



Kid Zone

# Program Handbook

Updated June 26, 2023

## Table of Contents

Introduction.....	page 2
Our Commitment to Parents.....	page 2
Our Expectation of Parents.....	page 2
Staff Credentials.....	page 2
Locations and Hours of Operations.....	page 3
Registration, Fees, & Payment.....	page 3
Financial Assistance.....	page 5
Full Day Care.....	page 5
Arrival and Departure Procedures.....	page 6
Behavioral Expectations.....	page 7
Individual Needs.....	page 8
Medication.....	page 8
Illnesses.....	page 9
Injuries.....	page 10
Other Information.....	page 10
Contact Information.....	page 11

## **Introduction:**

Kid Zone offers before and after school care as a service to District 7 families with children in grades K-5. Little Kid Zone is offered to preschool-aged children enrolled in District 7 Preschool Academy.

Kid Zone is a multi-aged, large group, socially based program located in eight of District 7's elementary school buildings. Our goal is to provide a safe and fun program where children are free to explore their interests and develop friendships while respecting themselves and those around them. Kid Zone is a license-exempt facility operated by District 7; therefore, the facility and program is not licensed or regulated by DCFS. This parent handbook outlines what you may expect from Kid Zone and what we may expect from families. This handbook answers many of the questions you may have regarding Kid Zone. If you have further questions, please contact the Kid Zone office. Contact information can be found at the end of this handbook.

## **Our Commitment to Parents:**

Your children will be cared for in a safe and supportive environment. Kid Zone will provide a variety of social and recreational activities. If you have any concerns related to your child or the program, you are welcome to speak with the Kid Zone administrative team.

## **Our Expectations of Parents:**

All account and enrollment information, including service level changes, afternoon transportation changes, and authorized pickups, must be kept current and communicated to the Kid Zone office. All financial charges accrued through the use of Kid Zone are to be paid on time. Lack of payment will result in services being suspended. Parents are asked to conduct themselves in a respectful and supportive manner.

## **Staff Credentials:**

All Kid Zone staff members have state and federal background clearance, are CPR/First Aid certified, and have completed Illinois Department of Human Services required training, which includes: child development, behavior, health & safety training, and child abuse and neglect/Mandated Reporter training.

## Locations and Hours of Operation:

Primary (Grades K–2 and Preschool Academy) Kid Zone sites operate from 6:30-8:55 a.m. and 3:35-6:00 p.m. (Wednesday afternoon care will operate from 2:50-6:00 p.m.).

Intermediate (Grades 3-5) Kid Zone sites operate from 6:30-8:45 a.m. and 3:25-6:00 p.m. (Wednesday afternoon care will operate from 2:40-6:00 p.m.).

- Albert Cassens Elementary (618) 655-6151
- Columbus Elementary (618) 692-1227
- Glen Carbon Elementary (618) 692-7462
- Goshen Elementary (618) 655-6251
- Leclaire Elementary (618) 692-7433
- Nelson Elementary (618) 655-6424
- Woodland Elementary (618) 655-6969
- Worden Elementary (618) 655-7123 \*

\*Children attending Hamel or Midway Elementary are able to attend Kid Zone at Worden Elementary. Children will be bused to Hamel/Midway at end of AM session. Children will be bused to Worden from Hamel/Midway at school dismissal.

Site phones are only operational during Kid Zone hours.

## Registration, Fees, & Payment:

<b>Kid Zone Fees</b>			
<b>AM ONLY SERVICE</b>	<b>PM ONLY SERVICE</b>	<b>BOTH AM &amp; PM SERVICE</b>	<b>FULL DAY SESSIONS</b>
\$80/week	\$80/week	\$105/week	\$60 per day
<b>Multiple Child Discount Rates</b>			
2 <sup>nd</sup> child: 10% off base fee			
3 <sup>rd</sup> child: 15% off base fee			

\*Kid Zone fees are per week; daily rates are not available.

Kid Zone utilizes EZChildTrack online system for online registration and billing. All users, current or new to the program, will need to complete online registration every year.

Please visit the EZChildTrack Parent Portal at [www.ezchildtrack.com/ecusd7/parent](http://www.ezchildtrack.com/ecusd7/parent) to log in or create an account. Once completed, you can register for Kid Zone.

