



# Parent Handbook



**ADMINISTRATIVE OFFICE**  
**801 S. KENT LIBERTY, MO 64068**

PHONE # 816-736-5378

Fax # 816-736-5427

[www.lps53.org/kidszone](http://www.lps53.org/kidszone)

Revised June 2019

Dear Parents/Guardians,

I want to personally welcome you to the School Age Care Program of Liberty Public Schools, Kid's Zone!

We recognize that you expect a quality program for your child while you cannot be with them. Our staff members and I value the expectations you have and pledge to offer your family a program that offers a blend of educational and recreational activities and other choices during their time with us. Your child may have access to the school gym, outside playground, outside educational or recreational field trips on non-school days, and/or station carts. Our station carts contain the following:

**RECREATION STATION:** Is designed to focus on gross motor skill development, sportsmanship and social development with peers on an individual and group basis. (Board games, cards and puzzles)

**IMAGINATION STATION:** Is designed to create a world of their imagination. The child who loves to role play, dress-up, write scripts, maneuver puppets and practice future careers will experience an adventure of their own. (Dolls, super hero toys, kitchen play, and puppets)

**CONSTRUCTION STATION:** Is designed for opportunities to develop fine motor skills with a variety of building materials from blocks to recyclables. Children who love to work with their hands can construct entire cities, build their own zoo or engineer the eighth wonder of the world! (Legos, building blocks, Knex, etc.)

**CREATION STATION:** Is designed for children to have an opportunity to explore, examine and create art. Children are encouraged to express their creativity using the various arts and craft materials readily accessible. (Construction paper, glitter, glue, buttons, pom poms, sequins, etc.)

**STUDY TIME:** The activities of this area include experience with individual study, such as spelling and classroom teacher given homework.

Your child may also be involved in weekly STEM (Science, Technology, Engineering, and Math) projects or Robotics. The opportunities provided at Kid's Zone are vast and help children stay safe and have fun.

If you are not aware, our mission is:

***"To provide a safe, loving and relaxed environment where children's physical, social, emotional, and educational needs are met."***

In addition, our vision is:

***"The creation of future leaders by maintaining excellence and high standards for the education, development, and protection of children."***

You can be confident that your child will be getting quality care among nurturing adults who work hard to meet children's needs and make their safety a top priority. We want to sincerely thank you for entrusting your child to the Liberty Public Schools School Age Care Program!

Nancy M. Hillebrand, M.Ed  
Program Manager of School Age Care

A+ Program	14
Absences	10
Birthdays	14
Breakfast/Snacks	13
Communication	13
Discipline	15
Early Release	10
Elementary School Handbook	14
Emergency Closing Procedures	11
Enrollment Information	6
Fees and Enrollment Options	7
Field Trips	11
Full Days (Schools Closed)	11
Health Care Procedures	16
Homework Policy	14
Hours of Operation	6
Late Pick Up	9
Medications	17
Mission Statement	5
Payment Policy	8
Personal Items	14
Phone Numbers	4
Program Changes	14
Respect	15
Rights and Responsibilities	5
Safety	14
Sign In/Out Procedures	9
School Cancellation Days	11
Special Needs	7
Summer Programs	12
Lost and Found	15

Website Address: [www.lps53.org/kidszone](http://www.lps53.org/kidszone)

Program Manager - Nancy Hillebrand

Office Supervisor - Sandy Conaway

Administrative Assistant - Kim Linard

**Tax ID # 44-6003222**

<b>KID'S ZONE OFFICE</b>  PHONE #(816) 736-5378 FAX #(816) 736-5427	<b><u>Alexander Doniphan Elementary</u></b>  Kid's Zone 736-5402 Main Office 736-5400	<b><u>EPiC Elementary</u></b>  Kid's Zone 736-5745 Main Office 736-5730
<b><u>Franklin Elementary</u></b>  Kid's Zone 736-5449 Main Office 736-5440	<b><u>Kellybrook Elementary</u></b>  Kid's Zone 736-5715 Main Office 736-5700	<b><u>Lewis and Clark Elementary</u></b>  Kid's Zone 736-5439 Main Office 736-5430
<b><u>Liberty Oaks Elementary</u></b>  Kid's Zone 736-5615 Main Office 736-5600	<b><u>Lillian Schumacher Elementary</u></b>  Kid's Zone 736-7124 Main Office 736-5490	<b><u>Manor Hill Elementary</u></b>  Kid's Zone 736-6772 Main Office 736-5460
<b><u>Ridgeview Elementary</u></b>  Kid's Zone 736-7008 Main Office 736-5450	<b><u>Shoal Creek Elementary</u></b>  Kid's Zone 736-7172 Main Office 736-7150	<b><u>Warren Hills Elementary</u></b>  Kid's Zone 736-5645 Main Office 736-5630

Kid's Zone is a financially self-supporting department within the Liberty Public School District. All Kid's Zone programs and services are funded through participation fees.

