



**2021-2022**

**Family Handbook**

(Supplement to the School Handbook)

 @ISDKidsSafari

# Welcome to Kids' Safari

Welcome to Kids' Safari! We are honored that you have chosen us to provide before and after school services to your family. This handbook will guide you through the essentials of our program as well as some policies and procedures. Kids' Safari is offered in a group setting and we maintain a 1:16 staff to student ratio. Our programs are designed to provide students with social, creative, recreational and life skill development. The wellness of your child is important to us; we have built in a nutritious snack and fitness into our program. We also allow time for your child to work on homework and reading/math skills. Kids' Safari is an optional program and we expect students to behave as they would during the school day.

## **Our Mission:**

We provide a before and after school experience that ensure that students will achieve the skills and self-confidence to be successful in an ever-changing world.

## **Our Goals:**

- Strengthen relationships between schools and families.
- Support the school day learning through hands-on enrichment activities.
- Provide fun, safe, and enriching environments for students.

## **Core Beliefs:**

- Students and Families First
- Treat Everyone as You want to be Treated
- Be Better than Good
- Enrich, Engage, Explore
- Open Minds by having an Open Mind
- Be Positive, Smile and have Fun

Please do not hesitate to contact your Kids' Safari Site Coordinator or the Youth Development office if you have questions. At all times your feedback, ideas, and involvement are welcome.

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# Three Adventures, One Kids' Safari

**1. Pre-K Kids' Safari** - Designed for our youngest explorers and hosted at Hanthorn, Blackburn, Santa Fe Trail and Sycamore Hills Elementary schools. This unique program offers rich developmental activities for working. We offer before and/or after school options. No full day options are available at this time.

- A minimum of 10 students must be enrolled to provide services. When a program (e.g. AM only program) does not have at least 10 students the program will not open and a waiting list will be offered until 10 students are enrolled.

**2. Kids' Safari Grades K-5** - Available at all elementary schools in the Independence School District. We provide students opportunities to explore their individual interests while reinforcing academic concepts taught during the school day. We offer before and/or after school, full day, snow day, summer and drop-in options.

- A minimum of 16 students must be enrolled to provide services. When a program (e.g. AM only program) does not have at least 16 students the program will not open and a waiting list will be offered until 16 students are enrolled.

**3. Kids' Safari at Latitude Grades 6-8** - Clubs and enrichment activities hosted at Bridger Middle School for students in grades 6-8. We offer after school, full day, snow day, summer and drop-in options.

## Hours of Operation

**AM Session:** 6:30 am until school begins

**PM Session:** After school is dismissed until 6:00 pm

**Full Day Session:** 6:30 am until 6:00 pm

### Late Start Elementary Schools

9:00 am – 4:10 pm

Blackburn • Bryant • Cassell Park • Fairmount • Glendale • Korte • Little Blue •  
Luff • Sugar Creek / Mallinson • Mill Creek • Ott • Wm. Southern • Sycamore •  
Three Trails

### Early Start Elementary Schools

8:12 am – 3:22 pm

Santa Fe

### Bridger Middle School

7:20 am-2:23 pm

# Kids' Safari Locations

**Blackburn Elementary**  
17302 RD Mize Road  
Independence MO 64057  
816-521-5398  
*Pre-K Offered here*

**Bryant Elementary**  
827 W College  
Independence MO 64050  
816-521-5403

**Cassell Park Elementary**  
10401 E 31<sup>st</sup> St. S  
Independence MO 64052  
816-521-5542

**Fairmount Elementary**  
120 N Cedar  
Independence MO 64053  
816-521-5408

**Glendale Elementary**  
2611 S Lee's Summit Rd  
Independence MO 64055  
816-521-5513

**Korte Elementary**  
2437 S Hardy  
Independence MO 64052  
816-521-5433

**Little Blue Elementary**  
2020 Quail Drive  
Independence MO 64057  
816-521-5483

**John W Luff Elementary**  
3700 S Delaware  
Independence MO 64055  
816-521-5418

**Mill Creek Elementary**  
2601 N Liberty  
Independence MO 64050  
816-521-5423

**Christian Ott Elementary**  
1525 N Noland Road  
Independence MO 64050  
816-521-5438

**Santa Fe Trail Elem.**  
1301 S Windsor  
Independence MO 64055  
816-521-5453  
*Pre-K offered here*

**Spring Branch Elementary**  
20404 E Truman Rd.  
Independence MO 64056  
816-521-5458

**Sugar Creek Elementary**  
11424 Gill  
Independence MO 64054  
816-521-5463  
*Mallinson attends here*

**Sycamore Elementary**  
15208 E 39<sup>th</sup> St. S  
Independence MO 64055  
816-521-5468  
*Pre-K offered here*

**Three Trails Elementary**  
11801 E 32<sup>nd</sup> St  
Independence MO 64052  
816-521-5473

**Wm. Southern Elementary**  
4300 S Phelps Road  
Independence MO 64055  
816-521-5478

**Hanthorn Early Education**  
1511 Kings Highway  
Independence MO 64055  
816-521-5485  
*Pre-K Only*

**James Bridger Middle School**  
18200 M 78 Hwy  
Independence MO 64057  
816-521-5537  
Bingham and Pioneer attend here