To register for Kid Zone:

- Click register under Kid Zone on the EZChildTrack Parent Portal.
- Your Kid Zone account must have a zero balance to enroll.
- It will walk you through the process step by step.

Online registration must be submitted by 3:00 p.m. on the Thursday prior to the week of the requested service start date. Please note: Registrations are considered pending and will be assigned a start date based upon availability or other factors determined by the Kid Zone administrative team. Parents will receive a confirmation email once their online registration has been approved.

Login to your EZChildTrack account to submit enrollment changes after initial online registration. Enrollment changes must be submitted by 3:00 p.m. on the Thursday prior to the week of the requested change. Enrollment changes may not be approved based on availability at time of request.

Payments are not accepted at individual Kid Zone sites or school offices.

EZChildTrack accounts are charged on Fridays at 12:00 a.m. prior to the week of service. Account statements are generated for the week on Fridays prior to the week of service and will be sent to the email on file. Payments are due on Monday the week of service. Payments of weekly fees are made via your EZChildTrack Parent Portal. Weekly fees are prorated during the weeks when Full Day sessions occur, days that Kid Zone is cancelled due to inclement weather/emergency use days, and days Kid Zone is closed. Kid Zone is unable to prorate or credit accounts for days that child(ren) is absent due to illness, behavior, travel, and/or other reasons.

If notification is not received regarding a change in service level, suspension, or withdrawal from the program, parents are responsible for payments until notification is received.

All financial charges accrued through the use of Kid Zone are to be paid on time. Lack of payment will result in services being suspended.

Kid Zone tax statements can be accessed and printed from your EZChildTrack Parent Portal.

For your convenience, download the EZChildTrack Parent Portal app on your Apple or Android device. The app includes all of the features of the Parent Portal website. The app is available for free on the App Store and the Google Play Store.

To install the app on a mobile device, complete the following steps:

1. Go to the EZChildTrack Parent Portal login page and scroll down.
2. At the bottom of the Parent Portal, press Google Play or App Store to download the app.
3. There is a QR Code on the Parent Portal screen to scan (after opening the EZChildTrack app) with the "SCAN QR CODE" button.
4. Sign in to the app.

### **Financial Assistance:**

Some families may qualify for childcare payment assistance provided by the Illinois Department of Human Services (IDHS). Please contact Brightpoint (formerly known as CHASI) Childcare Resource and Referral Assistance Program at 800-847-6770 for more information.

It is the responsibility of families to obtain and submit Brightpoint paperwork to IDHS. Parents should bring the Brightpoint application to the Kid Zone office for completion of the provider section prior to submission to IDHS. Parents are responsible for all Kid Zone fees until Brightpoint verification is received.

Families are responsible for all copayments and additional Kid Zone fees (including late pickup charges) outside of approved Brightpoint days. Copayments and approved days are determined by Brightpoint, not Kid Zone.

### **Full Day Care:**

Full Day childcare services are available on select school holidays and teacher institute days to District 7 families with children in grades K-5 and those enrolled in Preschool Academy. A current Full Day calendar is available on the Kid Zone website. Full Days are held at Goshen Elementary only from 6:30 a.m. to 6:00 p.m.

Goshen Elementary School  
101 District Drive

Edwardsville, IL  
(618) 655-6251

Registration for Full Day sessions is separate and available on your EZChildTrack Parent Portal by the deadline specified for each session. In addition, a cancellation deadline will also be specified; fees are non-refundable after the cancellation deadline. Each session is \$60 per day (multiple child discounts will be available). Accounts must be at a zero balance to register for a Full Day session.

Breakfast and lunch are available for purchase and will be billed directly to your EZChildTrack account (not school lunch account). Free and/or reduced meal pricing cannot be applied.

### **Arrival/Departure Procedures:**

Attendance during the school day is necessary to utilize the Kid Zone program.

**PIN Attendance System:** Kid Zone utilizes a PIN system for attendance tracking. Each parent and authorized designee is required to give their unique PIN number to securely drop off and pick up their child(ren). Please follow these steps below to access PINs for all parents/authorized designees.

- Log-in to your Parent Portal at [www.ezchildtrack.com/ecusd7/parent](http://www.ezchildtrack.com/ecusd7/parent)
- Select "Generate PIN" in the drop-down menu bar
- This will show you a list of all the authorized pick up designees for your child(ren) and their PIN

**AM Session Arrivals:** Parents/Authorized designees are required to escort children into the Kid Zone site by utilizing the main entrance. Parents/Authorized designees will then enter their Kid Zone PIN on the number pad located at the School Safety Officer's desk.

