

Kids Central Parent Handbook

2022-23



Kids Central Web Page



EZ Parent Portal



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WELCOME TO KIDS CENTRAL

Mission Statement

The mission of the Belton school district is to empower all students to reach individual potential by providing learning experiences that challenge and engage within a safe, supportive environment designed to prepare students to thrive and excel.

Kids Central Philosophy

Kids Central is a quality school based program that operates before & after school to meet the needs of working parents within our district. The day to day operation is under the direct supervision of Site Directors working closely with the Program Coordinator to insure unity & consistency among all sites. Our Program is designed to meet the needs of each child by emphasizing the importance of nurturing the "whole child". We believe that our program allows children the opportunity to develop skills vital for success. We strive to create a healthy environment where all students feel safe and are able to explore the world around them.

We believe in diversity and strive to create a wide range of experiences and activities based on age, development level and cultural backgrounds. We strive to foster acceptance among all of our students among all of our students and help each other grow.

Goals & objectives

To provide quality programming

- by creating a safe environment to create & explore
- by providing staff training, reflection and implementation
- by setting measurable goals for the program
- through evaluation, surveys and feedback
- by providing opportunities to develop cognitive, social & emotional skills & physical abilities through a variety of activities

For each child in Kids Central

- to experience & develop a sense of self esteem & self worth
- to develop & strengthen impulse control skills
- to demonstrate cooperative, prosocial behavior
- to build on learning & problem-solving skills
- To expand logical thinking skills
- to demonstrate skills in make believe play
- to expand verbal communication skills
- to develop stronger reading & writing skills

PROGRAM QUALIFICATIONS

LICENSED & ACCREDITED
CPR & FIRST AID CERTIFIED
18 HOURS/YEAR ONGOING TRAINING
MAINTAINED RATIOS 1/16 OR LESS
MOST STAFF HAVE OR IN COLLEGE

ADDRESS & PHONE

614 MILL ST
BELTON, MO 64012
816-489-7300 OFFICE
816-489-7305 FAX
HOURS: 8:00 - 3:30

CONTACTS

JILL BROWN - GRACE PRINCIPAL
JBROWN@BSD124.ORG
LUKE SWARTWOOD - PROGRAM COORDINATOR
LSWARTWOOD@BSD124.ORG
CHRISTI KURTZ - ADMIN. ASST.
CKURTZ@BSD124.ORG

HOURS OF OPERATION

CAMBRIDGE, GLADDEN & KT
6:00AM - 8:30 AM
3:30PM - 6:30PM
HILLCREST
6:00AM - 9:00AM
4:00PM - 6:30 PM

CAMBRIDGE STAFF

Mary St. Helene - Site Director

Mary Davis - Asst.

Jada Middaugh - Asst.

Jopxilin Pascual - Asst.

TBD - Asst.

CAMBRIDGE
109 W. CAMBRIDGE

816-348-1106

DVN -000656311

GLADDEN STAFF

Lacy Culbertson - Site Director

Naomi McGee - Asst.

Sammie Zimmerer - Asst.

Joelle Tomlinson - Asst.

GLADDEN
405 WESTOVER RD

816-489-7533

DVN -000656740

HILLCREST STAFF

TBD- Site Director

Savannah Webster - Asst.

Kristy Hardee - Asst.

Chelsie Eaves - Asst.

TBD - Asst.

HILLCREST

106 S. HILLCREST

816-348-1134

DVN -000656768

KENTUCKY TRAIL STAFF

Yvetta Witherspoon - Site Director

Eric Willis - Asst.

Jessica Basurto-Reyes - Asst.

Kennedy Lea - Asst.

TBD - Asst.

KENTUCKY TRAIL
8301 E 163RD ST

816-348-1104

DVN -002072224

WEBSITES

BELTON WEBSITE

BELTONSCHOOLS.ORG

KIDS CENTRAL

CURRICULUM

The KCA Program partners with Grace on Project Construct Curriculum and enhancement of our program. Trainings and consultant work are provided to our staff through Science Pioneers, 4-H, and other highly qualified trainers to provide our staff with the skills needed to create a more hands-on, S.T.E.A.M. based approach to learning for our students. Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by observing what happens when they interact with materials and other people. They spontaneously engage in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and thereby generating new understandings. Children learn simple concepts and then use these concepts to grasp more complex ideas.