## Important Phone Numbers

Customer Service: (Account questions & Information) 521-5307

Account Payments: 521-5310

Jennifer Walker, Director of Youth Development: 521-5300

Erica Smith, Assistant Director of Youth Development: 521-5300

ISD Nutrition Services: 521-5371

## Arrival, Departure & Release of Students

To ensure the safety of students and staff all visitors must follow all posted procedures and guidelines. School doors will be locked during program hours. **Parents/visitors are required to show photo ID and be buzzed in each time they enter the school.**

A parent/guardian, legal custodian or individual (at least 18 years of age and pre-approved by the parent/guardian or legal custodian) must sign the child(ren) in and out of the program on a daily basis. The child will be released only to the parent/guardian or person listed on emergency card. The child should be familiar with the person. All individuals picking up a student will be required to show a photo ID. For safety, the adult signing the child in/out should not allow the child to run ahead into the building or parking lot. Please do not allow siblings to wander around the room or building unsupervised when picking up or dropping off your child.

No child is permitted to leave a Kids' Safari program with anyone, except their parent/guardian or a person designated on the emergency card by his or her parent/guardian. Families are asked to help staff maintain an accurate record of individuals authorized to pick up your child. Staff must be notified by parent/guardian, in advance, of any changes in authorized pick-up. **Failure to sign children in and out on a daily basis can result in cancellation of services.**

All Kids' Safari programs will provide a parent communication log located in the parent area. Parent/guardian will be asked to put all communication in writing in the log for documentation purposes. Please include date, time, and signature.

## Important Dates

Date	Kids' Safari	Sign up Deadline
September 6, 2021	Closed	N/A
September 24, 2021	<b>Open</b>	<b>September 9, 2021</b>
October 22, 2021	<b>Open</b>	<b>October 7, 2021</b>
November 2, 2021	<b>Open</b>	<b>October 19, 2021</b>
November 24, 25, 26, 2021	Closed	N/A
December 22-31, 2021	Closed	N/A
January 3, 2022	<b>Open</b>	<b>December 16, 2021</b>
January 14, 2022	<b>Open</b>	<b>December 20, 2021</b>
January 17, 2022	Closed	N/A
February 18, 2021	<b>Open</b>	<b>February 3, 2022</b>
February 21, 2022	Closed	N/A
March 18, 2022	Closed	N/A
March 21, 22, 23, 2022	<b>Open</b>	<b>March 4, 2022</b>
April 15, 2022	Closed	<b>N/A</b>
May 20-27, 2022	TBD	N/A
May 30, 2022	Closed	N/A

## Full Day Combined Site Locations

Kids' Safari K-8 Open Locations	← Following Schools are at a Combined Location
<b>Blackburn</b> (Kids' Safari at Latitude will combine here)	← Little Blue, Mill Creek, Ott, Spring Branch, Randall, Bingham, Bridger, Pioneer Ridge
<b>Three Trails</b>	← Bryant, Cassell Park, Fairmount, Korte, Mallinson, Procter, Sugar Creek,
<b>Glendale</b>	← Benton, Luff, Santa Fe, Sycamore William Southern

**Note: Kids' Safari- Pre-K is not open on Combined Site, Snow Days or other School Closures.**



## Attendance

Consistent attendance is essential and children's attendance will be monitored and recorded daily. We require 90% daily attendance. **Failure to attend 90% of the time will jeopardize funding assistance you might be receiving, including DSS from the state and will result in cancellation from our program.**

- Families are required to contact the Kids' Safari Site Coordinator to report an absence due to illness or emergency.
- Please note that the full weekly fee is expected regardless of absences or illness.
- Children are to be supervised at all times and at no time will children be left unattended.
- Appropriate program ratios will be maintained as required by state licensing. Pre-K Kids' Safari ratio is one adult to 10 children, Kids' Safari K-5 ratio is one adult to 16 children and Kids' Safari at Latitude is one adult to 12 children.

## Emergency Contact

All Parents/Guardians are to provide at least three emergency contacts and authorized pick-up information. Please notify your Kids' Safari Site Coordinator when you move, change telephone numbers, cell phone numbers, hours of employment, employer or emergency contacts. Emergency contacts are essential if your child has an accident or becomes ill at Kids' Safari. In the event we are unable to reach you, we will begin calling those individuals listed on your child's emergency card. Only the legal guardian has permission to make changes on emergency card or enrollment information. Failure to keep contact information updated may result in cancellation of services.

## Student Behavior

Kids' Safari strives to help children function as a caring community of learners. Our Kids' Safari staff help each child learn to make good choices and to take responsibility for his/her actions. All Kids' Safari programs adhere to the philosophy and rules of their school. Please refer to your school's student handbook for additional information. **Kids' Safari behavior expectations are the same as the school day.** Frequent inappropriate behavior can result in cancellation of services.

