



August 21, 2020

Dear PCS Students and Families,

This year is certainly going to be unlike any other that any of us have experienced. It is also going to be a great year, full of love, laughter, learning, fun and family. We can't wait to get started.

Typically, we would be holding face to face conferences this week. During conferences, in addition to talking about a learning plan for each student, we also typically review and collect a number of important forms. This year, we are holding conferences virtually and those conferences will primarily be devoted to discussing what learning will look like this year. So in this communication, I will be explaining each of the forms we normally collect during in person conferences and how to complete and submit them.

### **Form 1-Daily Student Health Screening Instructions**

Before sending your child(ren) to the school building, please screen them for any signs of illness, including checking their temperatures. For your convenience, you will be able to complete this screening using a free app called PikmyKid. You can find information about how to access and use this app below.

When you arrive at school each morning, a staff member will ask if you completed your daily health screening and will be able to provide additional instructions if needed.

**Please screen each child who will be attending the school building each day they are scheduled to attend.**

### **Form 2-Photo Permission Opt Out**

Although the year may look different we will still have some children in the school building each day and we will be taking a lot of pictures and videos to document the amazing things these students are doing. We sometimes share these photos and/or videos internally with our staff members and externally through channels such as social media. If you do not want your child to be photographed or recorded while they are here at school or have images or videos shared internally or externally, complete and submit the Photo Permission Opt Out Form. **You only need to complete this form if you do not want your child photographed and those images shared. If you do not complete this form, your child may be photographed or recorded while at school and those images may be shared internally or externally through social media.** You can find the Photo Permission Opt Out Form on our website, under "20-21 School Year", then "Required Forms". It is also attached to this communication.

There are several ways to complete and submit this form:

1. Print it, fill it out and bring it back to school during materials pick up.



2. Print it, fill it out and send it with your child if he or she attends school in-person.
3. Print it, fill it out and then take a picture of the completed form and email it back to school ([office@premiercharterschool.org](mailto:office@premiercharterschool.org)).
4. Make an appointment with the office to come to school to complete this form.
5. Call the school office (314-645-9600) and let them know that you want to opt out of photo permission for your child(ren) who attends school in person.

### **Form 3-Distance Learning Student Information, Photo, and Video Release Opt Out Form**

While some of our students are going to be attending school in-person this year, all students will be participating in some distance learning experiences. Examples of these include virtual class meetings and lessons through online meeting software such as Zoom and online lessons through platforms such as Desmos and Nearpod. Many of these distance learning experiences will be recorded. If you do not want your child(ren)'s photos and/or videos to be included in distance learning audio or video, complete and submit the Distance Learning Student Information, Photo, and Video Release Opt Out Form. **You only need to complete this form if you do not want your child's images included in Distance Learning Audio or Videos. If you do not complete this form, your child's images may be included in Distance Learning Audio and/or Video.** You can find the Distance Learning Student Information, Photo, and Video Release Opt Out Form on our website, under "20-21 School Year", then "Required Forms". It is also attached to this communication.

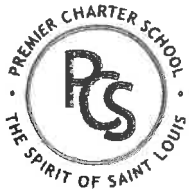
There are several ways to complete and submit this form:

1. Print it, fill it out and bring it back to school during materials pick up.
2. Print it, fill it out and send it with your child if he or she attends school in-person.
3. Print it, fill it out and then take a picture of the completed form and email it back to school ([office@premiercharterschool.org](mailto:office@premiercharterschool.org)).
4. Make an appointment with the office to come to school to complete this form.
5. Call the school office (314-645-9600) and let them know that you want to opt out of audio and video recordings of your child during distance learning.

### **Form 4-Walker Permission Form**

This year, student arrival and dismissal is going to need to look a little different than it has in the past in order to protect the health and safety of our students, families and staff as much as possible. This year, we are restricting walker permission to only those students who are going to walk home from school. **You only need to complete the walker permission form if your child will be walking home from school.** You can find the Walker Permission Form on our website, under "20-21 School Year", then "Required Forms". It is also attached to this communication. **If you are planning on your child walking home from school, he or she needs to turn in this form before we can release him or her to walk home. The easiest way to submit this form is to send it with your child on his or her first day of in-person attendance so that he or she will be able to walk home that afternoon.**

You could also submit this form by:



1. Printing it, filling it out and bringing it back to school during materials pick up.
2. Printing it, filling it out and then taking a picture of the completed form and emailing it back to school ([office@premiercharterschool.org](mailto:office@premiercharterschool.org)).
3. Make an appointment with the office to come to school to complete this form.

