



# 2023-2024

## Family Handbook

(Supplement to the School Handbook)

 @ISDKidsSafari

# Welcome to Kids' Safari!

We are honored that you have chosen us to provide before and after school services for your family. This handbook will provide you with general information about our program as well as some policies and procedures. Kids' Safari is offered in a group setting with staff to student ratios depending on the age of the students. Our programs are designed to provide students with social, creative, recreational and life skill development. Because the wellness of your child is important to us, we offer a nutritious snack and incorporate fitness into our programming. We also allow time for your child to work on homework and reading/math skills. Kids' Safari is an optional program where students are expected to behave appropriately as they would during the school day.

## **Our Mission:**

To provide a before and after school experience that enhances and ensures students' capacities to develop the skills and self-confidence needed 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. Your feedback, ideas, and involvement are welcome at all times!

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# Three Adventures, One Kids' Safari

**1. Pre-K Kids' Safari** - Designed for our youngest explorers, our Pre-K programs are hosted at Hanthorn, Blackburn, Santa Fe Trail, and William Southern Elementary Schools. This unique program offers rich developmental activities for preschool-aged learners before and after school.

→ A minimum of 10 students must be enrolled to provide services. When a session (e.g. AM or PM session) 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 Blackburn, Bryant, Cassell Park, Fairmount, Glendale, Korte, Little Blue, Luff, Ott, Santa Fe Trail, Spring Branch, Sugar Creek, Sycamore Hills, Three Trails, and William Southern Elementary Schools, this program provides students with age appropriate opportunities to explore their individual interests and reinforces academic concepts taught during the school day. Before and/or after school, full day, snow day, and summer care are offered in this program.

→ A minimum of 16 students must be enrolled to provide services. When a session (e.g. AM or PM session) 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** - Hosted at Bridger Middle School, this program offers clubs and enrichment activities for students in grades 6-8. We offer an after school, full day, snow day, and summer care in this program.

## 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

<b>Late Start Elementary Schools</b> 8:50 am - 4:35 pm	<b>Early Start Elementary Schools</b> 8:05 am - 3:50 pm	<b>Middle Schools</b> 7:10 am - 2:55 pm
Blackburn, Bryant, Cassell Park, Fairmount, Glendale, Korte, Little Blue, Luff, Sugar Creek/Mallinson, Mill Creek, Ott, Sycamore, Three Trails, Wm. Southern	Santa Fe Trail	Bridger

# 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  
*Korte attends here.*

**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

**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

**Christian Ott Elementary**  
1525 N Noland Road  
Independence MO 64050  
816-521-5438  
*Mill Creek attends here.*

**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

**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  
*Pre-K offered here.*

**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 & Pioneer attend here.*

## Important Phone Numbers

**Customer Service:** 816-521-5307

**Account Payments:** 816-521-5310

**Erica Smith, Director of Youth Development:** 816-521-5300

**Becky Masters, Youth & Program Specialist:** 816-521-5300

**Dianna Rowlette, Kids' Safari Department Secretary:** 816-521-5300

**ISD Nutrition Services:** 816-521-5371

## 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 the student's 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 children are permitted to leave Kids' Safari 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. Parents/guardians will be asked to put all communication in writing in the log for documentation purposes. Please include date, time, and signature.

# Full Day Child Care Services

Full Day services are offered on non-school days for students enrolled in Kids' Safari Pre-K, Kids' Safari K-5 and Kids' Safari Latitude. These programs will operate at the full day combined site locations listed below. Please refer to the calendar and chart on page 8 for the dates when Full Days are available along with their quarterly deadlines.

