



# Kid's Zone Program Handbook 2024-2025

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Dear Kid's Zone Family,

Whether you are returning for another year or are here for the first time, you and your child will find fun and exciting opportunities offered in this year's before and after school program.

Kid's Zone has offered before and after school for over 25 yers within the Liberty Public Schools District. We are confident that both you and your child(ren) will be delighted with the KZ experience.

Here in Kid's Zone, we believe:

- Every child deserves to feel they belong.
- Every child deserves to feel safe, respected and loved.
- Every child is capable of developing new skills and growing with support.
- Every child is offered engaging activities that are fun and enriching.
- Every member of the School-Age Care Team is committed to working together to create a welcoming, caring, and supportive environment for all children in each program.

We recognize that you expect a quality program for your child while you cannot be with them. Our staff members and I value the expectations and pledge to offer your family a program that offers a blend of educational and recreational activities and other choices during their time with us.

Thank you for choosing us to care for your child on behalf of Liberty Public Schools and the Kid's Zone team. We look forward to a great year together.

Sincerely,



Director of School-Age Care

# I. PROGRAM OVERVIEW

## I. PROGRAM OVERVIEW

Kid's Zone is a fee-based program that provides a before-and-after school care program for the Liberty Public Schools District at all 11 elementary schools. In addition to offering before and after school care, we also provide special care programs throughout the year, such as Non-School days, Inclement Weather Days, and Summer Camp.

Every site is staffed with a Site Manager trained and certified in CPR and First Aid and many Kid's Zone Associates to care for the students within our program's ratio.

Kid's Zone is an environment that contributes to every child's cognitive, social, emotional, and physical development through various activities and experiences.

### MISSION

To provide a safe, loving and relaxed environment where children's physical, social, emotional, and educational needs are met.

### VISION

The creation of future leaders by maintaining excellence and high standards for the education, development, and protection of children.

### PROGRAM RATIO

Care of all children must allow Kid's Zone to operate within our program guidelines and meet the 1:16 ratio (one staff member to sixteen children). ***Kid's Zone cannot provide one-on-one supervision during operating hours.***

### WEBSITE



<https://kidszone.lps53.org/>

## CONTACTS

Kid's Zone Administrative Office

Phone: (816) 736-5378

Fax: 736-5427

Email: kzoffice@lps53.org

### KID'S ZONE OFFICE

#### **Megan Lushin, Director of School-Age Care**

- Email: megan.lushin@lps53.org
- Phone: (816) 736-5379

#### **Pam Venier, School Age Care Coordinator**

- Email: pam.venier@lps53.org
- Phone: (816) 736-6789

#### **Lindsey McArthur, Department Resource Manager**

- Email: lindsey.mcarthur@lps53.org
- Phone: (816) 736-6798

#### **Alli Majors, Administrative Assistant**

- Email: alli.majors@lps53.org
- Phone: (816) 736-6785

### SITE MANAGERS

- Shellie Wilson, Alexander Doniphan
  - Email: shellie.wilson@lps53.org, Phone: (816) 736-5402
- Taylor Barton, EPiC
  - Email: taylor.barton@lps53.org, Phone: (816) 736-5745
- Katie Cunningham, Franklin
  - Email: katie.cunningham@lps53.org, Phone: (816) 736-5449
- Analisa Peterson, Kellybrook
  - Email: analisa.peterson@lps53.org, Phone: (816) 736-5715
- Alyssa Hoffmann, Lewis and Clark
  - Email: alyssa.hoffmann@lps53.org, Phone: (816) 736-5439
- Grace McIntosh, Liberty Oaks
  - Email: grace.mcintosh@lps53.org, Phone: (816) 736-5615
- Teresa Kievlan, Lillian Schumacher
  - Email: teresa.kievlan@lps53.org, Phone: (816) 736-7124
- Katlyn Lilly, Manor Hill
  - Email: katlyn.lilly@lps53.org, Phone: (816) 736-6772
- Alyssa Green, Shoal Creek
  - Email: alyssa.green@lps53.org, Phone: (816) 736-7172
- Eric Crabtree, Warren Hills
  - Email: eric.crabtree@lps53.org, Phone: (816) 736-5645

### FLOAT MANAGERS

- Stacie Courtney, Float Manager

## HOURS OF OPERATION

Before School- 6:30 a.m., until school starts

After School- Dismissal Bell to 6:00 p.m.