### **KID'S ZONE MISSION STATEMENT**

Our mission is to provide a safe, loving, and relaxed environment where children's physical, social, emotional and educational needs are met.

### **CHILDREN'S AND PARENT'S RIGHTS AND RESPONSIBILITIES**

#### Children's Rights Include:

- To be respected
- To have a choice of activities and ample supplies
- To have a safe and reliable environment
- To have equipment in working order with all pieces
- To express their creativity
- To express emotions in an appropriate manner
- To have staff members who care about and enjoy them

#### Children's Responsibilities Include:

- Taking care of supplies and equipment
- To clean up after themselves
- Sharing equipment with others
- Keeping their hands to themselves
- Use of appropriate language
- Treating staff members with respect
- Coming to Kid's Zone directly after school
- Finishing what they start
- Being responsible for all personal belongings

#### Parents' Rights Include:

- To attend program orientation
- To share special skills, experiences, or talents
- To be respected
- To visit the site at anytime
- To know their child is safe
- To voice concerns about the program or activities
- To be informed about their child's behavior
- To know about field trips and volunteering opportunities
- To have open communication with the Site-director and staff members

#### Parents' Responsibilities Include:

- Signing their child in and out daily
- Picking their child up on time daily
- Treating staff members with respect
- Paying tuition on time
- Bringing their concerns to staff members
- Notifying staff of changes in pick up arrangements
- Knowing about changes in policy
- Informing staff members of child's contagious illness
- Keeping their child's records up to date

## **HOURS OF OPERATION**

Kid's Zone Hours at each elementary school

- 6:30 a.m. until school starting time
- After school until 6:00 p.m.
- Non-school days: 6:30 a.m. to 6:00 p.m. at designated sites. (Please refer to Kid's Zone calendar for specific dates).
- School Cancellation Days: 7:00 a.m. to 6:00 p.m. at designated site.
- There is an additional fee for attendance on non-school days, school cancellation days and spring break.

## **ENROLLMENT INFORMATION**

Kid's Zone is a fee-based program providing care for Liberty Public School District students in kindergarten through fifth grades through the school year. Service is provided to students in the month of June during summer school, limited to students entering the kindergarten level through students completing fourth grade. Special requests for Kid's Zone services in June may be considered for students completing fifth grade where summer school is attended at the elementary level; decisions shall be based on the student's educational needs. For students who qualify under the Individuals with Disabilities Education Act (IDEA) or Section 504, such determination will be made by the student's multi-disciplinary team. Kid's Zone service is also available during summer Camp (full day camps) for students entering kindergarten through sixth grade on a space available basis during the month of July.

Enrollment for summer is held Feb-April and re-enrollment for current Kid's Zone families is held in the spring. Open enrollment for the school year is held in June.

Before a child may attend the Kid's Zone program, an on-line enrollment form must be completed for each child by accessing the Kid's Zone website at [www.lps53.org/kidszone](http://www.lps53.org/kidszone).

**A non-refundable, non-transferable enrollment fee of \$50.00 per child will be due upon the submission of an enrollment form.** You will be redirected to make your payment once you complete an enrollment form. Payment is now part of the enrollment process. Enrollment will be taken on a first-come-first-serve basis and is required each school year and summer. Enrollments are time stamped once your payment has been successfully submitted and will be processed in the order received. In order to serve our students effectively, there is a maximum enrollment number for each school attendance area to provide quality service. No new enrollments for the current school year will be accepted after January 31. Online enrollment will temporarily close after open enrollment in June. Online enrollment will resume if openings are available. For the safety of your child, a computer assigned Personal Identification Number (PIN) is given upon enrollment. Please check the Kid's Zone link on the Liberty School District website for more information on our enrollment policy.