### **Form 5-School Health Form**

This form provides us with medical information about your child(ren). It also grants us permission to provide emergency medical treatment for any child who becomes ill or injured while at school. You can also use this form to provide consent for us to provide over the counter medication and treatment to your child(ren) if needed.

### **Form 6-Free and Reduced Meal Application**

This form is an application for free or reduced price meal benefits. We ask all families to complete this form, even if you do not believe you will qualify. Completing this form helps us ensure that we are able to provide healthy meals to all students who need them.

### **Form 7-Missouri Health Net Form**

This form provides us with health insurance information about your child(ren). This form also helps us provide information about obtaining health insurance for children who may need it.

Forms 5, 6 and 7 are forms that we ask **all families** to complete and submit.

You can find all three of these forms on our website, [www.premiercharterschool.org](http://www.premiercharterschool.org), under “20-21 School Year”, then “Required Forms”. They are also attached to this communication.

There are several ways to complete and submit this form:

1. Print them, fill them out and bring them back to school during materials pick up.
2. Print them, fill them out and send them with your child if he or she attends school in-person.
3. Print them, fill them out and then take a picture of the completed forms and email it back to school ([office@premiercharterschool.org](mailto:office@premiercharterschool.org)).
4. Make an appointment with the office to come to school to complete these forms.



# PARENT APP USER GUIDE

## Get Started

The PikMyKid app is available for download on your smartphone's app store (Google-Play or iTunes).

## Registration

Once you have downloaded the PikMyKid phone app, you will press the "Register" button and follow the prompts to sign up

## OTP Code

After you press "Submit", you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process!

## Don't see your child?

If you are a parent/guardian and do not see your student, it is likely that the school does not have your mobile number or the information on file is incomplete.

For support, parents can call **(813)-864-7627**

Each parent & user will need to register on their own smartphone with their own information.

The image shows four screenshots of the registration process in the PikMyKid app. The first screenshot shows the 'What is your name?' screen with a text input field and a blue 'Next' button. The second screenshot shows the 'What is your email?' screen with a text input field and a blue 'Next' button. The third screenshot shows the 'What is your phone number?' screen with a dropdown menu for 'USA or Canada (+1)' and a text input field, with a blue 'Next' button below. The fourth screenshot shows the 'Password' and 'Confirm Password' screens, both with text input fields and a blue 'Next' button at the bottom.

\*Parents can use our website [parentapp.pikmykid.com](http://parentapp.pikmykid.com) to register and make dismissal changes.

**Note:** Announcement is only available through the parent phone app.

Blank Screen? Missing OTP code?  
Email **[support@pikmykid.com](mailto:support@pikmykid.com)**  
Be sure to include the name of the school, the child's name, the **dismissal ID**, and your mobile number, with your questions.