Young children view the world concretely, and as they mature, their view changes. What they know at any given point will depend on the first-hand experiences they have had. By interacting with their physical environment (indoor and outdoor) and their social environment (other children and adults), they continually broaden their frame of reference.

Enrollment/Registration

Dates & Timeline

- Enrollment for fall - July 18th Registrations will begin to be processed August 1st
- No school days will register separately in software 1st semester dates will register in August & September and second semester will register in November & December. Priority will be given to those families enrolled in Kids Central for regular programming.
- Registration for summer programming - Mid April and processing will begin May 5th

Programs & Prices - no school day cost is not included in monthly tuition

There is a \$35 non-refundable registration fee due at the time of registration.

Online payment processing fees are paid by the families upon processing transaction

Students must be enrolled in the Belton School District in Grades k-6th.

Program	CA, GL & KT Cost	HC Cost
AM/PM FT 4-5 days/week	\$310/Month	\$310/Month
AM/PM PT 1-3 days/week	\$228/Month	\$228/Month
AM only FT 4-5 days/week	\$232/Month	\$255/Month
AM only PT 1-3 days/week	\$166/Month	\$175/Month
PM only FT 4-5 days/week	\$232/Month	\$209/Month
PM only PT 1-3 days/week	\$166/Month	\$145/Month

ENROLLMENT FORMS AND DOCUMENTS

In order to be in compliance with state regulations and for each child's safety, the following must be completed and on file at the site your child attends:

- Child Enrollment Form - All fields must be completed before enrollment can be accepted.
- Copy of shot records
- Individualized Child Care Plan (if your child has any health related concerns)
- Medication Authorization
- Emergency Medical Release
- Free & Reduced Form (if applicable)
- If you receive subsidy funding you must provide a DCN number and any other legal documents to the office at Grace Early Childhood. DVN Numbers may be acquired through contacting Grace Early Childhood. 816-489-7300 (page 8).
- Court documents (If a parent is not allowed to pick up you must provide court documents signed by a judge stating a parent or legal guardian is not allowed to pick up your child.

Tax ID

The Kids Central Tax I.D. number is 44-6001808. Statements for account holders will get an emailed statement. Statements will be made available by January 31st for tax purposes. You will get email alert in system when available.

What to expect

- The Kid Central Program is familiar with and implements the emergency safety and operating procedures of the school district and all of the policies/procedures set forth in the school's student handbook.
- The Kids Central program enforces staff and student behavior expectations that are consistent with the school day.
- All students will be treated with respect and will be guided, as such, to respect each other.
- All students will be given the opportunity to participate in all activities.
- The Program provides students with the opportunity to work on homework assignments each day.
- All students will participate in Academic Time which will allow students the opportunity to strengthen the skills they use during school time.
- All students will be given the opportunity to participate in free time; which will allow them to choose from a variety of activities and learn to make choices and interact with their peers.

Discounts & assistance

Discounts

- Sibling, Free or reduced lunch, Sliding scale
 - A sliding scale is offered to families who qualify for free and reduced meals, but do not qualify for an amount equal to or greater than this amount through DSS. These forms will need to be completed through our office before determining aid. For more information, please contact our office 816-489-7300.

Assistance - Cass county office 1-855-373-4636

State assistance is accepted but is the parents responsibility to apply and verify acceptance. Applications will not be processed for assistance without approval letter from state.

DVN's

- Cambridge - 000656311
- Gladden - 000656740
- Hillcrest - 000656768
- Kentucky Trail - 002072224

Additional Enrollment Information

Kids Central is a large group supervision program. Applications are first come first serve basis and will be processed in the order received.

If your child has special needs, requires a higher level of care, or has known behavioral concerns please contact the Grace/KCA office about your child. Once a plan of care is established and staff are trained to provide necessary care; a start date will be provided to the parent/guardian by the KCA Director.

KCA will provide sufficient staffing to meet the needs of the program.

Services may be delayed for any incoming students until appropriate staffing is obtained.

Changes in enrollments or dropping from care

Kids Central policy requires any changes in enrollment to be made in writing 48 hours in advance. Changes include: changes in schedules, withdrawals or temporary absences from the program. If you do not communicate changes then you will forfeit refund or credit.

Ways to communicate change are form at site or email.

Families are able to make 3 changes within a calendar year free of charge. After three changes a \$10 fee will be charged to your account for each subsequent change, thereafter. No summer changes to enrollments.