Non-School Day Hours (Inclement Weather, Full Days, Camp Days)

7:00 a.m. until 5:30 p.m.

## LOCATIONS

<b>Alexander Doniphan</b> 1900 Clay Drive Liberty, MO 64068	<b>EPiC</b> 650 Conister St. Liberty, MO 64068	<b>Franklin</b> 201 W. Mill St. Liberty, MO 64068
<b>Kellybrook</b> 10701 N Eastern Ave. Kansas City, MO 64157	<b>Lewis and Clark</b> 1407 Nashua Road Liberty, MO 64068	<b>Liberty Oaks</b> 8150 N Farley Kansas City, MO 64158
<b>Lillian Schumacher</b> 425 Claywoods Parkway Liberty, MO 64068	<b>Manor Hill</b> 1400 Skyline Drive Liberty, MO 64068	<b>Ridgeview</b> 701 Thornton Liberty, MO 64068
<b>Shoal Creek</b> 9000 NE Flintlock Road Kansas City, MO 64157	<b>Warren Hills</b> 1251 Camille St. Liberty, MO 64068	

## NON-SCHOOL DAY LOCATION

All non-school days, inclement weather days, and spring break camp will be at this location:

Liberty Oaks Elementary  
8150 N Farley  
Kansas City, MO 64158

## SCHOOL YEAR PROGRAM OVERVIEW

The program is open Monday through Friday from 6:30 a.m. until school starts and from dismissal until 6 p.m. Kid's Zone is open at all elementary sites following the school calendar. Kid's Zone provides a safe, caring, and semi-structured environment where students have the opportunity to learn and develop lifelong skills.

Students learn through a wide variety of activities such as art, science, reading, games, social skills, gym time, outdoor play, and unstructured playtime. We encourage students in our program to explore their interests, develop friendships, and grow confidence, independence, and respect for themselves and others. Safety, connection, and relationship building are the core of our work.

Kid's Zone is closed on holidays observed by the Liberty Public Schools District. There are special days throughout the year that Kid's Zone will also close for planning, staff training, and professional development.

Every Kid's Zone location offers a site-based curriculum that encourages creativity, promotes a sense of belonging, and explores student interests.

Here are some examples of activities and experiences that your child might participate in while in our care:

- **RECREATION:** is designed to focus on gross-motor skills development, sportsmanship, and social development with peers individually and in groups.
- **IMAGINATION:** is designed to create world of their imagination. The child who loves to role play, dress-up, write scripts, maneuver puppets and practice future careers will experience an adventure of their own.
- **CONSTRUCTION:** is designed for opportunities to develop fine motor skills with a variety of building materials from blocks to recyclables. Children who love to work with their hands can construct entire cities, build their own zoo or engineer the eighth wonder of the world!
- **CREATION:** is designed for children to have an opportunity to explore, examine and create art. Children are encouraged to express their creativity using the various arts and craft materials readily accessible.
- **ACADEMIC ENRICHMENT:** The activities of this area include experience with individual study, such as spelling and classroom teacher given the homework.

## EARLY RELEASE

A scheduled Early Release occurs when school is dismissed early for teacher work days, staff development, or parent conferences, and Kid's Zone remains open for care at each individual site. All children enrolled in the Kid's Zone Program may attend Scheduled Early Release at no additional cost. This extends to our kids who are enrolled for morning care only. Early release sign-ups occur at the Kid's Zone Site the week before the scheduled early release.



## **NON-SCHOOL DAY (FULL DAYS)/SPRING BREAK CAMP**

A Non-School Day occurs when school is closed but Kid's Zone is open. Kid's Zone will operate a designated site on special days when school is not in session. Non-school days are billed separately at \$35 per day. Pre-registration is required for all non-school days (except for inclement weather days) to ensure proper staffing. Breakfast, lunch, and Snack will be provided.

