



LEAP Parent Handbook 2026-2027



This program is made possible in part by the 21st Century Community Learning Centers (CCLC) Grant. Oversight of the daily operations is done by the Missouri Department of Elementary and Secondary Education.

Program Information

The Eldon R-1 School District 21st Century Community Learning Center (CCLC) is committed to providing Eldon students with quality after-school time that supports both academic and social development. We also provide educational resources for families with children participating in the program.

What does LEAP stand for?

Learning Enriched Afterschool Program

Program Summary

LEAP is an afterschool program for Kindergarten through High School, which meets immediately after school until 5:45 p.m. on Monday, Tuesday, Thursday, and Friday each week. **The program does not operate on Wednesday afternoons.** In addition to daily homework assistance and reading time, enrichment lessons are offered. A snack is provided daily, and dinner is served, at no charge, to those students participating in the program.

Contact Information

Chris Yows, Director of Afterschool Programs

573-392-6364 Ext. 7

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112 South Pine Street

Eldon, MO 65026

All students who will be picked up at 5:45 p.m. will be transported to the Upper Elementary for dinner.

Doors at every campus will be locked at 3:30 p.m. You must call the LEAP office before gaining access into a building, as the doorbells are not in operation during LEAP.

Target Population

Academically at-risk students are the priority of the program. A variety of factors will be used in admitting students to the program including: teacher recommendations, family needs, and parent requests.

Registration

If you wish to have your child participate, please contact the LEAP office. Each year, we place as many students as we can, according to our grant parameters of 16:1 students/teacher ratio. After completing a pre-registration form, you will be notified if we will be able to provide services to you. We also maintain a waiting list for openings throughout the year.

LEAP Program Capacity and Participation Requirements

Program Design and Staffing The LEAP program is a 21st Century Community Learning Center designed for group-based enrichment. Please be advised that our program structure, staffing ratios, and resources differ significantly from the regular school day. LEAP does not provide 1:1 dedicated support services, paraprofessionals, or specialized medical staff.

Independence and Personal Care To ensure the safety of all participants and maintain program licensing standards, all students must be able to manage their personal hygiene and toileting needs independently without adult assistance. Our facilities and staffing models are not equipped to provide diapering, changing, or individual restroom supervision. If a student requires 1:1 assistance for these tasks, the LEAP program may not be the appropriate placement to ensure the student's safety and well-being.

ADA and Fundamental Alteration In accordance with ADA guidelines and Section 504, the Eldon School District provides all reasonable accommodations that do not result in a fundamental alteration of the LEAP program. A fundamental alteration occurs when a requested accommodation, such as 1:1 supervision or specialized personal care, would change the essential nature of the program or place an undue administrative or financial burden on the district. Any determination regarding a fundamental alteration is reviewed by the Superintendent to ensure all possible financial and administrative avenues have been exhausted before a final decision is reached.

Late Pick-Up and Dismissal Policy

Family Responsibility: Parents, guardians, or authorized emergency contacts are solely responsible for ensuring students are picked up and signed out from inside the building on time every day.

Policy Enforcement & Program Removal: 1. First Incident: The parent/guardian will receive a documented verbal or written warning reminding them of program operation hours. 2. Second Incident: A formal written warning will be issued, noting that program placement is in jeopardy. 3. Third Incident: If a student is picked up late a third time, the student's enrollment in the LEAP program will be formally reviewed, and the district reserves the right to immediately dismiss the student from the program for the remainder of the school year.

Illness

If a child becomes sick, he/she will report to his/her teacher, who will then notify the LEAP nurse. Please keep in mind that the nurse does have to travel between 3 buildings, and will not always be available. The LEAP nurse is available for acute illness and emergency assessment only and does not provide 1:1 personal care or daily hygiene assistance. If the situation dictates,

parents will be contacted to pick up the child. Sick children will remain with the nurse or site-coordinator until parental contact is made and the child is picked up. If a child does not attend the regular day school session because of illness, he or she will not be permitted to attend LEAP. A nurse will be on staff to assess health needs. In rare instances when a nurse is not available, contact will be made by the site-coordinator. If your child visits the after school nurse for a significant matter, you will be notified either by written communication or by phone.

Personal Belongings

We assume no liability for lost items. Students can keep personal belongings in their backpack. Students are NOT permitted to return to their lockers once the regular school day is over, unless the teacher gives permission. All policies written in the regular handbooks apply unless specially mentioned.

Responsibility of Parents

Parents must complete a registration form for EACH child participating in the program. All sections must be read, signed, and returned to the 21st CCLC office before a child can participate. Parents should pick-up their student(s) promptly each night.

Student Responsibility

Each student is responsible meeting the program expectations, which includes the following:

- Attending the program regularly – More than 5 unexcused absences could result in being removed from the program
- Respecting district technology and internet policies
- Adhering to expectations
- Behaving in a safe, respectful, and responsible manner throughout the day

In the event that you need to pick your child up early, the procedure is to call the LEAP office at 392-6364 Ext. 7 by 4:00 p.m. It will not always be possible to have students ready for an early pick-up if advance notice is not given. The LEAP office staff will notify the site-coordinator at your child's school. The regular school day phones will not be answered after 3:30 p.m. Students will not be at the doors, if the office is not notified before the desired pick-up time.

Pick-up times are as follows: 4:30, 5:00, or 5:45 p.m.

***Please do not request other pick-up times, unless it is an emergency.**

Attendance Policy

For this program to be successful, it is imperative your child attends each day. In the event that your child attends the regular school day, but you do not wish for them to stay for LEAP, please notify the **LEAP office, and the regular day office, so that your child can ride the bus home**. This type of absence will count as unexcused. If your child is absent from school, please notify

the building office (as normal). Each building will then notify LEAP of the absentees. If your child misses more than 5 days of LEAP, parental contact will be made with the possibility of removal from the program.

Discipline Policy

All discipline will be handled by the site coordinators and program director. Regular school day discipline procedures will be followed unless otherwise stated. Issues which occur during afterschool hours will be addressed by the program director, not the regular day principal. Please contact the program director with questions or concerns. Consequences may consist of loss of privileges, up to and including removal from the afterschool program. If a situation occurs during LEAP which may affect the regular school day, the school principal will be notified, and additional consequences may be administered.

Snacks

The 21st CCLC Program provides a healthy snack at no charge, funded by the Department of Elementary & Secondary Education. If your child has any dietary needs, please list them on the enrollment form. Students are allowed one snack daily.

Dinner:

Students will be served dinner every evening at Upper Elementary. Dinner is free through a grant administered by the Department of Health and Senior Services' Nutritional Plan. It will consist of a main dish or sandwich, choice of two sides, and a carton of milk.

Field Trips and Special Activities:

Field trips and other special activities are some of the great enrichment opportunities provided by LEAP. Parents will be notified of long distance field trips in advance. Local trips within the district do not always have advanced notice to parents.

Infinite Campus:

Please ensure that both the regular school office and the LEAP office have updated contact information for an authorized parent or guardian. We will use this system to send important updates and reminders.



LEAP

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Eldon R-1 School District*