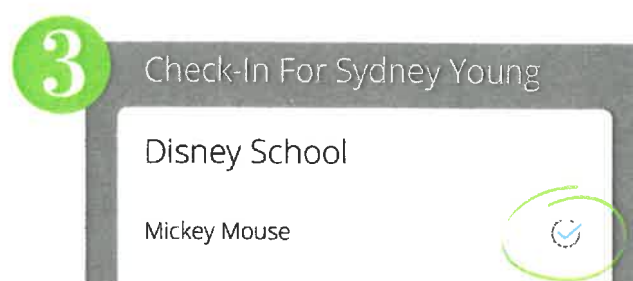


# CHECK IN & QUESTIONNAIRE

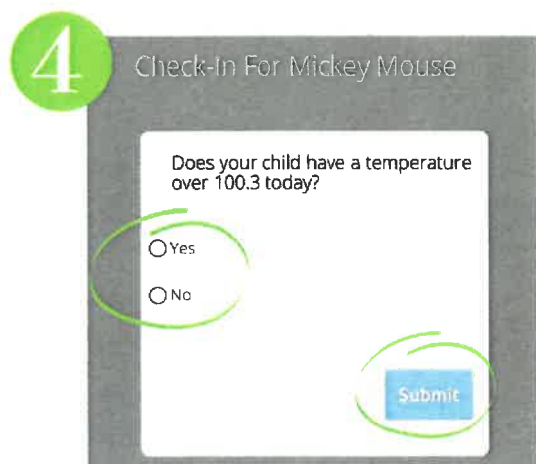
- 1** **Login** to the PikMyKid app using your credentials (email address and password)



**Select the CHECK IN** button next to your school name in the parent app



**Choose** your student



**Answer** each question your school has set up then press **Submit**



**Decide** based on school provided guidelines if your child is eligible for on-site learning today

For questions about the parent app you can contact **support@pikmykid.com**  
For questions about the processes/health guidelines contact **your school**



**Student Photo Permission Opt Out Form**

My Child MAY NOT be photographed and/or taped for publications or public use  
for...

- ☐ Internal Use (To be posted around school, in classrooms, in the yearbook, and etc.)
- ☐ Social Media Use (To be used on outlets approved by the school. This includes PCS school and teacher social media pages such as but are not limited to Facebook, Instagram, and Twitter)

**Please complete and submit this form no later than September 8th, 2020**

Student(s) Name(s) and Grade(s):

---

Parent/Guardian Signature and Date:

---



**Distance Learning Student Information, Photo, and Video Release "Opt Out" Form**

This year, all students will be participating in distance learning, which includes participating in virtual lessons that may be recorded. The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of your student's information, photo/image, and video in distance learning videos and audio. **If you wish to opt out you must return this form no later than September 8th, 2020.** This opt out remains in effect until you rescind your decision in writing or your student graduates.

DO NOT return this form unless you want to opt out of Premier Charter School utilizing your student's personally identifiable information, photographs/images, or videos as outlined below.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

\_\_\_\_ Please DO NOT include my student's personally identifiable photos or video for the purposes of distance learning videos and audio.

Parent/Guardian's Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_



### **Student Walker Permission Form**

If your student will be walking home from school please sign and date below.

Note: It is the school's expectation that students designated as walkers are walking home from school and will therefore leave campus immediately following the end of the school day. By granting walker permission for your child(ren), you are affirming that:

- Your child(ren) will exit campus immediately following the end of the school day and walk home.
- You have instructed your child(ren) on maintaining safe social distance while walking home from school.
- You have instructed your child(ren) on the appropriate use of face coverings when maintaining a safe social distance is not possible while walking home from school.

**Please complete and submit this form no later than August 24, 2020**

Student's Name(s) and Grade(s): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



## SCHOOL HEALTH FORM (Medical History and Permission to Medicate)

The purpose of this form is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

**Student Name** (First, MI, Last):

Date of Birth:

/

/

Gender:

Grade:

### EMERGENCY AUTHORIZATION (Consent)

In an emergency, I hereby authorize the school to make such arrangements as necessary. I also authorize the hospital/physician/dentist to perform necessary procedures. I understand that the cost of medical attention and ambulance are the responsibility of the parent.

Signature of Parent/Guardian:

Date:

### REFUSAL TO CONSENT

I do **NOT** give my consent for emergency medical treatment to my child. In the event of illness or injury requiring emergency medical treatment, I wish the school authorities to take the following action:

Signature of Parent/Guardian:

Date:

Facts concerning the child's medical history, including **allergies, food restrictions, medications being taken**, and any **physical impairments** to which a physician should be alerted are as follows:

### Medical History Please check any of the following conditions affecting your child

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes		
Allergies (seasonal)			Head or spinal injury		
Asthma or breathing problems			Hearing problems or deafness		
Attention Deficit/ Hyperactivity Disorder			Heart Problems		
Behavioral problems			Hospitalizations		
Developmental problems			Lead poisoning		
Bladder problem			Muscle problems		
Bleeding problem			Seizures		
Bowel problem			Sickle Cell Disease		
Cerebral Palsy			Speech problems		
Cystic fibrosis			Surgery		
Dental problems			Vision problems		
Other:			Other:		