Re-Enrollment fee

There is a \$15 re-enrollment fee for returning to the program in the same school year if dropped for any reason.

Late Fees

Kids Central closes promptly at 6:30 pm. Please call your site if there is an emergency that will result in a late pick-up. If no call has been received and parents cannot be reached, we will call the emergency contacts on file. If we are unable to reach parents or emergency contacts staff will contact the Belton Police Department in order to reach parents.

The following late pick up charge will be assessed and charged to your account:

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 department will be called.

More than three late pick-ups may result in termination of care within our program.

Emergency Care/Drop in care

Emergency/Drop In Care is available in the event a parent is not home when buses drop off or when a student is left after school with no transportation. Emergency care is not pre-planned. Fees must be paid in full within 5 days of receiving care. If fees are not paid in full and care is needed at another date an SRO Officer may be called and parents will be required to pick up immediately. If a child requires emergency care repeatedly the school office and an SRO Officer will be made aware of the situation. After 3 uses of emergency care an enrollment fee of \$35 will be charged.

Only available if ratios of enrolled students allows.

Payments and procedures

Monthly fees will be charged in advance. There are payment boxes and blue envelopes available at each site for your monthly payments. Acceptable forms of payment include checks, money orders. Please make payment payable to the Belton School District. Cash payments should only be made at our main office, Grace Early Childhood, where you will be given a written receipt.

Tuition will be billed on the 15th of the month for the upcoming month. For example September tuition is billed on August 15th. Tuition is late as of September 1st.

Bill Date 15th of the month

due date 1st of the month

Late fee 8th of the month

Removal date 14th of the month if tuition not paid

LATE PAYMENT POLICY

Childcare fees will be considered delinquent if not paid in full by the 1st business day of each month (September through May). Late payment fees of \$15 will be applied to the account if not at \$0 balance on 8th of the month. After the first missed payment our office will attempt to work with families to resolve the issue. If accounts remain delinquent before the next billing cycle or if a payment plan is required and families do not follow the payment schedule this will result in termination of care prior billing for upcoming month.

RETURNED CHECKS

A \$15 fee will be assessed for each returned check with immediate removal from all care until payment is received in full in the form of cash or money order. 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 turned over for collection. Parents are responsible to pay cancellation fees for checks or money orders that have been lost through the U.S. mail service.

Responsible parties will be assessed any costs incurred in the collection of their account.

Any participant with an outstanding balance will not be allowed to participate in future Belton School District care programs until the balance is paid in full.

Ways to pay

- Payment options: online through parent portal
- Parent Portal Link:
- set up auto payment through parent portal
- check or money order in payment box at site
- mail check or money order to Grace:

Mailing Address

Grace

614 Mill St

Belton, Mo 64012

Vacation

Monthly charges can be prorated in the event your family will be on vacation for more than five days. You must notify Grace at least one week in advance of your child's absence in order to have fees reduced for up to 5 days that month. Rate changes for vacation time can only occur one time during a school year. This will not apply to Summer School Care.

Communication

We utilize blackboard for email and text messaging for basic communication.

Smore for email blasts which com from childcare@bsd124.org

system emails for payments, registrations and confirmations also come from childcare@bsd124.org

No School Days

Locations TBD

All Day Care will be available for most scheduled non-school days, such as teacher conferences and school breaks. Below are the no school days we are open and closed for care.

No school days are not included in regular tuition.

Each No School day is a separate charge of \$30 per child. The fee is based on registration not attendance.

You may sign up for 1 day or all available dates. Sign ups will be semester based.

All days from August through December will be available to sign up in August and September.

All days from January through May will be available to sign up in November and December.

You will be billed on the month of the no school day that you signed up for.

Ex: 1 day in September. On September 1st regular tuition + \$30 for 1 no school day

Sign up in parent portal of EZ Child Track

1st Semester Dates

September 26th, October 10th, 27th, 28th, 31st, November 11th, 23rd, 28th, December 19th, 20th, 21st, 22nd

2nd Semester Dates

January 13th, February 3rd, 13th, March 10th, April 3rd, 4th, 5th, 6th, May 1st

Closed for care

September 5th, November 24th, 25th, December 23rd, 26th, 27th, 28th, 29th 30th, January 2nd, 16th, February 20th, March 17th, April 7th

Field Trips

Kids Central will be going on field trips during various all day care dates. Most 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 electronically sign permission upon registration for day of care. If your child will not be going on any field trips, you will need to find alternate care for the entire day.