## Kids' Safari Pre-K-8<sup>th</sup> Grade Full Day Combined Site Locations

Open Combined Sites	Schools Attending Combined Sites
Hanthorn	Pre-K (3-5)
Little Blue (includes Latitude)	← Bridger, Blackburn, Randall, Spring Branch
Cassell Park	← Korte, Fairmount, Procter, Three Trails
Mallinson	← Benton, Bryant, Mill Creek, Ott, Sugar Creek
Sycamore	← Glendale, Luff, Santa Fe, William Southern

Parents must sign up on Eleyo for the full day they wish to attend. After the deadline, full day registration will close and you will no longer be able to sign up or remove full day selections. Accounts will be charged based on the Eleyo sign-up, regardless if the student attends or not. Parents wanting to enroll after the deadline will need to contact their Site Coordinator to see if space is available. **Spots are not guaranteed.** Full days added after the sign-up deadline are considered single use and will be billed at the single use rate, they are approved based on availability and the approval of the Site Coordinator. Please see the Kids' Safari Fee Schedule for fee information. Students who have not been signed-up for full day services will **not** be accepted and allowed to stay.



# Full Day Combined Site Dates & Deadlines

## Kids' Safari Pre-K-8<sup>th</sup> Grade Full Day Combined Site Dates

JULY 2023					AUGUST 2023					SEPTEMBER 2023					OCTOBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	7	8	9	10	11	<del>5</del>	6	7	8	9	2	3	4	5	6
10	11	12	13	14	14	15	16	17	18	11	12	13	14	15	9	10	11	12	13
17	18	19	20	21	21	22	23	24	25	18	19	20	21	22	16	17	18	19	20
24	25	26	27	28	28	29	30	31	25	26	27	28	29	23	24	25	26	27	
31													30	31					
Student Attendance					Student Attendance 9					Student Attendance 17					Student Attendance 17				
															END OF 1ST QUARTER				
NOVEMBER 2023					DECEMBER 2023					JANUARY 2024					FEBRUARY 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	<del>2</del>	3	4	5	6				1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	11	12	13	14	15	<del>16</del>	17	18	19	20	12	13	14	15	16
20	21	<del>22-30</del>			18	19	20	21	22	22	23	24	25	26	<del>18</del>	20	21	22	23
27	28	29	30		<del>23-31</del>					29	30	31			26	27	28	29	
Student Attendance 16					Student Attendance 13					Student Attendance 18					Student Attendance 17				
					END OF 1ST SEMESTER - DEC 22														
MARCH 2024					APRIL 2024					MAY 2024					JUNE 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8*	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11*	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22*	23*	24*	24	25	26	27	28
25	26	27	28	<del>29</del>	29*	30				27	28	29	30	31					
Student Attendance 17					Student Attendance 17					Student Attendance 14									

- No School / Non Contract
- First Day of School/Last Day of School
- Parent Teacher Conference Week
- ~~X~~ No School - Childcare Not Available
- 1 No School - Childcare Available

- \* Weather Make Up Days
- \* Snow Days # - 1 March 11, #2 May 23, #3 May 24, #4 April 8, #5 April 29

## Full Day Child Care Sign-Up Deadlines

Combined Site Dates	Sign-Up Deadline
<b>First Quarter Dates:</b> September 11, 2023 - October 30, 2023	<b>September 1, 2023</b>
<b>Second Quarter Dates:</b> November 7, 2023 - December 18, 2023	<b>October 13, 2023</b>
<b>Third Quarter Dates:</b> January 2, 2024 - March 18, 2024	<b>December 22, 2023</b>
<b>Fourth Quarter Dates:</b> April 1, 2024 - May 13, 2024	<b>March 8, 2024</b>

## Snow Days for Kids' Safari K-5 & Latitude

Full Day Kids' Safari for K-5 and Latitude could be offered on inclement weather days. **Full Day care will not be offered for PreK.** 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. Snow Day locations will vary from regular scheduled full day combined site locations, please see the chart below.