Kids' Safari will enforce the "No Touch" expectation under all circumstances. Students will not hug, kiss, hold hands, push, punch, pinch, etc. anyone at any time-even done in a fun or playful manner. Consequences may include principal referral, or withdrawal from the program.

# 2021-2022 Kids' Safari Enrollment and Payment Policies

The Independence School District utilizes an online registration and billing system called **Eleyo**. This online billing system allows you to:

- Register for before and after school services including full day and summer services.
- Monitor billing and review payments on your child care account.
- Pay your child care account on line. Both credit card payments and e-check options are available.
- Set-up automatic payments.

If you are unable to log into Eleyo because you forgot your password please contact your Site Coordinator or AR Customer Service to reset your password.

<https://isdschools.ce.eleyo.com/>

## Enrollment Process

Students must be enrolled in the ISD during the regular school year or Summer Success program to enroll in Kids' Safari. If a student is not in good standing, e.g. owes money to the district, has been suspended or is no longer able to attend Summer Success they are not eligible to attend Kids' Safari. This includes any combined site options during the school year or Summer Success session.

**Step 1:** Contact the Site Coordinator and complete an enrollment request form.

**Step 2:** Your Site Coordinator will contact you to complete enrollment paperwork and register in Eleyo.

**Step 3:** Pay \$30.00, Annual Registration Fee per child and 1st week's fee prior to starting care.

**A child is officially enrolled when this process is complete and your Eleyo contract has been approved.**

Kids' Safari reserves the right to deny entry to and/or exclude any participant when service or care fundamentally alters or imposes an undue burden on the program. Kids' Safari further reserves the right to deny entry to and/or exclude any participant whose presence poses a direct threat to the health or safety of self or others in the program. Failure to fully disclose any and all special needs and/or necessary accommodations when applying may delay entry into and/or result in exclusion from the program.

## Fee Information

**Please note:** Electronic sign in/out sheets will be used to bill for services if necessary. By signing your child in/out you are acknowledging use of services and obligation to pay.

Kids' Safari fee information is available upon request. Please contact the Kids' Safari Site Coordinator at your school or Youth Development Office for fee information.

Full weekly fees are required in advance of services regardless of the number of days the child is in attendance. FAILURE to remain "PAID in ADVANCE" of care will result in cancellation of services. Weekly fees will be pro-rated during weeks when school is not in session.

Families who are receiving DSS will be responsible for all co-pays and additional charges that DSS does not cover. Co-pays are the difference between the weekly fee and the reimbursement received from DSS. Families are responsible for the full weekly fee until the DSS award letter is received

**NOTE:** The Independence School District reserves the right to increase fees as needed, throughout the year, in order to meet increases in operating expenses. Families will receive advance notice of any change in fees.

## Multiple Child Discount

A multiple child discount of **\$1.00** per day is offered for those families enrolled in either the Kids' Safari K-5 or Kids' Safari Pre K Full Time Program- (both Before and After School). The youngest eligible child will be enrolled at the full weekly rate and each additional eligible child will receive a \$1.00 per day discount.

## Drop In Enrollment Option

Families who only need before or after school services occasionally or during scheduled full days or snow days may enroll as a drop in. Families will need to complete the regular enrollment process. Accounts will be charged the drop in rate when the child has been signed into the program.

- Parents will be responsible for notifying the Site Coordinator and classroom teacher, in advance, when the child will be attending.
- Drop in enrollments will be available based on program enrollment.
- This option is not available for use if a program has a waiting list.

## Full Day Services

Kids' Safari will provide full day services on non-school days for students enrolled in Kids' Safari K-5 and Kids' Safari Latitude. Kids' Safari Pre K is not available on Non-School days. Kids' Safari will operate at the full day combined site locations (see page 7). The sign-up cut-off date for scheduled full-day service is approximately 2 weeks prior to the non-school day (i.e., to determine staffing needs, book field trips and secure bus transportation and meal counts).

Parents must sign-up using Eleyo for the non-school day they wish to attend. After the deadline, non-school day registration will close and you will no longer be able to sign up, or remove non-school day selections using Eleyo. Parents wanting to enroll after the deadline will need to contact their home school Site Coordinator to see if space is available, space is not guaranteed after the deadline. All accounts will be billed according to who is signed up for services regardless if your child attends or not. Students who show up for full day services and have not been signed-up in advance will not be allowed to stay. Sign-ups are not possible for snow days; therefore, accounts will be billed from sign in sheets for students actually in attendance on the snow day.

