

**BELTON SCHOOL DISTRICT #124  
KIDs CENTRAL A.S.P.I.R.E.  
SCHOOL AGE CARE**

It starts  
in the

**HEART**



**KCA**

**2011 - 2012**

**PARENT HANDBOOK**

Updated 7/26/2011

**Kids Central A.S.P.I.R.E. School Age Care  
2011-2012  
PARENT HANDBOOK  
TABLE OF CONTENTS**

*Please read the Parent Program Handbook carefully. Important policies and procedures are detailed within this document. You are responsible for the information contained in it. If you have any questions, please contact our main office at (816) 348-1514 or the Site Director at your school.*

Page 1 . . . . . MISSION STATEMENT

Page 2 . . . . . WELCOME LETTER

Page 3 . . . . . FAMILY FRIENDLY SERVICE

Page 4 . . . . . COMMUNICATION

Site Locations & Telephone Numbers

E-Mail

Page 5 . . . . . Sign In/Out Procedures

Change of Participant Schedule

Withdrawal From Our Program

PAYMENT POLICIES & PROCEDURES

Page 6 . . . . . Payment Schedule

KCA Monthly Fees

Late Payment Policy

How Do I Make My Payment

Page 7 . . . . . Late Pick Up Fees

Additional Fees

HEALTH AND WELLNESS

Absences

Illness

Medication

Page 8 . . . . . BEHAVIOR MANAGEMENT

Page 9 . . . . . KIDS CENTRAL PROGRAM SPECIFICS

Hours of Operation

Non-School Days

School Cancellation Policy

Page 10 . . . . . MISCELLANEOUS INFORMATION

Field Trips

Meals & Snacks

Financial Aid

Tax ID #

Page 11 . . . . . CALENDAR

**KIDS CENTRAL A.S.P.I.R.E.  
School Age Care**

**KCA  
MISSION STATEMENT**

**WE CREATE MEMORABLE CHILDHOOD  
EXPERIENCES EVERYDAY . . .**

**BY PROVIDING OPPORTUNITIES TO  
PARTICIPATE IN ENRICHMENT LEARNING  
AND AGE-APPROPRIATE ACTIVITIES IN A  
SAFE, NURTURING ENVIORNMENT.**





Kids Central A.S.P.I.R.E  
614 W. Mill Street  
Belton, MO 64012  
816-348-1514  
Fax 816-348-1565

## **Welcome to the KIDS CENTRAL A.S.P.I.R.E. School Age Care program!**

We want to thank you for selecting our program for your childcare needs.

### **KCA provides quality programming.**

We strive to meet the individual developmental and recreational needs of every child who will be entering kindergarten through grade six.

### **KCA is structured to provide a variety of planned enrichment activities every day.**

Children are able to develop their special talents, cognitive skills, social and physical abilities and learn new activities that they may enjoy for a lifetime. For many participants, Kids Central may be their first exposure to new learning areas such as art, dance, and sports. Research shows that children who attend a high quality enrichment program are more likely to be engaged in learning during school time, have better school attendance, improved work habits, better emotional adjustment and positive attitudes towards school, and a greater sense of belonging.

### **KCA is totally self-supporting and uses no tax dollars in our operational budget.**

In order to continue to provide the services planned, we ask your cooperation by paying fees in a timely manner.

**KCA is family-friendly.** We want to work closely with you to benefit your child. We want you to feel that you have input into this program and that we listen to your ideas. Look in this handbook to see the many ways you can be involved with the program, attend the school open house/orientation to meet staff, ask questions, offer ideas and support. We want our families to be involved with the program. Please get to know the staff at your site. Please feel free to contact our office with questions or concerns of any kind at 816-348-1514. Our office is open from 8:00AM to 4:00PM Monday through Friday.

**We take the care of your child seriously.** We will do our best to provide your child with many happy childhood memories during their time in the Kids Central A.S.P.I.R.E Program.

### **Enrichment Opportunities**

In addition to snack-time, homework and activity centers; staff will teach the children a variety of enrichment activities that may include cooking, nutrition, sports, fine arts, languages, dance or science at no additional fee. Our goal is to make these times memorable, rewarding and fun for each child.