### **WAITING LIST**

If enrollment reaches capacity, your child will be placed on our waiting list. The Kid's Zone Office will contact you when an opening becomes available. If an enrollment opportunity is offered but declined, the enrollment fee would be non-refundable.

### **ENROLLMENT STATUS CHANGES**

It is important that children's emergency information stay updated throughout the year. This includes phone numbers for your authorized pick-up list, work phones, cell phones, and changes in address.

Any status changes or dropping from the program must be done ten (10) Kid's Zone operational days (when the program is open for business) in advance through the Kid's Zone Administrative office at 816-736-5378. Please see the Kid's Zone calendar at [www.lps53.org/kidszone](http://www.lps53.org/kidszone) for operational days. **Parents will be responsible for payment during the notification period.**

### **SPECIAL NEEDS OF CHILDREN**

Kid's Zone is responsive to individual differences among children. Attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, training staff, adjusting ratios and adapting the space are ways the Kid's Zone program seeks to meet the needs of children.

Should your child have any special needs, an informational in-take phone conversation will be conducted with the parent and Kid's Zone Program Manager to determine the level of support your child may need to have a safe and fun filled Kid's Zone experience.

Kid's Zone does not offer Paraprofessionals.

### **FEES & ENROLLMENT OPTIONS**

**A non-refundable, non-transferable enrollment fee of \$50.00 per child will be due upon the submission of an enrollment form.** Fees are charged on a monthly basis, with no part time rates available. Rates are listed on our website at [www.lps53.org/kidszone](http://www.lps53.org/kidszone), under the Payment tab. All Kid's Zone fees may be subject to change.

The Liberty Kid's Zone program does not accept state assistance for childcare. A list of state assistance providers is available upon request.

\*Tuition is due on the first day of each month, except for August tuition which will be due in July.

**\* If payment is not received in the Kid's Zone office by 4 pm on the 5th (or last business day if the 5th is a weekend or holiday) your account will be assessed a late fee of \$40.00 for any balance of \$20.00 or more.**

\* If full payment, plus late fees, is not received by 4 pm on the 10th (or last business day if the 10th is a weekend or holiday) care for your child will be suspended. Two late monthly payments may result in termination of care for your child.

\* A 10% discount is available if tuition is paid by the semester. Tuition for August is due in July, but the remaining fall semester (Sept-Dec) must be paid by August 1. Payment for January-May, must be paid by January 1.

Any status changes or dropping from the program must be done ten (10) Kid's Zone operational days (when the program is open for business) in advance through the Kid's Zone Administrative office at 816-736-5378. Please see the Kid's Zone calendar at [www.lps53.org/kidszone](http://www.lps53.org/kidszone) for operational days. **Parents will be responsible for payment during the notification period.**

### **PAYMENT POLICY**

An invoice with current charges, payments, and a bill for the next month's tuition, will be emailed to the address provided on the enrollment form on the 20<sup>th</sup> of each month.

Payments are not accepted at the Kid's Zone sites, but can be made in the following ways at no charge to parents:

- By Mastercard, Visa, Discover, (debit/credit card) or checking account by clicking on the link sent through email on the 20<sup>th</sup> of each month. (preferred method)
- Call the Kid's Zone office (816-736-5378) to make your payment over the phone.
- Mail to Kid's Zone, 801 S. Kent Street, Liberty, MO 64068
- In person at the Kid's Zone Administrative office, 801 S. Kent, between the hours of 7:30 am and 4 pm, Monday through Friday
- Drop Box-Available 24 hours a day located on the front of the building at 801 S. Kent Street-marked Kid's Zone Drop Box

### **DELINQUENT ACCOUNT POLICY**

Once childcare has been discontinued due to non-payment or because the child is no longer attending the program, a letter will be sent to the parent responsible for the account and an opportunity will be given to pay the balance in full. If the balance remains unpaid, the account will then be referred to our collections department. Failure to pay the account in full to our collections department will result in the inability to re-enroll your child in Kid's Zone.

### **INSUFFICIENT FUNDS**

Insufficient checks must be rectified immediately. Children will not be allowed to attend until payment in the form of cashier's check, cash, or money order has been received by the LPS business office. The LPS business office may make more than one attempt to collect on the insufficient check. After a second insufficient check is received, tuition payments to Kid's Zone will be accepted in the form of cash, cashier's check, money order or online payments only until further notice from the Kid's Zone Office.