## Additional Fees

- \$30.00**      **Annual Registration Fee:** Per child, per program, annual processing fee (August-July). This fee is non-refundable and must be paid prior to starting care.
- \$ 1.00**      **Late Pick-up Fee:** \$1.00 per minute, per program, will be charged for every minute after 6:00 pm, per the time signed out on the iPad. Charges will appear on your account and should be paid with your next weekly payment. Failure to pay will result in cancellation of services.
- *Services may be cancelled if a child(ren) are continually picked up late.*
  - *Legal authorities will be contacted immediately for any child left at one of our schools one hour after the closing time of 6:00 pm. Late fees will apply.*
  - *DSS assistance (including foster/adopted) does not cover late pick up fees.*
- \$ 1.00**      **Early Drop-off Fee:** Program opens at 6:30 a.m. Students should not be dropped off prior to 6:30. \$1.00 per minute, per program will be charged for students who are dropped off prior to 6:30 am. Charges will appear on your account and should be paid with your next weekly payment. Failure to pay will result in cancellation of services.

- *Services may be cancelled if a child(ren) are continually dropped off early.*

**\$15.00 Returned Payment Fee:** A fee will be applied to your child’s account for each payment returned for any reason.

**\$20.00 Past Due Fee:** Accounts that fall two or more weeks behind from the original due date will result in cancellation of services and will be charged (see cancellation policy page 16).

**\$15.00 Collection Fee:** This service fee is added to the past due balance on an account when turned over to a collection agency.

## Change in Services

Parents needing to change services (i.e. enrolled in part time but need full time services) should provide a minimum of one week advance written notification to their Site Coordinator, and create a new contract in Eleyo. Contract changes must start at the beginning of the week and has to be approved prior to beginning.

## Payment Options

**Credit Card Payments:**

Credit card payments and e-checks can be made:

1. Logging into Eleyo at <https://isdschools.ce.eleyo.com/>.
2. Accepted over the phone at 521-5310 during regular business hours 8:00-4:00.
3. At the ISD Accounts Receivable Office during regular business hours.

Automatic payment is available on Eleyo, giving you the choice to eliminate the time and cost involved in writing and mailing payments. You can set up auto pay to draft your checking, savings account or the credit card of your choice (Visa, MasterCard or Discover). Drafts will be made each week for the total amount due.

**Check and Money Order Payments:**

- Please make payable to Independence School District.

- Be sure to include your account number(s) in the memo section of the check so that the fee can be accurately applied.
- We are not responsible for late payments because of failure to notate account numbers, payment delays or missing payments caused by the post office.

**Be sure to apply postage to the envelope and mail to:**

Independence Public Schools  
Attention: Accounts Receivable  
201 N Forest Avenue  
Independence MO 64050

**Cash Payments:**

- Do Not Mail Cash!
- Cash payments can be made at Central Office during regular business hours. Business hours are 8:00am to 4:00 pm M-F while school is in session.
- Our staff will issue you a receipt.

## DSS Subsidy

Some families may be eligible for DSS (Department of Social Services) assistance. To find out if you qualify for DSS assistance you must submit a childcare application to the Missouri Department of Social Services. A DSS Award Letter must be received by the Independence School District before any reduction in fees occurs for DSS subsidies. **The full weekly fee will be charged until the award notice is received.** Upon receiving the notice, the weekly reimbursement from DSS will be applied to the account and, if applicable, fees retroactively adjusted. **The family is responsible for any non-DSS portion and agrees to pay the difference between the weekly fee and the reimbursement received.**

It is important to note that DSS assistance is based on family income and other family issues (work, education, etc.). Therefore, some families may have a co-pay. DSS payments are based on **actual attendance** and may vary from month to month. Student attendance is very important. **If the student has excessive absences, the family will be responsible for a larger portion of the monthly fees because of reduced payments by DSS.**

DSS assistance can end at any time for a variety of reasons including expiration, changes in household status or changes in certain family conditions. Families will be responsible for the full weekly fee once DSS coverage ends regardless of whether a new Eleyo contract has been completed.

Please note that it is the responsibility of the family to apply for and monitor any assistance from DSS. We encourage families with DSS assistance to work with their DSS case worker to fully understand their coverage and to carefully monitor their account invoice for changes in weekly rates affected by DSS. The invoice will show how much DSS pays toward the account and any balance left over for which the family is responsible.

**It is the family's responsibility to keep track of when DSS coverage is going to end and contact DSS before that deadline if further assistance is needed.**

**Please note:** DSS payments are based on your DSS award letter and your student's attendance at Kids' Safari and/or Early Education programs

- Families are responsible for full weekly fee until the award letter is received.
- In order to claim DSS, you must sign your students in and out each day.
- Your child must attend at least 5 hours per day in order to claim a Full day.
- Your child must attend at least 3 hours per day in order to claim a Half day.
- Your child must attend at least 30 minutes per day in order to claim a Part day.
- If your child attends less than 30 minutes we are unable to claim those days.
- DSS will only pay for 5 absences or holidays per month.
- Approved DSS rates will automatically change for Early Education students who turn five years of age.
- *DSS assistance (including foster/adopted) does not cover late pick up fees.*

Please call 816-521-5307 if you have any questions about the information above.