2024-2025 Non-School Day Location: Liberty Oaks Elementary

## **INCLEMENT WEATHER/VIRTUAL LEARNING**

If school is canceled due to inclement weather conditions, Kid's Zone will be open for our currently enrolled families needing care at the Non-School Day building location. Determination on whether Kid's Zone will remain open will be based upon a set of weather safety parameters. If Kid's Zone is closed, parents will be notified by email and social media as early as possible.

Meals are provided for students attending care on inclement weather days. Families will be billed at a non-school day rate. No pre-registration is necessary. There will be a \$35 fee per child, per day for inclement weather days.

*\*Kid's Zone cannot guarantee completion of all assignments and homework assigned to students on inclement weather days identified as virtual learning days. However, we make every effort to support your child's learning on these days.*

## **EMERGENCY CLOSINGS**

In the case of evacuation of the school:

- Children will be transported to a school near their own by a licensed carrier.
- Every attempt will be made to notify the parents by phone and/or email.
- Signs will be put on the doors of the school with the name of the school and directions to where your child has been transported.

If school is canceled due to unforeseen circumstances, i.e., flood, tornado, fire; parents may call the Kid's Zone office for information on care and site openings.

In case of a natural disaster, staff will accompany children to a designated area of the school.

- Weather will be monitored by district administration and the proper precautions will be taken for the safety of your child.
- Parents will be notified if the need arises for children to be picked up before the normal closing time. In case of a State of Emergency- parents will be notified via Quick News and local TV stations if the Kid's Zone Program will be closed.

## **SUMMER SCHOOL CARE**

Kid's Zone Summer School Care is open to any student enrolled in the LPS Summer School Program, including preschoolers (incoming kindergartners). Kid's Zone will be offered at any elementary school location offering summer school before and after school, similar to the school year at the school-year tuition rate.

## **SUMMER CAMP**

Kid's Zone Summer Camp is where LPS students come in the summer time to grow, develop new skills, make lifelong friends, and simply be a kid and have fun.

Planning and preparation for camp are developed on an annual basis and subject to change from year to year. Our camp is designed for a 1 to 16 staff-to-camper ratio during scheduled activities. Activities during summer camp can consist of small group and large group activities, STEM activities, games, recreational activities, arts and crafts, talent shows, field trips, and a wide range of age-appropriate activities where children can explore their interests.

Summer Camp Hours: 7:00 A.M. - 5:30 P.M.

Summer Camp location varies each year based on building availability. The location for the camp will be determined and published on the Kid's Zone website in the Spring.

## II. ENROLLMENT FEES

## **II. ENROLLMENT FEES**

### **ENROLLMENT INFORMATION**

Kid's zone is a fee-based program providing care for Liberty Public School District students in kindergarten through fifth grades through the school year. Service is provided to students in the month of June during summer school, limited to students entering the kindergarten level through students completing fourth grade. Special requests for Kid's Zone services in June may be considered for students completing fifth grade where summer school is attended at an elementary level; decisions shall be based on the student's educational needs. For students who qualify under the Individuals with Disabilities Education Act (IDEA) or Section 504, such determination will be made by the student's multi-disciplinary team. Kid's Zone service is also available during summer camp (full-day camps) for students entering kindergarten through sixth grade on a space-available basis during the month of July. Enrollment for summer is held February through April and re-enrollment for current Kid's Zone families is held in the spring. Open enrollment for the school year is held in June.

A non-refundable, non-transferable enrollment fee of \$50.00 per child will be due upon the submission of an enrollment form. You will be redirected to make your payment once you complete an enrollment form. Payment is now part of the enrollment process. Enrollment will be taken on a first-come-first-serve basis and is required each school year and summer. Enrollments are time-stamped based on completing the enrollment form and successfully paying the enrollment fee, and they will be processed accordingly. In order to serve our students effectively, there is a maximum enrollment number for each school attendance area to provide quality service.

