

Independence School District's
Before and After School Services



Kids' Safari:
“Explore the Possibilities”

2016-2017

Family Handbook

(Supplement to Elementary
School Handbook)

Notes

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 strive to 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 Youth Specialist or the Youth Development office if you have questions. At all times your feedback, ideas, and involvement are welcome.

Kids' Safari Programs

<u>School</u>	<u>Address</u>	<u>Phone Number</u>
Benton	429 S. Leslie	521-5393
Blackburn	17302 E. R.D. Mize	521-5398
Bryant	827 W. College	521-5403
Glendale	2611 Lee's Summit Rd.	521-5513
Little Blue	2020 Quail Dr.	521-5483
Luff	3700 S. Delaware	521-5418
Mill Creek	2601 N. Liberty	521-5423
Ott	1525 N. Noland Road	521-5438
Procter	1403 W. Linden Ave.	521-5443
Randall	509 Jennings Road	521-5448
Santa Fe	1301 S. Windsor	521-5453
Southern	4300 S. Phelps	521-5478
Spring Branch	20404 E. Truman Road	521-5458
Sycamore	15208 E. 39 th St. South	521-5468
Youth Development	201 N Forest Ave.	521-5300

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 Transportation	521-5335
ISD Nutrition Services	521-5371

Important Dates

The following dates we will be open and operate at the full day combined site locations. All families are asked to sign-up, in advance, for these days to ensure adequate staffing for each age group. If you sign your child up for services, you will be charged for those services even if your plans change and your child does not attend.

<u>Non-School Day</u>	<u>Kids' Safari</u>	<u>Sign-up Cut Off Date</u>
August 3 rd – 10 th	Closed	N/A
September 5 th	Closed	N/A
September 26th	OPEN	September 9th
October 28th & 31st	OPEN	October 14th
November 23 rd - 25 th	Closed	N/A
December 21st	OPEN	December 6th
December 22 nd -30 th	Closed	N/A
January 2 nd & 3 rd	Closed	N/A
January 16 th	Closed	N/A
February 20 th	Closed	N/A
February 21st	OPEN	February 7th
March 24th—31st	OPEN	March 10th
April 3 rd	Closed	N/A
April 14 th	Closed	N/A
May 19 th -26 th	TBA	TBA
May 29 th	Closed	N/A
May 30 th & 31 st	TBA	TBA

Hours

Kids' Safari is open from 6:30 a.m. to 6:00 p.m. unless notice is provided. Please note that we must have a minimum of 16 students enrolled to provide services. When a program (i.e. AM Only program) does not have at least 16 students we will offer a waiting list until numbers justify starting the program.


Full Day Combined Site Locations

Below are our combined site locations for holidays, snow days and other school closures. Important dates on the previous page shows the dates Kids' Safari will operate at the combined site locations. Please remember that we do not offer walk-in services, children must be signed-up in advance.

OPEN SITE (Services provided at this site for all schools indicated)	←	CLOSED SITE (Students combine with open site to the left)
Blackburn	←	Benton, Little Blue, Mill Creek, Ott, Randall, Spring Branch
Korte	←	Bryant, Sugar Creek, Mallinson, Fairmount, Procter, Three Trails
Sycamore	←	Glendale, Luff, Santa Fe, William Southern

Reservations are not possible for snow days; therefore accounts will be billed from sign-in sheets for students actually in attendance on the snow days. If weather warrants that Child and Family Learning Centers need to be closed, a special announcement will be made that states: **The Independence School District and Child Care Centers will be closed. (This would mean that both Kids' Safari and Early Education would not be open for services.)**

FOR WEATHER “School Closing” INFORMATION:

- Listen to area news media (TV or radio)
- Visit our web site at www.isdschools.org
- District phone call
-  <http://twitter.com/ISDSchools>

Arrival, Departure & Release of Students

To ensure the safety of students and staff 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 sake, 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.

Attendance

Consistent attendance is essential and children's attendance will be monitored and recorded daily. We require 85% daily attendance. **Failure to attend 85% 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 Youth Specialist 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. Kids' Safari ratio is one adult to 16 children.

Emergency Contact

All Parents/Guardians are to provide at least three emergency contacts and authorized pick-up information. Please notify your Youth Specialist 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 a cancellation of services.

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 Youth Specialist 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.

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 elementary school. Please refer to your Elementary 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.

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 Youth Specialist.

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.

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 2016-2017 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. (Please refer to your school's Student Handbook.)

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 Kid's 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, scooters, trading cards or collectibles unless they have permission from their Youth Specialist. We discourage students from bringing cell phones to the program, however if it is necessary, the phone must be kept in their backpack. The phone must be turned off, during program hours, if the phone becomes a distraction it will be confiscated.