**Kids' Safari K-8<sup>th</sup> Grade Snow Day Combined Site Locations**

Open Combined Sites	Schools Attending Combined Sites
Cassell Park	← Bryant, Korte, Luff, Fairmount, Procter, Mallinson, Sugar Creek, Three Trails
Sycamore (includes Latitude)	← Bridger, Benton, Blackburn, Little Blue, Mill Creek, Ott, Randall, Spring Branch, Glendale, Santa Fe, William Southern

If the ISD closes school, you will likely receive an automated call from the district to the number linked to your child's school account. Please listen to the complete message. It should state either:

**“Kids' Safari K-8<sup>th</sup> will be open at their Snow Day locations.”**

OR

**“Kids' Safari will be closed.”**

## Attendance

Consistent attendance is essential to your child(ren) benefiting in the fullest from our programs. Student's attendance will be monitored and recorded daily. We require 90% daily attendance to continue enrollment in Kids' Safari. **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.

## Emergency Contact

All parents/guardians must provide at least **three** emergency contacts with authorized pick-up information. Please notify your Kids' Safari Site Coordinator if you move, change telephone numbers, hours of employment, employer or to update 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 caring community learners. Our staff help each child learn to make good choices and take responsibility for their 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 those during the school day. Frequent inappropriate behavior can result in cancellation of services.**

Kids' Safari enforces a "no touch" expectation under all circumstances. Students may not hug, kiss, hold hands, push, punch, pinch, etc. anyone at any time-even in a playful manner. Consequences may include principal referral or cancellation of services.

- Children will be supervised at all times and at no time will they be left unattended.
- Appropriate program ratios will be maintained as required by state licensing. Kids' Safari Pre-K ratio is 1 adult to 10 children. Kids' Safari K-5 ratio is 1 adult to 16 children. Kids' Safari Latitude ratio is 1 adult to 12 children

## Enrollment & Payment Policies

Our Kids' Safari programs utilize 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.
- Monitor billing and review payments on your child care account.
- Pay your child care account online. Both credit card payments and e-check options are available.
- Set-up automatic payments.

If you are unable to log into Eleyo for any reason or have questions about your account please contact Accounts Receivable Customer Service at **816-521-5307**.

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

## Enrollment Process

During the regular school year, students must be enrolled in the ISD to attend Kids' Safari. In the summer months, students must be enrolled in Summer Success to qualify for Kids' Safari while summer school is in session. A student not in good standing (owes money to the district, has been suspended, etc.) is not eligible to attend Kids' Safari. This includes any combined site options during the school year or Summer Success.

**Step 1:** Complete the online registration portion in Eleyo.

**Step 2:** Your home school Site Coordinator will contact you to complete paperwork and orientation.

**Step 3:** Pay \$30.00 annual registration fee per child and first 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

Electronic sign in/out services will be used to bill for care as necessary. By signing your child in/out you are acknowledging use of services and obligation to pay.

**Full weekly fees are required in advance of services regardless of the number of days the child is in attendance. Failure of account to remain paid in full will result in cancellation of services. Weekly fees will be prorated during weeks when school is not in session.**

Families receiving DSS are responsible for all copays and charges DSS does not cover. Copays are the difference between the weekly fee and reimbursement received from DSS. Families are responsible for 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 families with students enrolled in full time (both before and after school) Kids' Safari K-5 or Pre-K programs. 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 need before or after school services occasionally, may enroll at a drop-in status. Families still need to complete the regular enrollment process. Accounts will be charged the drop-in rate of **\$20 per session** when the child has been signed into the program.

- Parents are 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.

**Please Note:** Kids' Safari Pre-K does not offer drop in enrollment.

## Full Day Childcare Enrollment Option

Families who need care only on days when school is not in session may select the Full Day Childcare Only enrollment option. Families still need to complete the regular enrollment process. For Non-School Day dates, combined site locations, and sign-up deadlines, please see the Full Day Childcare section of the handbook on pages 7 and 8.