### **MONTHLY RECEIPTS**

Kid's Zone will email payment receipts on the 15<sup>th</sup> of each month which will include all transactions on your account during the past 30 days. If you need a signature for your reimbursement plan, you may fax your form to 736-5427 and we will fax it back to you. You may also come by the Kid's Zone office to get your form signed.

### **YEARLY TAX INFORMATION**

Kid's Zone Federal Tax ID number is 44-6003222. Our office will supply each current family with a tax statement by the end of January each year.



### **LATE PICK UP POLICY**

Kid's Zone closes promptly at 6:00 p.m. Parents who are late picking up a child will be charged \$1.00 per minute per child for each minute after 6:03 p.m. Time is according to the computer Timeclock. Late fees will be posted to your account and must be paid with the next month's tuition. ***Three late pick-ups may result in termination of care.***

### **SIGN IN PROCEDURE**

Parents/guardians are required to accompany their child into the building and sign them in on the computer. At no time may a child come into the building without an adult to sign them in. The sign in procedure is for your child's safety. Each parent will have a 5 digit PIN (Personal Identification Number) that is used to clock your child in and out of the program daily.

After signing in, the parent should note any changes in the child's attendance/pick-up plans in the Parent Communication Log. Confirmation of communication is the responsibility of the parent.

Children are not allowed to sign themselves in or out of Kid's Zone. Failure to comply with the sign-in/out system may result in dismissal or termination from the program.

### **SIGN OUT PROCEDURE**

Parents/guardians are required to pick up their child and sign them out on the computer each day. A Picture ID will be required when picking up your child. If someone other than yourself will be picking up your child, Kid's Zone will require the adult be authorized by a parent, show picture ID and have the PIN number. In the event that the adult picking up your child does not have identification, the child will not be released until Kid's Zone staff have contacted a parent or legal guardian. No child will be released to leave with someone who refuses to show identification when asked. For the safety of your child, please communicate with anyone picking up your child our policies and procedures.

Please keep in mind, changes made in your child's daily afternoon routine can be confusing to the child and to Kid's Zone staff. Schedule changes in the afternoon should be kept to a minimum. If your child will not be attending Kid's Zone for any reason in the afternoon, please inform the Site Supervisor, call the KZ site phone, write it in the parent communication log or call the Kid's Zone office.

Confirmation of communication of schedule changes is the responsibility of the parent.

Any special circumstances regarding custody of children should be brought to the Site Supervisor's attention and Kid's Zone Administrative office. A copy of court documents is required to enforce custody agreements. Legal documentation must be provided if a parent is not allowed to pick up a child. Kid's Zone staff cannot prevent the release of a child to a parent without a legal document instructing otherwise.

Failure to comply with the sign-in/out system may result in dismissal or termination from the program.

## **ABSENCES**

Absences without prior notification may be mistaken for a missing child and cause unnecessary concern. If your child will not be attending Kid's Zone for any reason, please notify Kid's Zone in advance via note, telephone, or in the Kid's Zone parent communication log. Confirmation of communication is the responsibility of the parent. If a child does not arrive at Kid's Zone as intended, the Site Supervisor will contact the parents. If a parent or another person on the authorized contact list is unable to be contacted within 30 minutes of school dismissal, District security/ Police may be contacted.

Parents are responsible for:

- Notifying the school and Kid's Zone separately of any changes in child's schedule as soon as possible.
- Providing Kid's Zone with a calendar of the child's schedule if this schedule changes frequently.

Kid's Zone staff will keep a child at Kid's Zone if instructions are not clear and/or if staff members are in doubt about releasing the child.

## **SCHEDULED EARLY RELEASE DAYS**

An Early Release occurs when school is dismissed early for teacher work day, staff development or parent conferences and Kid's Zone remains open for care at each individual site. All children enrolled in the Kid's Zone program may attend on early release days. These days are included in the monthly tuition rate. Children will be served lunch prior to dismissal, and afternoon snack will be served during Kid's Zone hours.

If your child is normally in Kid's Zone only Before School, it is the parent's responsibility to inform the school of the alternate plan for their child to stay at Kid's Zone on the early release day if needed. Please make sure to have a set plan for scheduled early release days with the school office and with Kid's Zone, as this will help avoid confusion on these days.