### **Staff Qualifications**

KCA staff meet or exceed established educational and experience requirements for the position held, participate in formal trainings each year and under go background checks through local, state and federal authorities. Many staff holds degrees or credentials in early childhood education, elementary education, recreation management and other related fields. Staff is also CPR and First Aid certified. Our staff is supported with training, resources, supervision and the freedom to plan activities to meet the unique needs of the children at their school.

### **Staff/Child Ratios**

To ensure the continued quality of KCA, our staff to child ratio is approximately 1 staff member to 12 children, which exceeds the standards of 1 to 16 set forth by state guidelines.

## **FAMILY – FRIENDLY SERVICE**

*We want to build positive relationships with all our families. Help us achieve this goal!  
Help us stay in tune with your needs and interests.*

- Tell us about your day when you pick up your child.
- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes so we can serve you better.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we can serve you better.
- Ask us questions if you do not understand our policies and procedures.
- Tell us the best way for you to connect with your child's experiences in the program.
- The Kids Central ASPIRE Program is familiar with and implements the emergency, safety, and operating procedures of the school and all of the policies/procedures set forth in the school's student handbook.
- Kids Central engages in annual program evaluations with input from the school's administration.
- The Kids Central ASPIRE program enforces staff and student behavior expectations that are consistent with the school day.
- The Kids Central ASPIRE program offers activities that aim to enhance the academic performance of its participants.
- The Kids Central ASPIRE Program provides students with the opportunity to work on homework assignments or other academic activities each day.



*Visit whenever you can. You are always welcome!*



## COMMUNICATION

Please check the sign in/out folder at your child's site for newsletters, invoices, and other updated site information that pertains to the program. Staff is available to answer any questions you may have.

### SITE LOCATIONS AND TELEPHONE NUMBERS

Cambridge Elementary is at 109 W. Cambridge; the school office telephone number is 348-1008. KCA is located in room #11; the room telephone number is 348-1527.

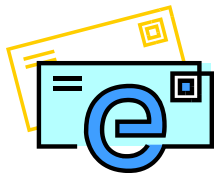
Gladden Elementary is at 405 Westover; the school office telephone number is 348-1015. KCA is located in room #24; the room telephone number is 348-1521.

Hillcrest Elementary is at 106 S. Hillcrest; the school office telephone number is 348-1130. KCA is located in room #102; the room telephone number is 348-1510. Please enter through the double doors at the back entrance (West side of the building). We suggest you use the drive entrance on 58 Hwy.

Kentucky Trail Elementary is at 8301 E. 163 Street; the school office telephone number is 348-1100. KCA is located in room #306; the room telephone number is 348-1104.

Mill Creek Upper Elementary students will attend care at Hillcrest (see above)

Scott Elementary students will attend care at Hillcrest (see above)



### E-MAIL

Site Directors may be reached by telephone during KCA hours of operation, please leave a message if no one is available. We may be in another area of the building and unable to answer the phone. You may also contact your Site Director via e-mail:

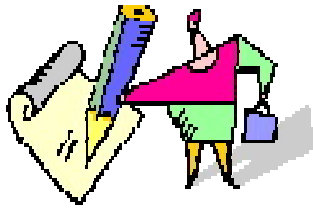
Cambridge – Mary St. Helene at [msthelene@bsd124.org](mailto:msthelene@bsd124.org)

Gladden – Theresa Valentine at [tvalentine@bsd124.org](mailto:tvalentine@bsd124.org)

Hillcrest – Ellie Everett at [eeverett@bsd124.org](mailto:eeverett@bsd124.org)

Kentucky Trail – Luke Swartwood at [lswartwood@bsd124.org](mailto:lswartwood@bsd124.org)

Contact Brandy Austin, Children's Services Coordinator, at our main office at 816-348-1514 or via e-mail at [baustin@bsd124.org](mailto:baustin@bsd124.org) or Debra Campbell, Secretary at [dcampbell@bsd124.org](mailto:dcampbell@bsd124.org).