### **WAITLIST**

If enrollment reaches capacity, your child will be placed on our waiting list. The Kid's Zone Administrative Office will contact you when an opening becomes available. If an enrollment opportunity is offered but declined, the enrollment fee would be non-refundable.

### **ENROLLMENT STATUS**

If you need to change your student's enrollment status, please contact the Kid's Zone Administrative Office. Please be advised at peak times throughout the school year, changes to enrollment status may not be processed immediately. It is best practice to give at least a two weeks' notice.

### **DROP FROM PROGRAM**

If you no longer need Kids' Zone, please contact the Kid's Zone Office. Dropping from the program must be done ten (10) Kid's Zone operational days in advance.

## FEE DETAILS

### 2024-2025 Tuition Fees

Session	Cost
Before OR After School Only	\$260 monthly
Before AND After School	\$320 monthly

*\*August, December, March, and June are charged at a reduced rate.*

### Incidental Fees

In addition to the regular monthly fee, the following incidental fees may apply when appropriate:

Day/Fee Type	Cost
Enrollment Fee	\$50
Non-School Days (Full Day)	\$35 per day
Inclement Weather Days	\$35 per day
Spring Break Camp	\$35 per day
Late Payment Fee	\$40 (if tuition is paid after the 5 <sup>th</sup> of each month)

*\*Please be advised there will be a credit card processing fee for all credit card payments.*

### Summer Fees

Our Summer programs (summer school care and summer camp) fees are separate/different from our regular school year programs. Summer Tuition information will be shared with enrollment information via email for those programs. Summer information will also be posted on the website.

***For a full tuition schedule and cost breakdown, please visit our website at [www.lps53.org/kz](http://www.lps53.org/kz)***

### Additional Fee Information

- Fees are charged on a monthly basis, with no part-time rates available.
- The Liberty Kid's Zone program does not accept state assistance for childcare.
- Tuition is due on the first day of each month, except for August tuition which will be due in July.
- If payment is not received in the Kid's Zone office by 4 pm on the 5<sup>th</sup> (or the last day if the 5<sup>th</sup> is on a weekend or holiday), your account will be assessed a late fee of \$40.00 for any balance of \$20.00 or more.
- Payments are not accepted at the Kid's Zone Sites (Schools), but should be made through the parent portal.
- Insufficient checks must be rectified immediately. The LPS business office may make multiple attempts to collect on the insufficient check.

## **PAYMENTS**

All payments should be made online through the parent portal. You may use Visa, MasterCard, Discover, or a checking account through this portal. Parents may also enroll in auto payments. If you enroll in auto payments, the fee will be charged on first of each month.

We do not accept cash.

We accept money orders, cashier's checks, and checks at the Kid's Zone Administration Office. Please allow 5-7 days for your payment to reach the office if mailing.

## **YEARLY TAX INFORMATION**

Kid's Zone Federal Tax ID number is 44-6003222. Tax Statements can be accessed through the online parent portal.

## **LATE PICK UP POLICY**

Kid's Zone closes promptly throughout the year at 6.00 p.m. Parents who are late picking up a child will be charged \$1.00 per minute per child after 6:03 p.m. Time is according to the computer Time Clock. Late fees will be posted to your account and must be paid within the next month's tuition.

The process and fee for repeated late pick-ups is outlined below:

- 1st late pickup: Procedure reminder email and fees assessed.
- 2nd late pickup: Warning letter and fees assessed.
- 3rd late pickup: Child Care Services Suspended for 2 days and fees assessed.
- 4th late pickup: Child Care Services Suspended for 2 weeks and fees assessed.
- 5th late pickup: Child Care Services Suspended for the remainder of the current semester or to be determined by the Program Director.

# III. PROGRAM DETAILS

### **III. PROGRAM DETAILS**

#### **SAFETY**

The utmost priority of Kid's Zone is to provide a safe environment for your child. Checking ID's, using safety cards on-site, practicing monthly tornado, fire and shelter in place drills, are safety practices in use by our program. All staff have a criminal background check before employment and are required to complete professional development training each year.