## Account Invoice

Weekly account invoices are provided to families so that you may check your account to make sure your payments are being posted correctly. Account invoices will be e-mailed directly to your Eleyo e-mail address. For those families that do not have e-mail access, account invoices will be sent to the site for parents to pick up. Please notify us immediately if you are not receiving your account invoices. Weekly payment is still expected regardless of receiving weekly account invoices.

If you have questions about your account invoice please contact Customer Service at 521-5307.

## Financial Disclosure/Responsible Party

The person who registers in Eleyo is the “Primary Owner” and the only person we will disclose or discuss any financial account information with. If you would like to add a “Secondary Party” to discuss or disclose information regarding your account please contact your Site Coordinator.

Parents have the ability to designate a “Secondary Party” to discuss or disclose information regarding your account. Only the “Primary Party” can designate a Secondary Party.

## Change of Billing Entity

A child’s balance for services stays with the child regardless of the responsible billing entity. If the responsible billing entity changes, the account balance must be paid in full before the new billing entity assumes responsibility.

## Withdrawal from the Program

Parents are to provide a minimum of one-week advance written notification to their Site Coordinator, as well as cancelling their contract in Eleyo. Contracts may only be cancelled at the end of a week. All outstanding debt that has accrued must be rectified prior to withdrawing from the program. Weekly fees will continue to be assessed to your account until written notification is received.

**Note:** All unpaid balances will remain on our records. To be eligible to reenroll in any Kids’ Safari or Early Education program all balances must be paid in full. If an account remains unpaid it will be turned over to a collection agency to pursue all available means to collect.

**Automatic Drop:** A child who does not attend for two consecutive weeks without notice will be automatically cancelled. The weekly fees will still be owed for the two weeks of non-attendance.



## Cancellation of Services

Accounts which fall two weeks behind from the original due date will result in cancellation of services. Cancellation of services includes all contracts related to the account including Early Education. Such families will be informed in writing as to the last day of services. Accounts are considered cancelled upon issue of cancellation letter. You will have a grace period until the end of the week to resolve your account. A \$20.00 past due fee will be applied to the account upon issue of the cancellation letter.

Cancellation of Services does not relieve the parent/guardian of their obligation to pay for charges incurred. Accounts with outstanding balances will be sent to a collection agency. If services are terminated, your unpaid balance will remain on our records and you are not eligible to re-enroll in any Kids' Safari or Early Education program until the balance is **paid in full**.

## Collections

Upon cancellation of services all accounts with an outstanding balance will be sent to a collection agency. A collection fee of **\$15.00** will be added to the amount due when accounts are turned over to a collection agency. The Collection Agency will use both written and verbal communication in an attempt to collect the outstanding balance.

All legal means will be used for collection of unpaid balances including wage garnishment and legal proceedings.

## Payments Returned for Any Reason

All returned payments will be reversed from the child's account upon return from the bank or credit card institution. If the child's account becomes two weeks behind because of this reversal, it will be cause for immediate cancellation of services. A letter of notification will be sent, or a telephone call will be made, to anyone for whom we have received a returned payment from the bank. There will be a **\$15.00** fee applied for each payment returned.

## Dispute Policy

We make a dedicated effort to insure the billing is correct on every account. Still, questions and errors sometimes arise. Parents are asked to review their invoices regularly for accuracy and to make their payments on time. Families have 90 days from the billing date to question or dispute a charge or payment. After 90 days, the parent is responsible for the charges incurred. All questions and disputes must be:

- Submitted to ISD Accounts Receivable Customer Service in writing (201 N Forest Ave. Independence, MO 64050)
- Include account number; name and phone number; question and details about the issue in dispute.
- AR Customer Service will provide a response, in writing, within 10 days of the date received.

## Outside Recreation

Outside recreation offers important time for physical activity and social development. Weather permitting, students are given outside recreation time each day, so please be sure that your child is dressed appropriately. The district has established the following guidelines during cold months:

+6° F and above	Full outside recreation time.
+5° F to -14°F	Shortened outside time with additional indoor time.
-15° F and below	Indoor recreation time.

(These guidelines are based on the wind chill index.)

A student “well” enough to attend school is considered “well” enough to participate in outside recreation activities and will be expected to do so. **When it is necessary for a student to be excused from outside activities or have limited activities, a daily written statement from the parent stating the reason must be provided to the Kids’ Safari Site Coordinator and Principal.**

## Family Involvement

The key to any successful program is family involvement, so we encourage you to become involved. We understand the time restraints on families and we are committed to family involvement through a variety of means. You might consider a parent advisory group, volunteering to share your special talents, reading to children, or to simply actively communicate with our staff. We encourage parents/guardians to accompany children on field trips, share special talents and cultural activities, serve on committees and assist with special events. Pick up and drop off times are important times to touch base with Kids' Safari staff and to review the parent area for updates and information. Inability to follow these expectations may include principal referral, or withdrawal from the program depending on the frequency and severity of the offense.

## Volunteers

To ensure the safety of our students, volunteers will need to be cleared through a formal background check. This process will take 4-6 weeks, so please communicate any desire to volunteer or attend any field trips early in the year. Questions regarding volunteering should be directed to the school Principal or Kids' Safari Site Coordinator.