## **SIGN IN/OUT PROCEDURES**

For the safety of your child, a Parent/Guardian must accompany your child and sign him/her in daily. A Parent/Guardian must also come into the building and sign your child out daily. Individuals will be required to show proof of picture I.D. to the site staff at any time. A child will not be released to an individual refusing to show picture I.D. upon request. Police will be called if a child is removed from the program by an individual refusing to show picture I.D. **Always bring a picture I.D. to the site. Do not assume you will not need it.**

Unless legal documentation is on file, it is assumed that both parents have the right to pick up a child. If one parent has sole legal custody of a child that parent must authorize all changes in enrollment information.

## **CHANGE OF PARTICIPANT SCHEDULE**

Kids Central A.S.P.I.R.E. policy requires that any changes in enrollment **in writing**, *two full calendar days in advance*. Failure to comply may result in payment being due for the day(s) notice was not received.

## **WITHDRAWAL FROM PROGRAM**

Kids Central A.S.P.I.R.E. policy requires that any withdrawals, temporary absences or cancellations from the program be made **in writing** *one full calendar week in advance*. Failure to comply will result in payment being due for the day(s) your child is absent from the program. The \$35 registration fee paid per family will be forfeited upon cancellation/withdrawal. **A \$10 reinstatement fee** will be assessed to each child previously withdrawn and requesting to re-enter the program.



## **PAYMENT POLICIES & PROCEDURES**

Monthly fees will be charged and are due the 15<sup>th</sup> of the month prior to care and will be considered past due on the first business day of the month care is provided. An invoice will be attached to your child's sign in/out sheet showing charges and payments to your account. Payments received after the 1<sup>st</sup> of each month will be considered late and accounts will be charged a \$15 late payment fee. Accounts not paid in full by 8:30 am on the 10<sup>th</sup> of the month may result in the removal of your child(ren) from the program. There is a KCA payment box and blue payment envelopes available at each site for your convenience. Acceptable forms of payment include cash (paid at our main office only), check, or money order. Please make checks payable to the Belton School District.

Parents are responsible to pay cancellation fees for checks or money orders that have been lost through the U.S. mail service.

Any participant with an outstanding balance will not be allowed to participate in future Kids Central programs until the balance is paid in full or payment arrangements have been made with the Kids Central A.S.P.I.R.E. business office. Financially responsible parties will be assessed any legal costs incurred in the collection of their account.

**PAYMENT SCHEDULE****Payments are due according to the following schedule.**

September fees are due August 17<sup>th</sup> and will be considered past due on September 1, 2011  
 October fees are due September 15<sup>th</sup> and will be considered past due on October 3, 2011  
 November fees are due October 17<sup>th</sup> and will be considered past due on November 1, 2011  
 December fees are due November 15<sup>th</sup> and will be considered past due on December 1, 2011  
 January fees are due December 15<sup>th</sup> and will be considered past on January 5, 2012  
 February fees are due January 16<sup>th</sup> and will be considered past due on February 1, 2012  
 March fees are due February 15<sup>th</sup> and will be considered past due on March 1, 2012  
 April fees are due March 19<sup>th</sup> and will be considered past due on April 2, 2012  
 May fees are due April 16<sup>th</sup> and will be considered past due on May 1, 2012

**KCA MONTHLY FEES**

KCA offers competitive prices compared to other before and after school care programs in our area. We offer a variety of care programs, including part time. *All* of our programs include after school care on early release days and all day care on scheduled school breaks according to the school calendar. There is a 15% sibling discount (2<sup>nd</sup> or more). No discounts apply to our all day care only program.

**Registration** – There is a \$35 *non-refundable* family registration fee.

**Before and After School Care** 6:00 am to 8:30 am and School close to 6:30 pm

Full Time @ \$310 per month

Part Time (1-3 days per week) @ \$220 per month

**Before School Care Only** 6:00 am to 8:30 am (includes after school care on early release days)

Full Time @ \$220 per month

Part Time (1-3 days per week) @ \$157 per month

**After School Care Only** School close to 6:30 pm

Full Time @ \$225 per month

Part Time (1-3 days per week) @ \$165 per month

**All Day Care Only** @ \$85 per month (no discounts)

6:00 am to 6:30 pm on scheduled school breaks only (includes after school care on early release days)