#### **PARENT PORTAL/APP INSTALLATION**

The parent portal is a web-based hub where families can see information about a site's program. Parent portal login information will be setup at the time of registration. Parents/Guardians will create a username and password. Once your registration has been approved, you will gain access to our parent portal. From the portal, you will be able to make onetime payments, setup autopayments, pull statements, update your child's details on file, signup for new programming and view your child's attendance.

To login to the parent portal, visit: <https://family.daycareworks.com>

To download the InSite Parent Application, navigate to the App Store or Google Play store on your mobile device. Search and download the InSite Parent application. Full instructions to the InSite Parent App are available on the Kid's Zone Website.

#### **DROP-OFF/PICK-UP**

It is a requirement of the program that all children are signed in and out every day by an adult over 18. Each parent will be issued a unique PIN to sign in/out electronically to use daily. We also have a QR code that you can use to sign students in/out daily from the parent portal. We do not allow students to sign themselves in or out. All students should be accompanied by a parent/guardian to sign in for the day.

All parents/guardians and authorized pick-up persons should be prepared to show their ID during pick-up time. Kid's Zone will not release students to anyone unless we can verify their identity.

***For any pick-up/drop off changes, please contact the Kid's Zone Administration Office.***



## **PARENT PIN**

Parents/guardians will be assigned a unique PIN for their child in the program. You will use the PIN daily to sign your student in and out of the program for attendance purposes. The PIN will be provided to you at the time of registration and included in your "Registration Approved" email notification once your enrollment has been processed and approved.

## **PARENT COMMUNICATION**

Kid's Zone has an open-door policy for parents to share special skills, experiences and talents. If you are interested in sharing with your child's site, please talk to the Kid's Zone Site Manager to make arrangements.

The cooperation and support from all parents is essential. Staff and parents are expected to demonstrate mutual respect. Parents who are uncooperative and disrespectful to the staff will be asked to make other child care arrangements, and their child will not be allowed to return to the program.

Parents are always encouraged to voice concerns. Concerns should be directed to the Site Manager. If no resolution is found, parents may contact the Director of School-Age Care.

## **VOLUNTEERS**

Kid's Zone partners with Liberty Public Schools high school A+ and EIP programs to place student volunteers throughout the school year. All volunteers attend a required Kid's Zone training/orientation and receive site-based training from Site Managers.

## **MEALS AND SNACKS**

Students will be provided a snack every day during after-school care. On Non-School days/Full Days, students will be served breakfast, lunch and an afternoon snack that is included in the tuition cost. Families are more than welcome to pack meals/snacks and send with your child. All meals and snacks are provided by our Nutrition Services Department and are in accordance with the Healthy Hunger-Free Kids Act, the USDA, and our district's Wellness Policy. For more information about the snacks and full menus, please visit: <https://www.schoolcafe.com/libertyps>

## **PERSONAL ITEMS**

Children are discouraged from bringing personal toys and items from home. Many Site Managers will allow items from home on special days. Kid's Zone will not be responsible for lost or damaged items from home on special days. ***Kid's Zone will not be responsible for lost or damaged items, including electronic devices.***

## **CELLPHONES/APPLE WATCHES/ELECTRONICS**

We discourage students from bringing cellphones/apple watches 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 Kid's Zone personnel. Items confiscated by Kid's Zone personnel may be kept until a parent/guardian can retrieve the personal property from the Kid's Zone Program. The program is not responsible for any loss or damage to cell phones.

Beginning the 2024-2025 school year, Kid's Zone will no longer use iPads during our operating hours. Students must keep their iPads in their backpacks. Parents can communicate with KZ Staff if their student(s) have homework to complete.

## **BEHAVIOR EXPECTATIONS**

We desire to serve all children who need the program's services; however, certain situations may require a child to be removed from the program on a temporary or permanent basis.

Children are entitled to a pleasant and safe environment in the program. The Before and After School program cannot serve children who display chronically disruptive and/or unsafe behavior.

