medical personnel, family members, or healthcare providers such as Emergency Epipen Allergy Kit

#### ***We cannot administer medications and treatments such as:***

- Injected medications
- Gastric tube feedings
- Catheterization
- Blood collection for glucose monitoring

#### Accidents

Throughout the course of the day, children will get occasional bumps, cuts and scrapes associated with active play. Every effort will be made to document and notify parents of these minor accidents. We will cleanse cuts and scrapes with warm water and apply a Band-Aid. **We cannot apply a salve, any ointments, or creams.** Nixa Public Schools' XLT is not responsible for any personal injury incurred while the children are at the childcare program. Parents are encouraged to enroll in insurance to cover accidents.

#### Movies

**XLT views "G" and selected "PG" movies. If you have any concerns regarding movie viewing, please discuss this issue with your Site Supervisor. We are licensed through the Motion Picture Licensing Corporation to exhibit movies.**

#### Staff Training and Professional Development

All staff will be required to attend 12 hours of professional growth each year. This will include four hours of CPR/First Aid. Staff will be assessed continuously for training topics.

#### Behavior Guidance

XLT makes every effort to ensure the safety of all children. Inappropriate behavior will be handled in accordance with School Board Policies JGA, the Missouri Safe Schools Act, and Missouri State Licensing rules and regulations. This program complies with all federal, state, and local laws that prohibit corporal punishment or abuse in childcare settings. Staff are prohibited from using

unproductive or shaming methods of punishment. Our program believes that parents and staff must collaborate to manage persistent behavioral issues and help our students become successful.

There is a **zero-tolerance policy** for the following types of misconduct that will result in immediate suspension or dismissal from XLT:

- Possession, transmission, and/or use of tobacco, drugs, or alcohol
- Disrespect or insubordination
- The use of improper language
- Fighting or physical aggression (hitting, kicking, biting)
- Inappropriate display of affection
- Leaving assigned XLT boundaries without permission
- Vandalizing, damaging, or stealing school or private property
- Threatening, intimidating, or causing bodily harm to any person
- Weapons (as described in the Missouri Safe Schools Act)—Students who bring a weapon to school will be expelled for a period of one year. The superintendent of schools may modify this expulsion on a case-by-case basis. The minimum punishment shall be a parent conference and the maximum punishment shall be one-year expulsion.
- Sexual harassment - Complaints shall be forwarded to the Program Coordinator for investigation. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. False accusations will result in the same disciplinary action applicable to the one found guilty of sexual harassment.

At **NO** time is it acceptable behavior for students to be physical, threaten others, or verbally abuse staff or other children. Per Missouri State Licensing guidelines, ***“Children shall not be permitted to intimidate or harm others, harm themselves, or destroy property.”***

A non-compliant, physically or verbally aggressive student will be removed and **suspended immediately** from XLT to ensure the safety of all other participants, families, and staff.

**\*\*If a parent fails to pick up the child in a timely manner, the child will be considered abandoned. The Nixa Police Department and Child Protective Services will then be called.\*\***

XLT will approach inappropriate behaviors as follows:

1. Verbal Warning/Redirection
2. Behavior write-up. Phone call home.
3. If behavior continues, the student will be sent home for the remainder of the day. A suspension could be issued to the student.
4. A Behavior Plan will be developed with parents(s)/guardian(s) and the student.
5. Failure to comply or violating terms of the Behavior Plan will be the cause for dismissal of the student from XLT.

The timeline of any suspension issued to a student with a problem behavior in XLT will be determined by the XLT Site Supervisor with the support of the Assistant to the Program Coordinator and/or XLT Program Coordinator. ***Suspension from XLT includes all programs operated by XLT (School Day Outs and all Camps).***

**\*\*\* There is no reimbursement of tuition in these behavioral situations.**

### Bullying

In order to promote a safe learning environment for all students, the Nixa Public Schools prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. If an act of bullying is reported within XLT, the Program Coordinator will perform an investigation, consult with building Principals, and report to the appropriate Administrator. ***Bullying is prohibited in XLT and will result in suspension or dismissal from the program.***

### Outdoor Weather Safety

Outside play gives children an opportunity to run off excess energy generated during the regular school day. However, precautions need to be taken to ensure a safe and enjoyable play period.