**PERMISSION TO ADMINISTER PRESCRIPTION MEDICATION** Your child's prescription medication should be registered with the school nurse. All medications need to be in the original container and must have a prescription label attached stating the student's name, the physician's name, the name of the medication, dosage, date of prescription, name of pharmacy and the prescription number. Medications cannot be shared by any other student or by siblings. \* Valid ONLY for the current school year (This form must be signed yearly) Special Instructions:

Signature of Parent/Guardian:

Date:

**PARENT PERMISSION for the ADMINISTRATION of OVER-THE-COUNTER MEDICATION** Listed below are nonprescription medications that the nurses can give to students only with parent permission, please indicate the medications you allowed for your child. If a student needs routine medications, other arrangements should be made. Medications will be given in age/weight appropriate doses.

Medication	Yes	Medication	Yes	Medication	Yes
Acetaminophen (Tylenol)		Benadryl (Diphenhydramine HCL)		Benzocaine Sting Wipes (bites/stings)	
Ibuprofen (Advil, Motrin)		Loratadine (Claritin)		Cepacol (or other sore throat spray)	
Vision Allergy Eye Drops		Oragel (or generic equivalent)		Vicks Vapor Rub	
Natural Tears (any saline eye drops)		Clotrimazole (antifungal for skin)		Triple Antibiotic Ointment	
Calamine/Caladryl Lotion (generic)		TUMS		Topical Neosporin	
Topical Hydrocortisone Cream		<b>ALL listed medications above are approved to be given to my child</b>			

Signature of Parent/Guardian:

Date:

## HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Jake Lampert [ilampert@premiercharterschool.org](mailto:ilampert@premiercharterschool.org) or at (314) 645-9600 ext. 308.

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

<b>STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12</b>			
Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.			
<b>Who should I list here?</b> When filling out this section, please include ALL members in your household who are: <ul style="list-style-type: none"> <li>Children age 18 or under AND are supported with the household's income;</li> <li>In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;</li> <li>Students attending Premier Charter School regardless of age.</li> </ul>			
<b>List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.	<b>Building name/Grade.</b> If child is a student, list building name and grade.	<b>Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing <b>STEP 1</b> , go to <b>STEP 4</b> . Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.	<b>Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and <u>complete all steps of the application.</u>
<b>STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?</b>			
<b>If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:</b> <ul style="list-style-type: none"> <li>The Supplemental Nutrition Assistance Program (SNAP)</li> <li>Temporary Assistance for Needy Families (TANF)</li> <li>The Food Distribution Program on Indian Reservations (FDPIR).</li> </ul>			
<b>If no one in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"> <li>Leave <b>STEP 2</b> blank and go to <b>STEP 3</b>.</li> </ul>	<b>If anyone in your household participates in any of the above listed programs:</b> <ul style="list-style-type: none"> <li>Write a case number for SNAP, TANF, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact: State number 1-855-373-4636 or your caseworker associated with your program/account.</li> <li>Go to <b>STEP 4</b>.</li> </ul>		
<b>STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS</b>			
<b>How do I report my income?</b> <ul style="list-style-type: none"> <li>Use the charts titled "<u>Sources of Income for Adults</u>" and "<u>Sources of Income for Children</u>," printed on the back side of the application form to determine if your household has income to report.</li> <li>Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.             <ul style="list-style-type: none"> <li>Gross income is the total income received before taxes</li> <li>Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.</li> </ul> </li> </ul> <p style="text-align: right;">(Information follows on the reverse side.)</p>			