## Additional Fees

<b>\$30.00</b>	<b>Annual Registration Fee:</b> Per child, per program, annual processing fee (August-July). This fee is non-refundable and must be paid prior to starting care.
<b>\$1.00</b>	<p><b>Late Pick-up Fee:</b> \$1.00 per minute, per program, per child, 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.</p> <ul style="list-style-type: none"> <li>→ Services may be canceled if children are continually picked up late.</li> <li>→ Legal authorities will be contacted for any child remaining one hour after the closing time of 6:00 pm. Late fees will apply.</li> <li>→ DSS assistance (including foster/adopted) does not cover late pick up fees.</li> </ul>
<b>\$1.00</b>	<p><b>Early Drop Off Fee:</b> Program opens at 6:30 a.m. \$1.00 per minute, per program, per student 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.</p> <p style="padding-left: 20px;">→ <i>Services will be canceled if children are continually dropped off early.</i></p>
<b>\$20.00</b>	<b>Past Due Fee:</b> 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 on page 15).
<b>\$15.00</b>	<b>Collection Fee:</b> 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 must be approved prior to beginning.

# Payment Options

## Credit Card Payments:

Credit card payments and e-checks can be made:

1. On Eleyo at <https://idschools.ce.eleyo.com/>
2. Over the phone at 816-521-5310 during regular business hours 8:00 - 4:00.
3. At the ISD Accounts Receivable Office during regular business hours 8:00 - 4:00.

Auto pay 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 or savings account or the credit card of your choice (Visa, MasterCard or Discover). Deductions will be made each week for the total amount due.

## Check and Money Order Payments:

- Make payable to the Independence School District.
- Be sure to include your account number(s) in the memo section of the check so 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 the ISD Central Office during regular business hours of 8:00 am - 4:00 pm Monday - Friday 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. Therefore, some families may have a copay. DSS payments are based on **actual attendance** and may vary. 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.

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 caseworker 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.**

DSS payments are based on your award letter and student's program attendance.

- 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 email address. For families that do not have email 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. Questions about your account invoice? Contact Customer 816-521-5307.



## 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 Accounts Receivable. Only the “Primary Owner” 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 must provide a minimum of one-week advance written notification to their Site Coordinator and cancel their contract in Eleyo. Contracts may only be canceled at the end of a week. All outstanding debt 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.* All unpaid balances remain on our records. To be eligible to reenroll in any Kids’ Safari 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.

Refunds may be issued when a child withdraws from Kids’ Safari if the account has credit and does not have a balance in any ISD program (Kids’ Safari, Early Education, Nutrition Services, etc). Refunds for DSS accounts cannot take place until DSS payment for the child’s last month of service has been posted. Primary Account Owners can discuss refunds with Accounts Receivable at 816-521-5307.

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

## Cancellation of Services

Accounts that fall two weeks behind from the original due date will be canceled. Families will be informed in writing as to the last day of services. Accounts are considered canceled 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. Unpaid balances will remain on our records and you will not be eligible to re-enroll in any Kids' Safari or Early Education program until the balance is **paid in full**.

## Collections

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 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.

## Dispute Policy

We make a dedicated effort to ensure 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) or [ISD-AR@idschools.org](mailto:ISD-AR@idschools.org)
- 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.

## Outdoor Recreation

Outdoor 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 outdoor 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 School Principal.**

## Family Involvement

The key to any successful program is family involvement, so we encourage you to become involved. We understand time restraints on families and 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 simply actively communicating 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.

## 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 and Kids’ Safari Site Coordinator.

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

- Completed and cleared a state background check.
- All volunteers must sign-in at the school 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 won’t be left alone with students.

- Adults serve as role models for children. Please dress appropriately and use appropriate language.

## Field Trips

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.

**To attend any field trip during the 2023-2024 school year parents must have a cleared background check on file (not just in process) through the ISD'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.

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 exhibit their very best behavior. Bus transportation is provided by the ISD'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. When the weather is cold, please dress your child warmly in a hat, coat, gloves and long pants. Please ensure 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

Students should not bring items to school that are not part of the Kids' Safari program unless specifically requested by the staff. Students may not bring electronic games, toys,

radios, iPods, iPads, 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 the 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.