**LATE PAYMENT POLICY**

A \$15 late payment fee will be assessed to accounts not paid by the grace period (see page 5, Payment Policies & Procedures). *Payments placed in site payment boxes after 8:30 am will not be processed until the following business day and will be considered late if it is past the due date.*

**HOW DO I MAKE MY PAYMENTS?**

- **MAIL IN OR DELIVER IN PERSON**

Payments should be mailed or delivered in person to:

**Kids Central A.S.P.I.R.E**

**614 W. Mill Street**

**Belton, MO 64012**

**Monday through Friday, 8:00 am – 3:30 pm**

- **PAYMENT DROP BOX**

Parents may choose to put their check or money order payment in the KCA payment box located at each school site. *Payments placed in the drop box after 8:30 am will not be processed until the following business day. Cash payment should not be place in the payment boxes. It is recommended cash payments be made in person at our main office where you will be given a written receipt as proof of payment.*

### **LATE PICK UP FEES**

Kids Central A.S.P.I.R.E. closes promptly at 6:30 pm. Please call your site if there is an emergency that will result in a late pick-up. The following late pick up charge will be assessed and due at the time your child is signed out.

- After 6:31 pm until 6:45 pm you will be charged \$5.00
- After 6:46 pm until 7:00 pm you will be charged \$12.50
- After 7:00 pm until 7:15 pm you will be charged \$20.00
- After 7:16 pm until 7:30 pm you will be charged \$27.50
- After 7:30 pm the police will be called.

### **ADDITIONAL FEES**

A **\$15 NSF fee** will be assessed for each returned check. After the second occurrence on an account, personal checks will not be accepted for payment. Returned checks must be paid within 15 business days or you risk being withdrawn from the program and the account may be turned over for collection.



## **HEALTH AND WELLNESS INFORMATION**

### **ABSENCES**

If your child will not be attending Kids Central A.S.P.I.R.E., please call your school's office and leave a message for the KCA staff or call the site voice mail by 11:00 am of that day. (See page 8 for the Kids Central site telephone numbers.) If your child is scheduled to attend the afternoon program and does not report to Kids Central, site staff will make every effort to verify the absence with the school, with parents, and with emergency contacts. If these efforts fail, the City of Belton Police will be contacted to locate your child. Parents who fail to communicate their child's absence and who have repeated police calls will be asked to leave the program. The Police Department may also issue fines for repeat offenders.

### **ILLNESS**

Children who are ill (swollen glands, unexplained rashes, head or stomach aches, head lice, etc.), who have had a fever within the past 24 hours, or who did not attend school will not be accepted into KCA on that day. Parents must inform the Site Coordinator/Program Manager when an absence is due to a potentially infectious illness.

If a child becomes ill during the program, site staff will contact the parent or other authorized party to pick the child up from the program. It is expected that the child will be picked up from the program immediately. The child will be provided an isolated area to rest until a parent arrives.



### **MEDICATION**

Kid's Central staff may administer medication. However, please make arrangements for the school nurse to give your child any medication he/she may need before coming to the program during the school year.

In order for Kids Central staff to administer medications, a consent form for the administration of medication must be completed by the parent/guardian with a Kids Central staff member at the site and kept on file. All medication must be in the original container. Prescription medication must be labeled, including the child's name, date, and name of medication, dosage, frequency and RX number. All medications must be brought in by the parent/guardian and given directly to the designated Kids Central site staff to be kept in a secured place at the site. Medications will be returned to the parent/guardian when the medication is no longer being administered to the child. Kid Central will dispose of medications after two weeks of the expiration date or after two weeks of a child's withdrawal from the program. Old medication containers may not be refilled with new medication.



## **BEHAVIOR MANAGEMENT SYSTEM**

Children in Kids Central will be approached in a positive manner and treated with respect. Staff will work with parents and the school to establish consistency for each child. Children will learn self-discipline, respect for others and how to make good choices. Appropriate behaviors are recognized and rewarded; misbehaviors are redirected. Children not responsive to redirection will be reminded to correct their behavior through loss of privileges and rewards. Emphasis is placed upon each student taking responsibility for his/her own behavior. Children are expected to enjoy and participate in activities without disrupting or preventing other children's enjoyment and participation.