A sign-up sheet for early release days will be provided at each site to allow for planning of activities. Please know that your child is our primary concern. It is critical that your site knows whether or not your child will attend on early release days. Please see your Site Supervisor for sign-up deadlines.

## **NON-SCHEDULED EARLY RELEASE DAYS**

If there is an early release due to weather, Kid's Zone will be open as soon as school dismisses and will close at 6 pm. There is no additional charge for care on these days.

Should it be necessary to dismiss school early due to weather conditions, announcements will be made over the major Kansas City radio stations, television stations, district web page and school information lines.

### **FULL DAYS (Schools Closed)**

A full day occurs when school is closed for teacher workdays, staff development, parent-teacher conferences or spring break and Kid's Zone is open for care. These days are **not** included in the monthly tuition rate and there is an additional charge of \$35.00 per day, per child. **There is no discount given for siblings on full days. Changes/cancellations to Full Day sign-ups can only be made during the sign-up period. After the sign-up period has ended, and once your child has been signed up for a Full Day, there are NO credits/refunds for non-attendance.** Please see the Kid's Zone calendar on our website for complete information regarding each full day.

On Full Days, all schools will combine at a designated site. A field trip is generally planned for each full day. The district's transportation department, a licensed transit carrier, provides transportation for all field trips. After the specified enrollment dates for each full day, information regarding the plans for that day will be sent to families with children enrolled, which will include the full day location and the activity for the day.

**All children attending a Full Day must be signed in by 9 am.** Breakfast, lunch and an afternoon snack will be provided by Kid's Zone.

### **FIELD TRIPS**

Field trips are planned for both educational and recreational experiences. Potential travel dates are full days and the summer camp program. For added safety, each child is required to wear a Kid's Zone travel shirt on field trips. Parents may be notified that their child's behavior will not permit the child to accompany the group on a field trip. It is then the responsibility of the parent to make other arrangements for the child's care. Safety will be the determining factor. Staff members will not remain at the school during field trips. Therefore, supervision of children at the school during field trips is not available. Transportation is provided by the Liberty School District. Parents may not drop off or pick up their child at the field trip location.

### **SCHOOL CANCELLATION DAYS**

**When school is closed for any unforeseen reason, Kid's Zone will be open from 7:00 A.M. TO 6:00 P.M at an elementary site (TBD).** There is an additional charge of \$35.00 per child for the use of all day care when school is cancelled. **There is no discount given for siblings on these days.** This fee will be billed on your next month's tuition.

**All children must be signed in before 9 am.** Breakfast, lunch and afternoon snack will be provided.

### **EMERGENCY CLOSING PROCEDURE**

In the case of evacuation of the school:

- Children will be transported to a school near their own by a licensed carrier.
- Every attempt will be made to notify the parent by phone and /or email.
- Signs will be put on the doors of the home school with the name of the school and directions to where your child has been transported.

If school is canceled due to unforeseen circumstances, i.e., flood, tornado, fire; parents may call the Kid's Zone office at 736-5378 for information on care and site openings for that day.

In case of a natural disaster, staff will accompany children to a designated area of the school.

- Weather will be monitored by district administration and the proper precautions will be taken for the safety of your child.
- Parents will be notified if the need arises for children to be picked up from the school before the normal closing time.
  - In case of a State of Emergency –parents will be notified via Quick News and local tv stations if the Kid's Zone program will be closed.

### **SUMMER PROGRAMS**

Information on Kid's Zone summer programs will be available in the spring. Your child is guaranteed a spot in the June session if enrolled during the specified enrollment dates. Full Day Camps are offered in July and have limited availability.

**A non-refundable, non-transferable \$25.00 enrollment fee per child will be required to ensure your child's spot in our program.**

**Tuition for summer programs cannot be prorated based on attendance and are charged as a session fee.**

**Cancellations to Full Day Camp sign-ups can only be made up until the day camp tuition is due. NO credits/refunds will be issued for non-attendance.**

### **KID'S ZONE SUMMER SCHOOL BEFORE AND AFTER SCHOOL CARE**

During June, the Kid's Zone program is open 6:30 am until school starts and as soon as school dismisses until 6 pm at all elementary summer school sites. All children who enroll in the Kid's Zone Summer program must also enroll in Summer School through the school district. During June, your Kid's Zone attendance location is determined by their Summer School location.