## Health Services

### Medication

All medication 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  | → Cough drops          |
| → Motrin/Advil/Ibuprofen | → Aloe gel             |
| → Chewable Antacids      | → Hydrocortisone cream |
| → Sunscreen              | → Orajel               |
| → Antibiotic Ointment    | → Diaper cream (Pre-K) |

### 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 (2023-2024):

## Student/Staff Testing Positive for COVID

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 | → Nursing recommendation based upon physical condition |
| → Vomiting and/or diarrhea             | → Medical concerns that require medical attention      |
| → Suspicion of a contagious disease    | → Rash undiagnosed                                     |
| → Accident requiring medical attention | → Unvaccinated in times of disease outbreak            |

If a student or staff member tests positive for COVID-19, the student or staff member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared **AND**

- The student/staff member should also be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving and the student/staff member should continue to wear a mask around others for 5 additional days.

If the student/staff member is asymptomatic when they test positive and develops symptoms during the isolation period, they should exclude themselves from school/work for five days from the onset of symptoms, and be fever-free for 24 hours without the use of fever-reducing medication. All symptoms should also be improving before returning to school/work.

## Exclusion for Illness Guidelines

(this could change based on CDC guidelines)

Students and staff will be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19 based on most recent CDC guidelines.

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 judgment 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 "severe cough or shortness of breath."

## Return to School from Illness Guidelines

(this could change based on CDC guidelines)

If a student or staff member presents signs or symptoms of COVID-19 such as fever (100 degrees or greater), or two of the following: cough, shortness of breath, difficulty breathing, sore throat, chills, muscle pain, loss of taste or smell, the student or staff

member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared **OR**
- The student/staff member tests negative for COVID-19
- The student/staff member should be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving **OR**
- Student/staff has a doctor confirmed explanation of symptoms.

## Exposures

If a student or staff member is exposed to a positive case of COVID-19 in their home and develop symptoms such as fever (100 degrees or greater), cough, shortness of breath, difficulty breathing, sore throat, chills, muscle pain, loss of taste or smell, the student or staff member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared **AND**
- The student/staff member should also be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving

If a student or staff member is exposed to a positive case of COVID-19 outside of their home, the student/staff member does not have to be excluded unless symptoms develop.

It is recommended that you test for COVID-19 following an exposure. The Independence School District continues to offer free COVID-19 testing for both symptomatic and asymptomatic staff and students at each school and the ISD Employee Clinic. Please contact your building nurse to schedule an appointment.

## Injuries and Accidents

All Kids' Safari programs have first aid supplies available both inside and outside. Minor accidents are assessed and handled as appropriate by staff and documented on an Incident Notice. Incident Notices are completed by witnessing staff and Site Coordinator and shared with the Principal. 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 forms. 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 as follows: 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. and at the designated table/location.

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, & Candy

Kids' Safari encourages 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 acceptable alternatives. **Gum and candy are not permitted in our programs.**

## Non-Discrimination

Kids' Safari follows the Independence School District Board Policy C-130-P and does not discriminate on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

## No Smoking

Kids' Safari follows the Independence School District Board Policy C-150-P. Smoking is not permitted on Independence School District property by students or adults.

## Harassment Policy

Kids' Safari follows the Independence School District Board Policy C-130-P to maintain a learning environment that is free from harassment because of an individual's race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

## Code of Conduct for Adults

Families are welcome in our Kids' Safari program and encouraged to be actively involved in their children's experiences. 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 C-155-P which reads as follows: "All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students." "Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution."

## Confidentiality

All Independence School District employees are required to comply with the Family Education Right to Privacy Act. This ensures 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 & 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 the 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 the 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.



## 2023-2024 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.

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Legal Name of Child(ren)

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Legal Name of Child(ren)

---

Signature of Parent or Legal Guardian      Date  
**(Must be the same person that registered in Eleyo)**

Kids' Safari Independence School  
District 201 N Forest Ave.  
Independence, MO 64050  
(816) 521-5300 [www.isdschools.org](http://www.isdschools.org)