Parents will be kept informed of problems as they arise and may be asked to follow through at home in special situations. Communication between staff and parents concerning any changes in the child's routines will enable us to work as partners to provide the best care for your child.

**One or several of the following steps will deal with severe or continuous behavior problems:**

- 1. Immediate pick-up by parent**
- 2. Immediate suspension for 1-2 days**
- 3. In-Program Suspension**
- 4. Behavior Contract**
- 5. Immediate termination from Kids Central A.S.P.I.R.E.**

Parents are asked to work as partners with Kids Central staff and respect our professional training. Any parent who is disrespectful or who threatens or harasses staff in any way will be asked to remove their child from the program.

**Kids Central A.S.P.I.R.E. fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility requirements of KCA will be permitted to participate in the program. Reasonable modifications will be provided to afford a student with a disability meaningful access to the program, unless demonstrated that the modification would be a fundamental alteration in the nature of the program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from a program if that student, even with reasonable modifications, is so disruptive to the program that other students cannot participate in the program or are in danger.**



## KIDS CENTRAL PROGRAM SPECIFICS

**HOURS OF OPERATION:** The Kids Central A.S.P.I.R.E. School Age Care Program will be open Monday through Friday. The program will open at each elementary school at exactly 6:00 AM (you may not bring your child early). The program will close at 6:30 PM. A late pick up fee will be charged after 6:30 PM (see page 6 for details). The program will start the first day of school and will end the last day of school.

The full time programs are for parents who need care 4-5 days per week and the Part Time programs are for parents who need care 1-3 days per week. We staff according to the number of children enrolled in our programs on a daily basis, therefore, your child must attend the same days of the week, from week to week.

**NON-SCHOOL DAYS:** Scheduled non-school days, such as teacher conference days, work days, and school breaks, the program will available at all sites at no additional charge. Advance registration is required to participate in All Day programs. Children will need to bring a sack lunch on All Days. See the calendar located on page 11 for scheduled days. This schedule is subject to change.



**SCHOOL CANCELATIONS:** The Kids Central A.S.P.I.R.E. School Age Care program will provide a full day program for children only enrolled in the program. There will be an additional \$25.00 per child/per day/as used. Children will need to bring a sack lunch on snow days. If school is cancelled before 6:00 AM the following schools will attend at the following alternate site: Cambridge and Gladden students will attend at Hillcrest Elementary. Please use the double doors on the West (playground) side of the building. We suggest you use the drive entrance on 58 Hwy.

Hillcrest & Kentucky Trail will be open as usual.

## MISCELLANEOUS INFORMATION

### FIELD TRIPS

Kids Central A.S.P.I.R.E. will be going on field trips during various all day care dates. These field trips are free of charge and available *only* to children enrolled in our program. Your child must ride the bus to and from field trips. You will receive a permission slip for each field trip that must be signed and returned to your Site Director. *A signed permission slip is required for all children going on any field trip.* If your child will not be going on any field trip, you will need to find alternate care for the entire day. **Kids Central A.S.P.I.R.E. is not responsible for lost or damaged personal items at the site or on field trips.**

### MEALS AND SNACKS

KCA provides the opportunity for breakfast before school and an afternoon snack daily. We will eat breakfast between 7:45 am and 8:20 am. Breakfast and snacks are available to purchase through the Belton School District and will be charged to your child's meal account. Afternoon snack will be provided by the school district, free of charge, for children at Cambridge, Gladden, Scott and Hillcrest. You may, at any time, send snacks from home. Children are encouraged to eat a snack everyday and are allowed to have "seconds" upon request.

Children are required to bring a non-perishable lunch and drink on the all day care only days (see calendar on page 11 for a list of these dates). Refrigerators and microwaves are not available.

### FINANCIAL AID

The State of Missouri Department of Social Services has a program to help Parents with childcare costs. You can contact the Cass County office at 816-380-3597. If you do not qualify for their program, please contact our office to see if other aid is available.

### TAX I.D. #

The Kids Central A.S.P.I.R.E. Tax I.D. number is 44-6001808. Statements will be made available in January for tax purposes.

INSERT CALANDER PAGE HERE

(11)