<p>Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.</p> <ul style="list-style-type: none"> <li>Mark how often each type of income is received using the check boxes to the right of each field.</li> </ul>			
<p><b>3.A. REPORT INCOME EARNED BY CHILDREN</b></p>			
<p><b>A) Report all income earned or received by children.</b> Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.</p>			
<p><b>What is Child Income?</b> Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.</p>			
<p><b>3.B. REPORT INCOME EARNED BY ADULTS</b></p>			
<p><b>Who should I list here?</b></p> <ul style="list-style-type: none"> <li>When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.</li> <li><b>Do NOT include:</b> <ul style="list-style-type: none"> <li>People who live with you but are not supported by your household's income AND do not contribute income to your household.</li> <li>Infants, Children and students already listed in STEP 1.</li> </ul> </li> </ul>			
<p><b>List adult household members' names.</b> Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.</p>	<p><b>Report earnings from work.</b> Report all total gross income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.</p> <p><b>What if I am self-employed?</b> Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.</p> <p><b>Report total household size.</b> Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.</p>	<p><b>Report income from pensions/retirement/all other income.</b> Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.</p>	<p><b>Report income from public assistance/child support/alimony.</b> Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.</p> <p><b>Provide the last four digits of your Social Security Number.</b> An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."</p>
<p><b>STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE</b></p>			
<p><i>All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.</i></p>			
<p><b>Provide your contact information.</b> Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.</p>	<p><b>Print and sign your name and write today's date.</b> Print the name of the adult signing the application and that person signs in the box "Signature of adult."</p>	<p><b>Mail Completed Form to:</b> Premier Charter School Attn: Jake Lampert 5279 Fyler Ave. St. Louis, MO 63139</p>	<p><b>Share children's racial and ethnic identities (optional).</b> On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.</p>



## Attachment E

Date Received by LEA (LEA use only)

**List ALL Household Members who are infants, children and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)**

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."	Child's First Name	MI	Child's Last Name	Building Name	Grade	Homestead	
						Foster Child	Migrant Runaway
<p>Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read <a href="#">How to Apply for Free and Reduced Price School Meals</a> for more information.</p>							

**Case Number:**

If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

If you answered NO > Complete STEP 3.

Write only one case number in this space

<p><b>A. Child Income</b></p> <p>Sometimes children in the household earn income. Please include the TOTAL gross income earned by all children listed in STEP 1 here.</p>	<p><b>B. All Adult Household Members (including yourself)</b></p> <p>List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.</p>	<p><b>Total Household Members</b> (Children and Adults)</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	<p><b>Last four digit of Social Security Number (SSN) of primary wage earner or other adult household member.</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>X</span> <span>X</span> <span>X</span> <span>X</span> </div>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Name of Adult Household Members (First and Last)	How often?			Public Assistance/ Child Support/Alimony	How often?			Pensions/Retirement/ All Other Income	How often?			Check if no SSN	
		Earnings from Work	Weekly	Bi-Weekly		2x Month	Monthly	Weekly		Bi-Weekly	2x Month	Monthly		Weekly
Are you unsure what income to include here?		\$				\$				\$				<input type="checkbox"/>
Flip the page and review the charts titled "Sources of Income" for more information.		\$				\$				\$				<input type="checkbox"/>
The "Sources of Income for Children" chart will help you with the Child Income section.		\$				\$				\$				<input type="checkbox"/>
The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.		\$				\$				\$				<input type="checkbox"/>

Contact information and adult signature

centry (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Printed name of adult completing the form \_\_\_\_\_  
 DO NOT FILL OUT THIS SECTION. THIS IS FOR SCHOOL USE ONLY.  
 ANNUAL INCOME CONVERSION: WEEKLY X 52, EVERY 2 WEEKS X 26, MONTHLY X 12 (USE ONLY IF MULTIPLE FREQUENCY)  
☐ Food Stamps/Temporary Assistance Household size: \_\_\_\_\_ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year  
 Eligibility: ☐ Free ☐ Reduced ☐ Denied Reason: \_\_\_\_\_  
 Determining Official's Signature: \_\_\_\_\_ Date withdrawn: \_\_\_\_\_  
 Conforming Official's Signature (For verification purposes only): \_\_\_\_\_ Date approved/Denied: \_\_\_\_\_

**INSTRUCTIONS** Sources of Income**Sources of Income for Children**

Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security <ul style="list-style-type: none"> <li>- Disability Payments</li> <li>- Survivor's Benefits</li> </ul>	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- Income from person outside the household	- A friend or extended family member regularly gives a child spending
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