### **FULL DAY CAMPS**

Full Day Camps are held in July (specified dates determined yearly) from 6:30 am to 6 pm. All children attending Camp must be signed in by 9 am. During camp, breakfast, lunch, afternoon snack and all activities are provided for all children at no additional charge. This camp is packed with fun and adventure. There are curriculum workshops taught daily by the group leaders, which may include games, science, math, reading and crafts.

Field trips are taken daily by each group. The LPS District transportation department, a licensed transit carrier, provides transportation for all field trips. A field trip calendar will be provided to all families who enroll in camp. All children who attend camp will be expected to go on the trips with their group. Kid's Zone staff will attend all field trips, and no staff will remain on site during field trips. Do not leave your child at camp when Kid's Zone is on a field trip.

Dropping a child at the door, without signing them in, may result in dismissal from the program. Parents are not allowed to attend field trips with their child due to safety reasons.

Any child needing to arrive at camp late must get prior approval from the Camp Director.

### **WHAT TO BRING TO CAMP**

Continuous spray sun screen, old pool towel, swim suit, pool shoes or flip flops and socks are required for each child. All items need to be brought to camp on the first day in a brown paper bag with their group assignment letter attached. Please have your child's name clearly marked in permanent ink on everything in the bag. No back packs or personal bags are needed or allowed. All items will stay at camp for the entire length of camp.

Orange travel t-shirts will be worn home dirty every Friday and must be worn back clean to camp on the following Monday.

### **COMMUNICATION**

Kid's Zone has an open-door policy for parents to share special skills, experiences and talents. If you are interested in sharing with your child's site, please talk to the Site Supervisor to make arrangements.

Communication between parents and staff is vital. Parents may leave written messages for the staff in the communication log on the parent table. There is a parent board near the sign in table where important information will be posted. Administrative communication will be distributed through Time Clock, e-mail and the Kid's Zone website.

Parents are encouraged to voice concerns about program policies or activities. Concerns are to be directed to the Site Supervisor. If resolution is not found, parents may contact the Program Manager at the Kid's Zone office. Concerns and resolutions are recorded and filed for future reference.

### **BREAKFAST/ SNACK**

Morning snack is not offered during the school year, but children can take advantage of the district's breakfast program at the parents' expense or children may bring their own breakfast.

After school, children check-in and have the option to eat a healthy, nutritious snack. Water, milk and 100% fruit juice are drink choices. Afternoon snack menus are available on the Kid's Zone website.

Kid's Zone does not serve items that directly contain nuts. Some items served may have "cross Contamination" listed on the label. Individuals with food allergies will be provided with alternate snack options. Please see your Site Supervisor with individual concerns or questions. We discourage snacks/treats from home for group serving. All food/snack served must come from an approved source according to Health and Safety standards under food permit.

### **HOMEWORK POLICY**

Kid's Zone offers parents a preference regarding how they would like homework handled for their child. Parents will be required to select one of these options at their child's site:

1. My child may choose whether to do homework while at Kid's Zone.
2. My child must complete as much homework as possible while at Kid's Zone.
3. My child needs to do homework on certain days while at Kid's Zone. Those days are: \_\_\_\_\_.
4. My child should not do homework while at Kid's Zone.

Kid's Zone staff may be available to assist children in this area as time and ratios allow. A+ student's may be available at times to assist children with homework.

### **BIRTHDAYS**

If you wish to provide treats for your child's birthday, you may arrange with your Site Supervisor to provide a non-food item for the students.

### **A+ SCHOOLS PROGRAM**

A+ student volunteers from Liberty High Schools receive training with the Program Manager before starting their volunteer service.

### **PERSONAL ITEMS**

Children are discouraged from bringing personal items from home. On some occasions, sites may allow toys from home. On these occasions, Kid's Zone is not responsible for any personal property, including loss or damage to articles. Any items brought to our program should be clearly labeled with your child's name and telephone number.

### **SAFETY**

The utmost priority of Kid's Zone is to provide a safe environment for your child. Checking ID's, using safety cards on site, practicing monthly tornado, fire and shelter in place drills, are safety practices in use by our program. All staff have a criminal background check before employment and are required to complete professional development trainings each year.

### **PROGRAM CHANGES**

The Liberty School District reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program which may become necessary. Advance notice of changes will be provided when possible.