Children will have 30-60 minutes of outside exercise/play on days where the temperature is 25 degrees Fahrenheit or above.

- Children will go outside when the outside temperature is 25 degrees Fahrenheit or above. (Wind chill be taken into consideration.)
- Over 100 degrees, students will remain indoors (Heat index taken into consideration)
- Tornado drills are conducted on a monthly basis, both AM and PM students.
- Ask the Site Supervisor for evacuation procedures and routes.

At the first indication of lightning or severe weather, staff will bring children indoors. The XLT Program Coordinator monitors the weather during these conditions.

**If parents request their children be excused from participating outdoors, a doctor's note must be on file.**

### Babysitting

Nixa Public Schools XLT does not endorse XLT staff as babysitters outside of XLT employment.

### Program Changes

XLT reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program that may become necessary during the school year.

### **School Days Off and XLT Camps:**

School Days Off is the program offered by XLT when Nixa Public Schools are not in session during the school year. It does not operate when the schools are closed due to weather (i.e., snow days) or for late start/early release days.

School Days Off and XLT Camps are separate programs operated by XLT. Registration and payments are separate from your XLT registration and tuition payments.

- Registration for all scheduled SDO's and Camps will be available a month prior to the event.
- School Days Off will be held at High Pointe Elementary and Summit Intermediate unless otherwise stated.
- **Refunds: Due to staffing requirements and pre-payment for field trip costs, SDO's and XLT Camps are non-refundable. Refunds/credits will not be given for missed days.**

- All cancellations must be made in email or writing at least 1 week prior to the registration closing date for each event.

**\*Free/Reduced lunch discounts and foster/adopted funding is not available for Summer School, SDO's and Camps.**

School Day Off Rates:

\$30.00 per child per day

XLT Camp Rates:

\$150.00 per child per week

**Scheduled School Days Off and Camps for 2022-2023**

<i>SDO: OCTOBER 21</i>
<i>SDO: OCTOBER 28</i>
<i>SDO: NOVEMBER 7</i>
<i>SDO: NOVEMBER 8</i>
<i>SDO: NOVEMBER 21,22,23</i>
<i>SDO: JANUARY 16</i>
<i>SDO: FEBRUARY 20</i>
<i>SPRING BREAK CAMP: MARCH 13-17</i>
<i>SDO: APRIL 7</i>
<i>SDO: MAY 25 - HALF DAY</i>
<i>IN-BETWEEN CAMP: MAY 26,30,31</i>
<i>XLT SUMMER SCHOOL: JUNE 1-27</i>
<i>CAMP EAGLE: JUNE 28-AUGUST 17</i>

***\*School Days Off and Camps are subject to change due to enrollment, weather, and changes in the Nixa Public Schools calendar!***

**Inclement Weather:**

*Snow Day:*

***XLT is closed, no care available.***

*Early Release:*

***We will not operate PM XLT when an early release has been called.*** In the event of school being dismissed early, the call will go out as soon as the decision has been made so that you have as much time to plan as possible. You will need to make arrangements to pick up your child as soon as possible.

*Late Start:*

***XLT will not operate AM XLT when a late start has been called.*** Per the District Policy, "In an attempt to provide a service to those who wish to drop off their child(ren) at school on their way

to work in the morning of a late-start day, the building principal will have someone near the front door to welcome your child(ren) to school beginning at 8:30 a.m. (grades K-4).”

**Social Media:**

Nixa Public Schools and XLT try our best to communicate with our parents as quickly and efficiently as possible. Most information is available on our website at [www.nixaxlt.net](http://www.nixaxlt.net). You may also find us on Facebook: <https://www.facebook.com/NixaXLT>