**Sources of Income for Adults**

Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"> <li>- Salary, wages, cash bonuses</li> <li>- Net income from self-employment (farm or business)</li> </ul> <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> <li>- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>- Allowances for off-base housing, food and clothing</li> </ul>	<ul style="list-style-type: none"> <li>- Unemployment benefits</li> <li>- Worker's compensation</li> <li>- Supplemental Security Income (SSI)</li> <li>- Cash assistance from State or local government</li> <li>- Alimony payments</li> <li>- Child support payments</li> <li>- Veteran's benefits</li> <li>- Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>- Social Security (including railroad retirement and black lung benefits)</li> <li>- Private pensions or disability benefits</li> <li>- Regular income from trusts or estates</li> <li>- Annuities</li> <li>- Investment income</li> <li>- Earned interest</li> <li>- Rental income</li> <li>- Regular cash payments from outside household</li> </ul>

**OPTIONAL** Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. If ethnicity/race is not selected, a visual identification will be determined.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino  
Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, and nutrition programs for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have healthcare insurance?

☐ YES

☐ NO

**MO HealthNet (Medicaid) is considered healthcare insurance.**

If NO is checked the school district will provide the Does Your Child Need Healthcare Coverage form for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meals Family Application or return to your school/school district.

Printed name of parent/guardian: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



### **Student Drop Off and Pick Up**

The following drop off and pick up procedures are in place to maintain the health and safety of all of the students who attend the resource center and all of our on-site team members.

#### **Student Drop Off**

Students may be dropped off at school between 8:00-8:20. All learning, whether fully virtual or at the resource center, is scheduled to begin at 8:30 daily. There will be markings in front of all buildings to help students maintain a safe social distance if they need to wait to enter if they arrive before 8:00. However, it is critical that students are not regularly dropped off before 8:00 in order to ensure that drop off is supervised, which will help ensure safe social distancing. If a student is routinely dropped off outside the designated drop off window, PCS may require that he or she transition to full-time virtual instruction.

Before sending your child(ren) to school in the morning, please screen him or her for illness using the PikmyKid app. Instructions regarding how to access and use this app were sent out along with these procedures. Staff members will be outside every morning from 8-8:30 to welcome students. A staff member will ask if you completed your health screen and take your child's temperature. Children with a temperature or symptoms of illness will be immediately sent home. If your child is sent home due to illness, please use the guidance in the 2020-2021 Parent and Family Handbook to determine when to send your child back to school.

All students with the exception of those who walk to school must be dropped off inside the parking lot. Students should not be dropped off anywhere off campus, including along Sublette Avenue. Students who attend the Early Childhood (EC) building should be dropped off using the circle drive in front of the EC building. Elementary and Middle School students should be dropped off through the drop off line that runs in front of the Elementary and Middle School buildings. **PLEASE DO NOT DROP OLDER SIBLINGS IN FRONT OF THE EC BUILDING.** If you need to drop off students at the EC and Elementary and/or Middle School buildings, please drop your EC student and then re-enter the drop off line in order to drop at the Elementary or Middle School. This will ensure that students maintain a safe social distance and that we are able to screen all students prior to a parent leaving. The EC gate to the courtyard will NOT be open in the morning.

When they are dropped off on the first day, all PK, Kindergarten, and 1st grade students will be issued a name tag that will identify their name and their teacher so that staff members can easily direct them to where they need to go once they enter the EC building.

All K-8th grade students will enter their building through the front door every morning. If you are the parent of a **PK student** who attends school in the EC building, you may park in the parking lot and escort your child to the building. Please bring your child to the back door of the EC building (there will be signage to direct you). A staff member will meet you at the back door and escort your child to class. Parents will not be allowed to enter the building.

Students who want breakfast will be able to get a grab and go breakfast when they enter the building and will take it to their classroom to eat.

In person attendance is going to be very different this year because while PK-1st grade students who are attending the resource center will be doing so Monday through Friday, 2nd through 8th grade students will be attending 2 days per week according to a fixed schedule. In order to aid in that process, all 2nd-8th grade families with children attending the resource center will be issued colored car tags to hang in your car window during drop off. These will be color-coded to signify your child(ren)'s attendance days. This will help us ensure that all students are being dropped off on the correct attendance days. You will receive your car tags on the first day of school. Once you receive them, please write the name of your child(ren) and their grades large enough that staff can see them. Please make sure your car tag is visible when dropping off



and picking up your child(ren). Students who attend on the wrong day will remain in the office until someone can pick them up. They will not be admitted to a classroom because of the need to limit the number of individuals students and staff interact with each day and to ensure that students and staff are only interacting with the same, small group of people each day.