Kids Central is not responsible for lost or damaged personal items at the site or on field trips.

Food on all days

Children are required to bring a breakfast, lunch, and snack on the all day care days. Refrigerators and microwaves are limited. We will do our best to accommodate refrigerated or heated meals.

Sign in/out Procedures

When your registration is approved you will be assigned a 4 digit pin. That pin is what you will use to sign you child in/out at the site. You are more than welcome to change that pin in your parent portal. For the safety of your child, a Parent/Guardian must accompany your child and sign him/her in and 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. Please do not assume you will not need it.

Legal Documentation

In the event that a parent is not allowed to pick up a student we must have legal documentation signed by a judge on file. Unless legal documentation is on file, it will be assumed that both parents have the right to pick up a child. If one parent receives sole legal custody of a child after being enrolled, that parent must authorize all changes in enrollment information and provide legal documentation of the change.

Absences

If your child will not be attending KCA after school, please call your school's office and leave a message for the staff. If your child is scheduled to attend the afternoon program and does not report to the classroom; staff will make every effort to verify the absence with the school, with parents, and with emergency contacts. If these efforts fail, the Belton Police will be contacted to locate your child. Parents who repeatedly fail to communicate their child's absence and who have repeated police calls will be asked to leave the program.

Illness & Health

In order to protect the health of everyone in our program, children who are showing signs of any of the following symptoms may not attend:

- Fever of 100.4 degrees during the past 24 hours
- Skin rash or skin disorders that are contagious
- Inflamed or swollen throat or glands
- Persistent cough
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Yellow or greenish mucus running from nose
- Weeping or pinkish eyes (excluding allergies)
- Discharging ear or earache
- Active presence of lice

Kids Central reserves the right to contact parents of students who are exhibiting these symptoms and ask that the child be picked up within the hour. This is for the health and safety of all children in our program.

Once a child has been on adequate treatment (such as an antibiotic for infectious disease) for 24 hours and symptoms have subsided without the use of fever reducing medication, the child will be admitted back into the program. Re-admittance may require a doctor's signed clearance after consulting with our district nurse. We reserve the right to terminate enrollment for any child whose parents do not observe this policy.

The Program cannot be held responsible for illnesses or injuries contracted at their site, but will take all reasonable precautions to prevent such occurrences. Staff will write up an incident report when injuries occur or may inform parents at pick up depending upon the severity of the injury. Parents will be notified immediately in case of a serious accident or injury to their child. In accordance with the signed release statement, KCA Staff may call 911 for emergency medical treatment and/or transportation.

Medication

Kid Central staff will only administer medication when authorized by the parent. 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 staff to administer medications a consent form for the administration of medication must be completed by the parent/guardian with a staff member at the site and will be 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 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. We 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. Parents should check each day to be sure that the site has an adequate supply of their child's medication. Missouri State Law requires all children attending school and daycare programs within the district to be adequately immunized or have a written exemption from immunization on file. It is the policy of the Belton School District that an up-to-date immunization record or exemption be on file at the student's school prior to the student attending program.

Immunizations

Missouri State Law requires all children attending school and daycare programs within the district to be adequately immunized or have a written exemption from immunization on file. It is the policy of the Belton School District that an up-to-date immunization record or exemption be on file at the student's school prior to the student attending program.

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. states, "All public, private, and parochial day care center, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed."

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Kid Central may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Grace Early Childhood and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

"In order to maintain the health and safety of our students and staff, we discourage the presence of latex balloons in our schools and on busses. Furthermore, the district only provides latex-free gloves for staff use."

Access to Records

Families may access the following at the Grace front office:

- Staff child abuse and neglect criminal record forms on all staff
- Accreditation self-studies
- Licensing regulations manual
- Licensing compliance reports
- Student Files for your student
- Individual Class Lesson Plans (At site only)

Commitment to children with special needs

Kids Central is an inclusive program, embracing the similarities and differences in children. If your child has special needs, requires higher level care, or has known behavioral concerns, please contact our office about your child. We work cooperatively with families and school faculty and may schedule a meeting with the family, Program Director, Site Coordinator, and/or other critical stakeholders to ensure quality care of individual needs and to review potential accommodations.