### **ELEMENTARY HANDBOOK**

Kid's Zone will follow guidelines established in the Elementary Handbook. Please review the elementary handbook at <https://www.lps53.org>.

## **DISCIPLINE**

To assist children in developing desirable behavior habits, Kid's Zone will provide an environment that is safe and positive.

Many choices and activities are offered in Kid's Zone. Activities are varied and interesting enough to eliminate boredom-related discipline problems. Kid's Zone staff members will not use corporal punishment, threatening or withhold food portions as punishment.

Situations may happen at home that effect your child's behavior. Please feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

Children who require disciplinary action will:

- Be asked to stop
- Be asked to talk about the problem, and discuss other options
- Be redirected to alternate activities
- Children may need to sit down for a short time to calm down in a "Safe Spot." The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem persists, the Site Supervisor will discuss the behavior with the parents. If the behavior includes verbal or physical acts of violence to self or others (hitting, biting, throwing objects, crude language, harassment, etc.) it may require a Behavior/Disciplinary Notice form. Parents may also request a conference with the Site Supervisor and/or Program Manager. If the misbehavior continues, resulting in harm to self or others, parents will be asked to make other arrangements for care.

Children may be suspended or dismissed from the program without notice for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence to self or others (hitting, biting, throwing objects, etc.)
- Use of crude or profane language or gestures
- Destruction of property
- 3 or more Behavior/Disciplinary Notice forms

Children may be dismissed from our program if parents/guardians become verbally or physically abusive to Kid's Zone staff or children within the Kid's Zone program.

Kid's Zone is not a mandated program and attendance is considered a privilege.

## **RESPECT**

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements, and their child will not be allowed to return to the program.

### **HEALTH CARE PROCEDURES**

Kid's Zone staff members are not registered nurses, and therefore, can only administer oral medications. Staff may not perform medical procedures such as injections, feeding tubes, catheterizations, calculating insulin dosage or other procedures that are normally administered by a registered nurse.

Select staff are trained in the use of Epi Pens in emergencies.

### ***NO REGISTERED NURSE IS ON STAFF AT KID'S ZONE.***

Parents will be asked to clearly state any behavior, health concerns, allergies and/or medications on the child's enrollment form. Staff will give medical care according to the instructions given by the parent or physician within district guidelines.

If your child is ill, please DO NOT bring him/her to Kid's Zone. Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.

The following outlines symptoms of illness that would exclude children from our program: The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.

- Significant fever as defined by an axillary temperature of 100 degree Fahrenheit.
- A fever that is accompanied by behavior change, stiff neck, rash, unusual irritability, poor eating, vomiting or excessive crying.
- Persistent diarrhea, diarrhea accompanied by dehydration or diarrhea accompanied by blood in the stool.
- Undiagnosed rash.
- Vomiting two or more times in the previous 24 hours or any vomiting accompanied by symptoms of dehydration or other signs of illness.
- Signs or symptoms of possible illness such as lethargy, uncontrolled coughing, persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, difficulty in breathing, wheezing or other unusual signs of illness.

**NO CHILD MAY PARTICIPATE IN THE PROGRAM WHILE SUFFERING FROM A COMMUNICABLE DISEASE.**

Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.



In the case of an accident or injury, parents will be notified immediately. If they cannot be reached to make necessary arrangements, or in a critical emergency requiring immediate medical care, Kid's Zone staff will call an ambulance service to transport the child. Parents are responsible for all ambulance service costs and any medical care and/or treatment provided to their child.

**Kid's Zone employees are not equipped to handle incontinence of either urine or stool. If your child has an "accident" and soils themselves with urine or stool, the parent/guardian will be notified to come take care of their child's toileting needs.**

### **LICE**

Children may not attend the Kid's Zone program if live lice or viable nits are present.

### **MEDICATION**

Any child taking medication should follow the established school procedures. Parents will need to provide Kid's Zone staff with medication in its original container as well as signing a medical authorization form.

Medication will only be administered by designated Kid's Zone staff and will be administered within district guidelines. Kid's Zone does not have access to the school nurse's office for medications, therefore; all medications must be brought to Kid's Zone in its original container.

### **LOST AND FOUND**

Please contact the Kid's Zone Office, 816-736-5378, if your child lost an item. Unclaimed items will be kept at the Kid's Zone Office for 30 days and will be donated if left unclaimed.