### **General Volunteer Guidelines for all Programs:**

- Completed and cleared a state background check.
- All classroom volunteers must sign-in at the school or Kids' Safari office and obtain a visitor badge.
- Name tags must be worn in the building at all times.
- The Board of Education has approved all district buildings and outdoor areas as smoke-free sites. No smoking on school grounds or in front of children.
- Beverage containers are not to be brought into the building.
- Volunteers are not counted into staff ratios and will not be left alone with students.
- Adults serve as a role model for children. Please dress appropriately and use appropriate language and conversations.

## Field Trips

As a part of the Kids' Safari program, there are occasional enrichment trips requiring bus transportation. Kids' Safari staff supervise all field trips. When parents enroll their student in elementary school, they will be asked to sign permission for all field trips on a yearly basis on the student data sheet. This permission will authorize all Kids' Safari field trips.

**Parents who attend any field trip during the 2021-2022 school year must have a cleared background check “on file” (not just in process) through the Independence School District’s Central Office.** We provide this service at no cost to parents, but completion of the process often takes 4-6 weeks so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be redone annually. Forms can be obtained by calling the school.

To ensure the quality of the field trip and student safety, in an extreme situation, a student choosing not to control their behavior may not be allowed to go on a field trip. Students on field trips are expected to be at their very best behavior. Bus transportation is provided by the Independence School District’s Transportation Department.

- Classroom conduct is to be observed by students while riding in the bus. No horseplay will be permitted.
- Excessive noise or disorder cannot be tolerated in the interest of safety.
- All students must stay seated and must not at any time extend arms or heads out of bus windows.
- Students must not try to get on or off the bus, or move about within the bus, while it is in motion.

## Clothing

The Kids’ Safari student dress code is the same as it is for the school day. Students should be dressed in clothing appropriate for play. Tennis shoes or other shoes with rubber soles should be worn. Cowboy boots, sandals and flip flops are discouraged because of safety issues. Outdoor time occurs every day unless the temperature is extreme or it is raining or snowing. When weather is cold, please dress your child warmly in hat, coat, gloves and long pants. In warm weather shorts are permitted. Please be sure as the weather changes, proper clothing is worn. For the safety of the child, no dangling earrings or clothing with dangling adornments will be allowed.

## Personal Belongings

Personal Belongings: Students should not bring items to school that are not part of the Kids’ safari program, unless specifically requested by the staff. Students are not to bring electronic games, toys, radios, I-pods,/I-pads, games, balls, roller blades, trading cards scooters or collectibles unless they have permission from their Site Coordinator. We discourage students from bringing cell phones to the program. However if it is necessary, to have a phone it must be turned off and kept in the backpack during program hours. If

the phone becomes a distraction during program, it will be confiscated by school personnel.

Items confiscated by school personnel may be kept until a parent/guardian is able to retrieve the personal property from the Kids' Safari program. Any personal property brought to school for any reason is the responsibility of the student who brings it. The program is not responsible for any loss or damages to personal items that are brought to school. Parents are urged to put names on all personal belongings including backpacks, coats, hats, gloves, etc.

## Health Services

### Medication

All medication (including inhalers for asthma) that a student must take while at the Kids' Safari program must be delivered to the Site Coordinator by a parent/guardian. The parent/guardian must complete a Medication Consent Form. Please Note: medication, including inhalers and epi-pens, cannot be shared between the school nurse and the Kids' Safari program. Kids' Safari must be supplied separate medication (including inhalers for asthma). Medication must be in a current pharmacy labeled container with: student's name, date, name of the medication, quantity, frequency, dosage, route of administration and physician's name.

All over the counter ("OTC") medication must be delivered to the Site Coordinator in the **original** labeled container by a parent or guardian. OTC medication must either be accompanied by a written physician order that includes the student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration, **or** the OTC medication must be one for which a Standing Order exists. In either case, a parent/guardian, (or adult designated in writing by a parent or guardian) must complete and sign a Medication Consent Form before any medication will be administered. Standing Orders exist for the following:

- Tylenol/acetaminophen
- Motrin/Advil/Ibuprofen
- Chewable Antacids
- Sunscreen
- Antibiotic Ointment

Disposal of medicines will be made by school nurses per recommendations of Food and Drug Administration personnel. The nurse will destroy any medicine not picked up by a parent/guardian within five (5) days of notification or discontinuation of use.

## Sunscreen

To help ensure the safety of your child's skin, it may be necessary to apply lotions or sunscreen when outdoor activities are planned. In order for staff to safely administer these for your child, school district guidelines must be followed. According to Independence School District: Medication Guidelines (2021-2022):

1. All families must supply the sunscreen in the original container with the manufacturer's label intact.
2. The container must also be labeled with your child's full name.
3. A parent/guardian (or adult designated in writing by a parent/guardian) must complete and sign a Medication Consent form before any sunscreen can be applied.
4. Sunscreen will not be applied to any child under the age of six months or to skin that is broken or appears to have a rash.