**PM Session Departures:** Parents/Authorized designees are required to enter the Kid Zone site by utilizing the main entrance to pick up their child(ren). Parents/Authorized designees will enter their Kid Zone PIN on the number pad located at the School Safety Officer's desk. A State issued photo identification may still be required when picking up a child from Kid Zone.

All authorized designees must be named in the "Contacts" section of the EZChildTrack account. Persons not listed will not be allowed to pick up a child.

Site staff cannot make any changes to authorized designees. If the registering parent indicates that the other parent is not authorized to pick up, legal documentation must be on file with the Kid Zone office. Kid Zone cannot keep a parent from picking up their child without a copy of legal documentation (custody papers, orders of protection, etc.) on file with the Kid Zone office.

Any changes to afternoon dismissal that alters your child's Kid Zone afternoon attendance must be communicated to the Kid Zone office so that the child is directed to the correct location for dismissal. This communication must be done through your EZChildTrack account by selecting the "Need Help Contact Us" button at the bottom of your home screen and sending an email. This process ensures that only those authorized to alter afternoon attendance (i.e. account holders) do so. If your child's afternoon transportation arrangements are unclear and they are enrolled in Kid Zone for the session, they will be signed in to Kid Zone for their safety. School offices/Teachers do not communicate afternoon transportation arrangements to Kid Zone.

Kid Zone sites close promptly at 6:00 p.m. A late pick-up fee of \$1.00 per minute will be charged per child from 6:00-6:14 p.m. A fee of \$5.00 per minute per child will be charged after 6:15 p.m. This fee will be applied directly to your EZChildTrack account. The Kid Zone administrative team will review repeated late pick-ups. Repeated late pick-ups may result in services being suspended or revoked.

### **Behavioral Expectations:**

Children are entitled to a safe and positive environment. All children are expected to behave in accordance with the Edwardsville CUSD7 Handbook. Kid Zone cannot provide services to children who display chronic, disruptive behavior. This is defined as verbal or physical activity, which may include but is not limited to: (1) Behavior that requires constant attention from Kid Zone staff (2) Violence and/or aggressiveness that afflicts physical or emotional harm on others (3) Running away from Kid Zone staff or leaving activity areas without permission (4) Disrespectful behavior toward others (5) Destruction of property or vandalism.

Kid Zone staff will work with the child and family to resolve inappropriate behaviors. Strategies include verbal reminders, one-on-one conference with the child, and if necessary, a regroup time where the child will be asked to sit out of the activity. All efforts will be made to give the child the opportunity to rejoin the



activity. Kid Zone staff will communicate with parents verbally and with a written Behavior Note when issues arise during the Kid Zone session. Parents may be requested to pick up a child who is disruptive to the flow of the program or if the behavior results in an unsafe environment. When a child's actions go beyond the training and skill-level of Kid Zone staff, or if the child poses a direct threat or substantial risk of serious harm to the health or safety of others, and reasonable efforts have been made to assist the child without fundamentally altering or causing an undue burden to the program, Kid Zone services will be revoked or suspended based on the Kid Zone Director's recommendation to the Superintendent. No credits will be issued for absences due to behavior.

### **Individual Needs:**

Kid Zone is a large group, social childcare setting where individual assessments and reasonable steps will be made for children to be integrated successfully into the program without fundamentally altering or causing an undue burden to the program. If your child has individual needs, requires a higher level of care, or has behavior concerns, please contact the Kid Zone office. At times, it may be necessary for a family and the Kid Zone administrative team to meet prior to the child's first day of attendance to ensure that the child will be successful at Kid Zone.

In accordance with the Illinois Department of Children and Family Services Title 89 Childcare Standards and Americans with Disabilities Act, Kid Zone is not part of a child's Individual Education Plan (IEP), 504 Plan, Behavior Intervention Plan, or an extension of the academic day. The same support available to a child during the academic day are not available during Kid Zone. Kid Zone is not required to hire additional staff or provide one-to-one supervision for an individual child.