Chronically disruptive behavior is defined as verbal or physical activity that may include but is not limited to, behavior that:

- Inflicts physical or emotional harm on self, other children, or staff.
- Damages property
- Threatens the safety of others
- Ignores or repeatedly disobeys the rules with guild behavior during the school day and program time, thereby endangering self and others

If a problem persists, the Site Manager will discuss the behavior with the parents. If the behavior includes verbal or physical acts of violence to self or others (hitting, biting, throwing objects, crude language, harassment, etc.) it may require a Behavior/Disciplinary Notice form. Parents may also request a conference with the Site Manager and/or Program Director. If the behavior continues, resulting in harm to self or others, parents will be asked to make other arrangements for care.

Children may be suspended without notice for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal and/or physical acts of violence
- The use of crude or profane language or gestures

## **ABSENCES**

If your child will not be attending Kid's Zone for any reason, please notify Kid's Zone in advance. Parents are responsible for notifying both the school and Kid's Zone separately.

## **FIELD TRIPS**

Kid's Zone has a program in each elementary school, so students in the same location all day, and transportation is not required. During Summer Camp and some Non-School Days, there could be field trips scheduled, and the LPS Transportation Department will provide transportation.

## **ACCOMMODATIONS**

Kid's Zone is designed to be a group child care program within a 1:16 ratio (one staff member to sixteen children). Kid's Zone cannot provide paraprofessional support or one-on-one supervision during operating hours. All children enrolled in Kid's Zone must meet each of the following criteria:

- Must be currently enrolled in Liberty Public Schools.
- Must be "school-age" enrolled in grades Kindergarten-Fifth.
- Must be able to move to and from the toilet in the restroom without assistance.
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face).
- Must have age-appropriate abilities to participate in indoor and outdoor play.
- Must be able to adhere to the discipline policy and indoors and outdoor rules.

Kid's Zone is responsive to individual differences among children. Attempts are made to meet the individual needs of each child by working closely with families, teachers and specialists. Students with disabilities will be considered on a case-by-case basis.

Should your child have any special needs, an informational in-take phone conversation will be conducted with the parent and Kid's Zone Program Director to determine the level of support your child may need to have a safe and fun-filled experience. While Kid's Zone makes every effort to accommodate students, if we cannot safely accommodate a student's individual needs, we reserve the right to restrict admission or continued enrollment if it is determined that the accommodation fundamentally alters the program.

## HEALTH/MEDICAL

- Kid's Zone requires a completed medical authorization form on file before medication can be administered. Parents should provide necessary to the Kid's Zone Program. Kid's Zone personnel may not access medications stored in the school's nurses' office.
- Staff may not perform medical procedures such as injections, feeding tubes, catheterization, calculating insulin dosage or other procedures that are normally administered by a registered nurse.
- Select staff are trained in the use of EpiPens in emergencies.
- All Site Managers and a designee are CPR/First Aid Certified
- Parents will be asked to clearly state any behavior, health concerns, allergies, and/or medications on the child's enrollment form. Staff will give medical care according to the instructions given by the parent or physician within district guidelines.
- If your child is ill, please do not bring him/her to Kid's Zone. Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.
- Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.
- In the case of an accident or injury, parents will be notified immediately. If they cannot be reached to make necessary arrangements, or in a crucial emergency requiring immediate medical care, Kid's Zone staff will call an ambulance service to transport the child. **Parents are responsible for all ambulance service costs and any medical care and/or treatment provided to their child.**
- Kid's Zone employees are not equipped to handle incontinence of either urine or stool. If your child has an "accident" and soils themselves with urine or stool, the parent/guardian will be contacted to take care of their child's toileting needs.

## ALLERGIES

It is imperative that parents/guardians furnish a complete list of any confirmed food allergies a child may have. Kid's Zone Staff strives to minimize exposure to foods to which a child has an allergy. Please inform staff if your child needs to eat at a peanut-free table. Allergies to other food items will be managed in the same way as peanut allergies.

## PROGRAM CHANGES

The Liberty School District reserves the right to cancel, combine, change dates, times, fees, change staff, or make any other revisions to the program that may become necessary. Advance notice of changes will be provided when possible.

## ELEMENTARY HANDBOOK

Kid's Zone will follow guidelines established in the Elementary Handbook. Please review the elementary handbook at <https://www.lps53.org>