In order to ensure the health of all of our in person learners and staff members, parents will not be permitted to enter any building during drop off. If you are dropping a student off after the drop off window and there is no longer a staff member on duty, please come to the correct building and use the intercom to contact a staff member. Please wait outside while your child is screened for temperature and health and then admitted to class with a pass.

While we generally try to have an open-door policy, we ask that this year, if you need to visit school for any reason, you please make an appointment before doing so.

### **Student Pick Up**

#### **Walkers**

At 3:00 all students who walk home will be dismissed. This will allow those students to clear out of the school building before we dismiss pick up students in order to limit traffic in high traffic areas. Students are only considered walkers if they are walking home from school. The walker permission form was sent out along with these drop off and pick up procedures. If you designate your child(ren) as a walker, you are affirming that:

- Your child(ren) are walking home from school
- You have discussed maintaining a safe social distance with your child(ren) while walking home from school
- You have discussed the proper protocol for using a face covering if social distancing is not possible while walking home from school

#### **PK, K and 1st Grade Students**

**Pick Up for PK and Kindergarten students begins at 3:00 (11:50 on all ½ days).** When picking up a PK and/or K student, please park your car either along the circle drive or in the parking lot in front of the Early Childhood Building. **If parking in the circle drive, please do not double park.** Get out of your car and line up along the fence in front of the soccer field. While in line, please wear a mask and maintain a safe social distance (the ground will be marked to assist). When it is your turn, give your child(ren)'s names to a staff member who will radio into the building to release your child(ren). Once you identify the child(ren) you are there to pick up, please move away from the door and wait for your child to come out. Please make sure you maintain a safe social distance while waiting for your child to come out.

**Pick Up for 1st Grade students begins at 3:10 (12:00 on all ½ days).** Please use the same process as outlined above.

If you are also picking up a child from the Elementary and/or Middle School Buildings, please pick up your Early Childhood student within your EC pick up window, then follow the procedures below to pick up your Elementary and/or Middle School child(ren).





### 2nd through 8th Grade Students

**Pick Up for 2nd through 8th Grade students begins at 3:10 (12:00 on all ½ days).** All 2nd through 8th grade students will remain in their classrooms until they are called for pick up. When picking up a student, please pull into the pickup line that runs in front of the Elementary and Middle School Buildings. **Please remain in your car**, a staff member will come to your car and ask for the names of the child(ren) being picked up. Those children will then be released from their classroom(s) and come to your car. The Elementary and Middle School pick up process will run from 3:10-3:25 (12:00-12:15 on all ½ days). Any students still in the classroom after 3:25 (12:15 on all ½ days) will contact a parent/guardian to determine an approximate pick up time. Students who are persistently late being picked up may be required to change attendance to full-time virtual instruction.

## **PCS Food Service Plan**

**Cleanliness protocols will be in place for handwashing and sanitizing eating spaces prior to and after eating.**

**For students who are on campus:**

### **Breakfast:**

- Breakfast will be served as Grab and Go in all three academic buildings.
- Students will eat in the building where they are assigned for class.
- After stopping at the Grab and Go station, students will take their breakfast to their assigned classroom to eat.

### **Lunch:**

- Students will eat in their assigned classroom.
- Students can either bring a lunch from home or have a school lunch.
- School lunches will be ordered each morning and delivered to classrooms.

### **Virtual-Only Learners:**

- Meals will be distributed on Wednesday (2 meals) and Fridays (3 meals).
- Meals will be available from 10am-1pm.

### **Monday/Tuesday Students Requiring Meals When Learning Virtually:**

- Meals will be available for pick up on Wednesday only.
- Meals will be available from 10am-1pm.

### **Wednesday/Thursday Students Requiring Meals When Learning Virtually:**

- Meals will be available for pick up on Friday only.
- Meals will be available from 10am-1pm.