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 Youth Specialist 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 Youth Specialist 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 (2016-2017):

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 Youth Specialist when your child is absent.** Children may return 24 hours after their last episode of vomiting and/or diarrhea. They must be free of fever and kept home for 24 hours after the fever breaks without the use of medication. 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 Youth Specialist'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

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 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 Youth Specialist 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 Youth Specialist 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 Youth Specialist.

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

Independence School District does not discriminate on the basis of race, creed, religion, sex or economic status.

No Smoking

Smoking is not permitted on Independence School District property by students or adults.

Harassment Policy

It is the policy of the District 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. The Independence School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this policy.

It shall be a violation of Independence School District policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Independence School District.

For purposes of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the Independence School District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, to promptly take appropriate action to protect individuals from further harassment or discrimination; and if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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.



Kids' Safari Fee and Payment Policies 2016-2017

Please take a moment to fill in the following information for a quick reference.

Youth Specialist

Cell Phone Number

MPP Account Number

CFLC Customer Service (Account Questions): **521-5307**

CFLC Account Payment: **521-5310**



<http://isdschools.myprogramplus.com>

Kids' Safari Fees

Kids' Safari School Age Program (K - 5th Grade) 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.

\$ 63.00 **Full Time:** Before and After Weekly Fee, Per Child
(Includes snack only)

\$ 43.00 **Part Time:** Before Only or After Only Weekly Fee, Per Child
(Includes snack only).

\$ 30.00 **Full Days:** (Includes breakfast, lunch, and snack.)
Families will have the option to sign up for full day services at a combined site location. Accounts will be charged based on the MPP non-school day registration, regardless if the student attends or not. Students who have not been signed-up in advance for full day services will not be accepted and allowed to stay.

\$ 30.00 **Snow Days:** (Includes breakfast, lunch and snack.)
Daily rate will be charged if your child attends Kids' Safari at a combined site location when school has been cancelled due to inclement weather.

Summer Safari Full Day (K - 5th Grade)-Combined Locations

\$130.00 **Weekly Fee:** Families attending our full day summer program will have the option to sign up per week. Weekly fee will be charged for the weeks signed up for regardless of the number of days the child is in attendance. (Families will make meal arrangements and payments to Nutrition Services Dept.)

Weekly Fees

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 are responsible for the full weekly fee until the DSS award letter is received. 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.

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 Full Program (both Before and After School) or Early Education program. 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

\$13.00 **AM/PM drop In:** Before or After school
visit per child (includes PM snack)

\$30.00 **Full Day / Snow Day:** (Includes breakfast,
lunch, and snack.)

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 Youth Specialist, 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 Registration

Kids' Safari will provide full day services on non-school days. Kids' Safari will operate at the full day combined site locations (see page 4). 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 MPP for the non-school day they wish to attend before the deadline. After the deadline non-school day registration will close and you will no longer be able to sign up using MPP. Parents wanting to enroll after the deadline will need to contact their home school Youth Specialist to see if space is available to attend, 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 advanced 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:** \$1.00 per minute, per participant, will be charged for students who are dropped off prior to 6:30am. 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 prior to 6:30am.
- \$15.00** **Returned Payment Fee:** A fee will be applied to your 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 30).
- \$15.00** **Collection Fee:** This service fee is added to the past due balance on an account when turned over to a collection agency.

Enrollment Process

Step 1: Contact the Youth Specialist and complete an enrollment request form.

Step 2: Your Youth Specialist will contact you to complete enrollment paperwork and register in MPP.

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 MPP 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.

Please note: Electronic sign in/out sheets will be used to bill for services if necessary. By signing your child in/out you are

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 Youth Specialist, and create a new contract in MPP. Contract changes must start at the beginning of the week and has to be approved prior to beginning.

MPP

The Independence School District utilizes an online registration and billing system called **My Program Plus (MPP)**. 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 MPP because you forgot your password please contact your Youth Specialist or AR Customer Service to reset your password.

Payment Options

Credit Card Payments:

Credit card payments and e-checks can be made:

1. Logging into MPP at <http://idschools.myprogramplus.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 MPP, 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 or 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

**Please note that this option will slowly be phased out.*

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 child care 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 MPP 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 MPP 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 MPP 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 Youth Specialist.

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 on the service agreement.

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 Youth Specialist, as well as cancelling their contract in MPP and rectify all outstanding debt that has accrued 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, Latitude 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 and Latitude. 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, Early Education or Latitude 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.



Copy

2016-2017 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 Youth Specialist at the time of enrollment to verify the receipt of this book.

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 MPP)



Independence School District
201 N Forest Ave
Independence, MO 64050
(816) 521-5300
www.isdschools.org

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**YOUTH
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