## Illness

Children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, diarrhea, fever, rash, severe coughing, swollen glands, earache, sores on the skin, etc. **We ask that you notify the Kids' Safari Site Coordinator when your child is absent.** Children may return 24 hours after their last episode of vomiting and/or diarrhea. If antibiotics are needed children may return 24 hours after their first dose. This prevents spread of disease to others at school. All parents have a responsibility to help prevent the spread of communicable diseases in schools. **Parents are to call the nurse to report absence due to illness or when a child is diagnosed with a communicable disease.**

Children will be excluded from school and the Kids' Safari program when the following are present or at the Site Coordinator's discretion.

- Temperature of 100 degrees or higher
- Vomiting and/or diarrhea
- Suspicion of a contagious disease
- Accident requiring medical attention
- Nursing recommendation based upon physical condition
- Medical concerns that require medical attention
- Rash undiagnosed
- Unvaccinated in times of disease outbreaks

# Exclusion for Illness Guidelines

(this could change based on current CDC guidance)

Students and staff will be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19 based on CDC guidance that is not otherwise explained.

1. Symptoms of COVID-19 that would require exclusion
  - a. If they present with a fever of 100 or greater
  - b. Or have two of the following symptoms
    - I. Cough
    - II. Shortness of breath or difficulty breathing
    - III. Chills
    - IV. Muscle pain
    - V. Sore throat
    - VI. Loss of taste or smell
2. The school nurse is encouraged to use nursing judgement and to evaluate the entire clinical picture when making assessments. For example, a temperature of 100.00 with body aches likely indicates an acute illness and should be treated as such. Conversely, a student with a history of asthma and a temporary cough after PE that resolves with student's inhaler use would not necessarily be assessed as having "sever cough or shortness of breath."

# Return to School from Illness Guidelines

(this could change based on current CDC guidance)

1. Non test-based reentry plan, all must apply
  - a. 10 days have passed since the first symptom appeared
  - b. No fever for 24 hours without the use of fever reducing medication
  - c. Other symptoms have improved
2. Test-based reentry plan, all must apply
  - a. 1 negative COVID-19 test.
  - b. Fever free without fever reducing medication for 24 hours
  - c. Other symptoms have improved
3. Student or staff has doctor confirmed explanation of symptoms
  - a. Other symptoms have improved
  - b. Fever free without fever reducing medication for 24 hours

## Quarantine Guideline for Fully Vaccinated Students

Per CDC: people are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson/Janssen).

1. A student exposed to a person suspected or confirmed positive for Covid-19 does not have to quarantine if they are fully vaccinated and asymptomatic.
  - a. If the student develops symptoms consistent with Covid-19 within 14 days of exposure, they should isolate and contact PCP for further guidance and testing if indicated.
2. Although the risk is low, if a fully vaccinated student develops symptoms consistent with Covid-19, they should isolate, be clinically evaluated, and tested if indicated.
3. A fully vaccinated student is not required to miss school (unless symptomatic) for the following:
  - a. Household member has symptoms consistent with Covid-19
  - b. Household member is being tested for Covid-19 or is awaiting results of a Covid-19 test
  - c. Household member is positive for Covid-19
  - d. Recently traveled out of the country or on a cruise ship

Student must be able to show proof of full vaccination.

## Injury and Accidents

All Kids' Safari programs have first aid supplies available both inside and outside the classroom. Minor accidents are assessed and if appropriate can be handled by staff and are documented on an Incident Notice. Incident Notices are completed by appropriate adults and shared with the Principal before the end of the working day. In the event that there is a serious emergency, (i.e., life-threatening accident, allergic reaction, head injury, etc.) 911 will be called and the child will be taken to the hospital by an emergency vehicle for treatment. Parents/guardians will be called immediately.

If a student is injured in an incident during a Kids' Safari activity, report the accident to the Kids' Safari Site Coordinator and/or Principal or Central Office Youth Development department immediately to obtain insurance claim filing instructions and form. Missouri schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school policy will not provide 100% reimbursement for all medical



expenses incurred. The plan has limitations and benefits. The school cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

The school insurance policy is not intended to replace family or group health insurance policies. If you have other insurance, you must first file a claim with your other insurance carrier, HMO or PPO, and obtain benefits from your primary source of coverage. If you do not use your HMO/PPO network, the school policy benefits will be reduced by 50%. Parents must assume financial responsibility for paying expenses not covered by the limited accident policy covered by the school.

## Immunization

Missouri Revised Statutes regarding immunization exemption information. Chapter 210, Section 210.003.1 allows parents to ask their child's school if there are children who are attending with immunization exemptions. This information is available upon request from the school nurse. Specific information, such as student names will not be available due to privacy protections. Please contact your school nurse if you have questions.