Special health needs

If your child has a health need not otherwise specified, please inform the Grace/KCA office for further assistance. Specialized health care needs will be addressed on an individual basis with our District RN, based on the needs of your child. Once a health care plan is established and staff is trained to provide necessary care, a start date will be provided to the parent/guardian by the KCA Director. It is the responsibility of the parent/guardian to provide the KCA Director or designee up-to-date information regarding any changes in a child's health status. 504 - BSD Parent and Student Rights Under Section 504. The following is a description of student and parent rights granted by federal law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
2. Have the school advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to have the school make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) (PL 101-476), or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the student, disability, evaluation data, and placement options. Parents of a child with a disability have a responsibility of providing the school district with access to information regarding the child with a disability.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district.
9. Give your child an equal opportunity to participate in non-academic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading or otherwise in violation of your child's privacy rights.
12. The parent / guardian of a student with a disability or an eligible student and/or the District have the right to request an impartial due process hearing relating to decisions or actions relating to the student's identification, evaluation, program or placement and the parents or guardian have the right to be represented by counsel in such hearings. The parents or guardian or eligible student and/or the District also have the right to a review procedure involving such hearings.
13. File a local grievance with your school district if you feel your child is being discriminated against because of their disability. If not satisfied with local hearing, a Notice of Appeal may be filed in accordance with the Belton School District #124 Section 504 Grievance Procedures.
14. Contact the Office of Civil Rights or other agencies.

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that; "No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service." (20 USC Section 794). While Section 504 requires that the disability "substantially limit a major life activity" such as walking, it need not necessarily adversely affect the student's educational performance.

Many 504 referrals have included some type of medical condition such as ADHD, Bipolar, etc. it is not a requirement for the formal medical diagnosis to be present for a child to be considered for or found eligible for a 504 Accommodation Plan. However, when a student has or is reported to have a medical condition, the 504 team will request current medical information. This medical information will be fully considered but not be the sole deciding factor in eligibility determinations or plan development.

If you suspect that your child or your student needs an evaluation under Section 504 please contact your building counselor to begin the process. Each school has a Section 504 coordinator. The district coordinator is Jessica Hoots.

Kid Central 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 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. **10**

Behavior Management System

Our program maintains a high level of behavior expectations in order to ensure that every child in our program is safe and is able to participate in activities without disruption. Students and staff develop caring relationships in a school family atmosphere. Careful attention is given to each child's emotional, social, and character development; therefore, our program sets standards that encourage the development of self-control, self-respect, respect for others and their property. Our staff will assist each child in developing internal controls for appropriate behavior. We want to ensure a safe and fun environment for your child(ren). We have established rules to help us meet this goal. The rules and expectations are for the safety and well-being of all participants.

We provide a discipline process which:

- Teaches personal responsibility/accountability to create an atmosphere free from bullying and physical abuse
- Prepares children to become responsible, contributing members of society
- Respects the uniqueness of each child and school
- Fosters the development of characteristics of a successful learner
- Involves the support of home, school and community

Guidelines for discipline will be consistent with the district's discipline policies. Kids Central programs are **NOT** mandated and attendance is considered a privilege. We appreciate and require parental support when you are informed of a discipline situation.

Corporal punishment or threatening may not be used to discipline students. Food may not be withheld or portions changed as a punishment.

Additional safety measures may be taken into consideration for the safety of all children.

In the event staff cannot gain control of a child or the child is unable to be safe in the program, the Site Coordinator will notify the parent/guardian. Immediate pick up the child is required/expected. Failure to pick up in a timely manner, within 30-45 minutes, may result in dismissal from the program. At any point, extreme behavior or inability to reach a parent may be cause for contacting the police.

Repeated behavior incidents may result in suspension or dismissal from the program.

(Parents may access Board Policies on the Belton School District Website by going to bsd124.org - Board of Education - Board Policies)

Discipline Plan and Positive Supports

1. PREVENTION: Prevention is defined as creating a program environment that promotes the likelihood of appropriate behavior. This would include clear expectations and instructions on correct procedures. Examples are listed below but are not all inclusive.