### **Medication:**

Kid Zone cannot administer any medication other than life-saving medication. Critical care items, such as Epi-pens or inhalers, should be provided by parents to the Kid Zone site in the original container labeled with the child's name and must include the doctor's orders/instructions. Children are not permitted to self-carry critical care items while at Kid Zone.

## Illnesses:

In an effort to maintain a healthy environment for all children in Kid Zone, please follow the guidelines below regarding illnesses with your child. Your family's privacy is of the utmost importance; all health concerns and information will be handled with complete discretion and confidentiality. A parent will be notified if a child displays any of the symptoms below. The child must be picked up within 30 minutes of notification. If the parent is unable to be reached, a listed Authorized Designee will be contacted. Account credits are not given for absences due to illness.

- Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690) may exclude a child from care. Your child must be released by a medical professional via written documentation and be cleared by the school nurse before he/she is able to return.
- Fever: a fever is an indication that the body is actively resisting or fighting an infection. If your child has a temperature of 100° or above, he/she may not attend Kid Zone. Your child must be fever free for 24 hours without the assistance of medication to return. Written documentation from a medical professional may be requested for your child's return.
- Vomiting/Diarrhea: Your child must be symptom free for 24 hours without the assistance of medication to return, unless your child has a known condition that causes such symptoms and is not communicable. Doctor's note may be required to return.
- Influenza: Normally presents with a hacking cough, congestion, chills, fever, and muscle aches. Your child must be symptom free for 24 hours without the assistance of medication to return. Doctor's note may be required to return.
- Sore Throat/Strep: When a sore throat accompanied with a fever (100° or above) is present. Your child must be fever free for 24 hours without the assistance of medication to return. Doctor's note may be required to return.
- Viral conjunctivitis (pink eye): cannot return until 24 hours after treatment has been initiated.
- Head Lice: When head lice are indicated on your child, you will be contacted for pick up. Your child may return the morning after the first

treatment when no live lice are indicated upon a head check from authorized personnel.

- Kid Zone will follow all District 7 health and safety procedures for attendance.
- Any symptoms, signs, or behaviors from your child that are concerning to the Kid Zone Administrative team will be individually addressed with you and regulations for returning will be discussed.

### **Injuries:**

If a child is injured during Kid Zone, a First Aid Note will be completed by Kid Zone staff at time of injury with a copy given to parent/authorized designee at pick up. Care will be given for minor injuries in accordance with First Aid Training. If a major injury occurs, care will be given in accordance with First Aid Training, and parents will be contacted. If immediate medical attention is deemed necessary, appropriate steps will be taken.

If your child will be attending Kid Zone with doctor ordered restrictions due to injury, please email or fax the doctor's note to the Kid Zone office so proper arrangements can be made for your child's care.

### **Other Info:**

Kid Zone holds all information confidential and in accordance with Edwardsville School District Board Policies, HIPPA, and FERPA.

Breakfast will be served through District 7 Food Service after Kid Zone AM session dismissal. All children eating breakfast will be dismissed to the cafeteria at their school's breakfast start time. All other Kid Zone children will be dismissed to designated school personnel after AM Kid Zone session.

Kid Zone, utilizing District 7 Food Service, will provide a snack and a drink during the PM session. Children are allowed to bring their own snack and drink to eat during designated snack time.

Children are encouraged to leave personal items (toys, money, games, etc.) at home. No electronic devices (phones, tablets, smartwatches, etc.) are allowed to be out at Kid Zone at any time. If these items are brought, they must be powered off and left in a book bag in accordance with District 7 policy.

Children are allowed to use their District-issued device to complete homework.  
Kid Zone staff is not responsible for lost, stolen, or broken items.

**Contact Information:**

**District 7 Kid Zone**

101 District Drive  
Edwardsville, IL 62025  
Phone: (618) 655-6011  
Fax: (618) 659-9960  
Website: [www.ecusd7.org/kid-zone](http://www.ecusd7.org/kid-zone)  
Email: [kidzone@ecusd7.org](mailto:kidzone@ecusd7.org)

**Director: MaryBeth Brown**

(618) 655-6919  
[mbrown@ecusd7.org](mailto:mbrown@ecusd7.org)

**Assistant Director: Emily Moore**

(618) 655-6011  
[emoore@ecusd7.org](mailto:emoore@ecusd7.org)

**Program Coordinator: Wes Anderson**

[wanderson@ecusd7.org](mailto:wanderson@ecusd7.org)

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