## Nutrition and Food

Snacks are included in full or part time Kids' Safari weekly fees. Parents/guardians are responsible for meal payments for breakfast and lunch on full day programming during summer Kids' Safari. Payments are made directly to Nutrition Services (the same as the regular school day). Families needing financial assistance with meals may fill out a free/reduced lunch application. This application is a part of your school enrollment packet that you received at the beginning of the school year. Contact your Site Coordinator if your personal circumstances change during the school year and you would like to take advantage of this opportunity.

As a part of our Kids' Safari curriculum students will be learning about nutrition and fitness. Our Kids' Safari staff will assist students in making healthy choices and we strive to offer students healthy snacks and meals. Please note that soda pop is prohibited for students in our elementary schools and in the Kids' Safari program. If you send breakfast with your child it must be eaten during the allotted breakfast time.

We appreciate that special days or circumstances are a perfect time to provide children with special treats. Please note that City Health regulations will not allow us to accept homemade food items in classrooms. Food must be brought in the unopened original commercial package. Parents/guardians **must make arrangements in advance** with their Kids' Safari Site Coordinator.

## Special Diets

An individual health plan must be filled out by a doctor for all diets, allergies, disabilities or other conditions requiring medical assistance or accommodation. Such diets must be on file and will be adhered to in preparation and service. Records of food intake will be maintained when indicated by a physician.

## Soda, Gum and Candy

As health care professionals across the country continue to sound the alarm regarding the health of elementary-age students, the staff of Independence School District will encourage more healthy choices during the school day. Students will not be permitted to bring cans of soda pop in their lunches. 100% juice or low sugar beverages are a good alternative. **Gum and candy is not to be brought or chewed at school.**

## Non-Discrimination

Kids' Safari follows the Independence School District Board Policy# 2100. Kids' Safari does not discriminate on the basis of race, creed, religion, sex or economic status.

## No Smoking

Kids' Safari follows the Independence School District Board Policy # 2640. Smoking is not permitted on Independence School District property by students or adults.

## Harassment Policy

Kids' Safari follows the Independence School District Board Policy #1310, to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

## Code of Conduct for Adults

Families are welcome in our Kids' Safari program and are encouraged to be actively involved in the experiences that their children are engaged in through participation in planned activities. As there are conduct expectations for children, there are also conduct expectations for family members, community patrons and visitors.

The Board of Education for the Independence School District has established the following code of conduct for adults in Board Policy 1431 which reads as follows: "The Board of Education believes in and fosters a safe and orderly environment for all students, staff and visitors. Therefore, the Board of Education has established a code of conduct for all employees, parents, patrons, and visitors on school premises and at school activities. All employees, parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises."

## Confidentiality

All Independence School District employees are required to comply with the Family Education Right to Privacy Act. This insures all students' and families' confidentiality of information regarding the student and his or her educational records. Information will only be shared on a "need to know" basis to employees and other school officials as well as authorized federal and state agencies and authorities as defined by the law. The law prohibits disclosing of specific information to non-employees or employees without a "need to know" unless appropriate consent is acquired from the parent or legal guardian.

## Child Abuse and Neglect

Missouri Public Laws, Section 210.109 to 210.183) (RS MO 1994) When school officials, including teachers, school nurses and principals, and other persons with the responsibility for the care of students have reasonable cause to believe that a student has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

“ABUSE” - Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for his care, custody, and control except that discipline, including spanking, administered in a reasonable manner, shall not be construed to be abuse. “NEGLECT” - Failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for his well-being. Training sessions sponsored by Division of Family Services have indicated the partial list of observable behaviors listed below may be considered forms of child abuse and neglect. If teachers observe these behaviors or treatment of a child, they have been instructed to report.

**Physical Abuse:** Slapping child on face; hair pulling; shaking; arm jerking; biting; bite marks; bruises or abrasions that are the shape of belt, hand or cord; burns that are shape of an instrument or glove-like burns.

**Physical Neglect:** Chronically dirty and unbathed; inappropriate dress for weather conditions; always tired; often absent or late to school; child left unattended, failure to meet bus.

**Emotional Abuse and Neglect:** Blaming and belittling the child by calling names and talking about child in negative terms in front of the child--i.e., “I’m glad he is going to school today. I’m sick of him.” Frightening the child (i.e. “If you don’t stop that, I’m going to have the police come and put you in jail.”)

**Medical Neglect:** Failure to follow up on abnormal vision or screening results may constitute medical neglect.



Sample

## 2021-2022 Family Handbook Signature Page

This Family Handbook is a supplement to the Student Handbook that you received from your elementary school. It is important to keep parent(s), guardian(s), and student(s) informed of additional guidelines and policies that are specific to Kids' Safari. Please sign and return this page verifying that you and your child(ren) have read, understand, and will comply with the contents of the Kids' Safari Family Handbook.

Please return this page to your Kids' Safari Site Coordinator at the time of enrollment to verify acknowledgement of this handbook.

\_\_\_\_\_  
Legal Name of Child(ren)

\_\_\_\_\_  
Legal Name of Child(ren)

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**(Must be the same person that registered in Eleyo)**

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