A. Staff Training

B. Effective Classroom Management

1. Redirection
2. Establish, post, model, practice and reinforce expectations (rules)
3. Arrange the physical environment to promote child success
4. Organize activities, materials and supplies
5. Use non-verbal communication
6. Promote staff mobility in the room
7. Establish and use “class meeting” process

C. Positive Relationships

1. Greet individual children and families
2. Provide team-building activities
3. Promote parent communications
4. Conduct interest inventories, questionnaires/surveys
5. Involve key building faculty and administration at the school and at KCA
6. Interact with kind confrontation

D. Effective Curriculum and Activities

1. Provide choices based on individual and group needs
2. Involve children actively participating
4. Transitions that are smooth and efficient

2. INTERVENTION: Intervention is defined as a plan of action to change inappropriate behavior.

a. Early Intervention

1. In our after school programs we primarily use Conscious Discipline and BIST. For more information visit www.consciousdiscipline.com or visit www.bist.org. Conference with child
2. Provide preferential seating or line placement
3. Use proximity
4. Check-ins (triage)
5. Earn privileges
6. Provide physical exercise
7. Remove distractions
8. Safe Spot
9. Processing / Think Sheet
10. Peer Mediation
11. Parent/guardian contact
12. Documentation (communication logs, parent notes, incident reports, etc.)

3. INTERVENTION PLAN: If a student continues to behave inappropriately, an intervention plan will be developed to support the child in changing his/her behavior. This plan will be developed by the Site Coordinator and KCA Director. Consultation with the child's teacher, principal, and parents. Behavior plans are intended to mirror what may be done in the classroom to support a child's needs but are not always exactly the same due to the environment of the After School setting.

The intervention plan may include implementation of the following:

1. Student Behavior Plans to assist with success within the program.
2. Staff observation
3. Documentation
4. Check-ins (triage)
5. Safe spot plans
6. Alternative activities/schedule
7. Removal from peers
8. Positive Behavior Supports - Social Stories, Target Sheets, Visual Schedules, Reinforcements, etc.)
9. Conference with child, staff and/or parents
10. Immediate pick-up from program
11. Suspension/dismissal

SUSPENSION OR DISMISSAL

Kids Central reserves the right to suspend or dismiss a child from the program at any time. The decision to suspend or dismiss a child from the program is determined by the Director and Site Coordinator. Reimbursement for services is not guaranteed.

Behaviors or incidents that may result in suspension (1-10 days) or dismissal include but are not limited to:

1. Endangering the safety of self or others (i.e. leaving the designated approved area, throwing objects, hitting, biting, or unable to gain control of a child).
2. Verbally or physically violent with a staff member or another child.
3. Continuous use of profanity or other language that is offensive toward peers.
3. Damaging school property; theft.
4. Violation of Missouri Safe Schools Act.
5. Violation of Board of Education Policy by parent/guardian/student.
6. Repeated behavior incidents not corrected through intervention strategies.

Prior to suspension or dismissal, an investigation of the incident may be necessary. In the event a child is dismissed from the KCA Program, re-enrollment may be considered for the following school year by contacting the KCA Director at (816) 489-7300. Re-enrollment is not guaranteed.

In addition, if a child has been suspended from school during the regular school day, the child would also be suspended from KCA. If a child is suspended or dismissed directly from KCA, it generally would not carry over to the regular school day. Exceptions to this would be related to student safety. Parents are responsible for immediately picking up their child in the event of an out-of-KCA suspension or dismissal and are responsible for securing alternate child care.

Guidelines for suspension process

GUIDELINES FOR SUSPENSION

- Warning/parent pick up and conference with site director
- 1st Offense 1- 3 days communicated by Site Director at time of pick up followed by email from Program Coordinator with handbook and report
- 2nd Offense 3 - 5 days suspension/re-entry meeting with Site Director and Program Coordinator to layout supports, interventions and next steps
- 3rd Offense Student removed from the Kids Central Program.

Guidelines are subject to change depending on the severity of behaviors. If a child is expelled from the program, enrollment for the following school year will be reviewed to determine re-enrollment eligibility.

All Staff are Mandated Reporters

Our staff is required by law to report all cases of suspected child abuse to the Division of Family Services. Staff will contact the Grace Administrator immediately if there is a suspected instance of child abuse or neglect. The principal may involve the school nurse and/or SRO Officer, and if appropriate, use the “hotline.”

Staff members who engage in any conduct that intrudes on a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

See Board Policy GBH

Volunteering

Parent volunteers will be welcomed on all field trips. All volunteers will need to go through the official process to become an approved volunteer. Please access the following website to complete the needed documentation to become a volunteer. <https://bsd124.keepntrack.com/apply>