

Wildcat Club
PARENT
HANDBOOK
2025-2026

Harrisonville School District

Address: 500 Eastwood

Phone: (816)380-4421

Wildcat Club Mission

Our before- and after-school program is committed to providing a nurturing and enriching environment for all students. We strive to create a positive and supportive space where children can explore their interests, develop essential life skills, and receive academic support to succeed in school and beyond.

Our program is dedicated to:

- Fostering a safe and welcoming community that celebrates diversity and promotes respect, empathy, and kindness among participants.
- Offering a wide range of engaging and educational activities, such as STEM workshops, creative arts, physical fitness, and academic tutoring, to cater to the diverse needs and interests of our students.
- Collaborating closely with families and schools to ensure a seamless and coordinated approach to each child's growth and learning.
- Continuously evaluating and improving our program to ensure we are meeting the evolving needs of our students and the community.

Through this comprehensive approach, our after-school program aims to empower students, inspire a love of learning, and set them up for long-term success in school and in life.

Locations and Staff:

Dr. Beth Love
Harrisonville Early Childhood Center Principal

Harrisonville Early Childhood Center
500 Eastwood
Harrisonville, MO 64701
816-380-4421

Enrollment

All enrollments are online and accessible at EZChildTrack. You will be required to create an account or log in to your existing account. Enrollment is required each school year. A supply fee of 25 dollars is charged each semester. Supply fees are used for a variety of items. Included but not limited to: processing enrollment, software, student materials, etc. We are on a first come, first serve basis and have limited spots available. Once we reach capacity, a waitlist is formed. Enrollment is not immediately available. Start dates, once enrolled, can take up to one week, allowing our office to communicate with the site coordinator, school administration and update that school's contact information for newly enrolled students.

- If you have an existing account, it is important that you keep updated information on your account. Updated emails and phone numbers are crucial as this is our primary form of communication.
- Please see our enrollment flier with current information on rates, programs and information. Rates/fees will not be adjusted or credited due to changes in the school year calendar.
- Enrollment changes must be made to the Wildcat Club office at 816-380-4421. We encourage you to make changes in a timely manner as program availability may change throughout the year and will only be approved if there are openings.
- Enrolling a student that requires special accommodations such as: medical needs, district SPED services, potty training, medication administration, custody papers, etc. Each case will need to contact the Wildcat Club office directly. Wildcat Club is a large group setting and specialized care is limited, based on ratios and staffing availability. All specialized care will be addressed on an individual basis, and may not be available at the time of need. If care is available and approved, a specific start date will be addressed and made available.
- Split account options are not available. The person who enrolls the child in Wildcat Club is assuming responsibility for payment.

Payment, Tuition & Fee Information

Please visit your EZChildTrack account to make a payment. We encourage you to set up automatic payments to avoid late fees and de-enrollment.

- The person who registers in EZChildTrack is the "Primary Account Holder" and the only person we will disclose or discuss any financial account information with. The Primary is also responsible for the balance on the account and should make sure payments are made in full each month.
- Delinquent payments not paid by the due date are subject to immediate dismissal from the program and a \$50 late fee. Readmittance to the program will be granted once the balance is paid in full and spots are still available at that school. If your account is suspended two times within the same year, your child care service will be permanently suspended until the next school year.

Additional Program Fees

- Enrollment Fee (first child/each additional child) \$25 per semester

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| • Late Payment Fee | \$25 |
| • Late Pick Up Fee (picking up your child after 6:00pm) | \$3/minute |
| • Non-School Day (including snow day, winter break, spring break, PD Days) | \$25/day/child |

Late Pick Up Policy

The program opens at 6:30 a.m. and closes at 6:00 p.m. daily. To ensure the safety of your child, Wildcat Club must enforce a strict late pick up policy. Wildcat Club staff will begin calling your emergency contact list at 6:00 p.m. Failure to pick up children by 6:00 p.m. will result in a charge of \$3.00/minute per family. Late fees will be billed to the account and will be due with the next monthly payment. Excessive violations (3) of the pick-up policy may result in dismissal from the program. The sign-in/out sheet will be used for the correct time.

If a child is still at the program after 6:00 p.m., the staff will take the following steps:

- Contact parent/guardian phone numbers.
- Contact authorized pick-up persons on the child's enrollment form.
- Director/Assistant Director will accept verbal permission from a person on the authorized emergency contact list approving another person to pick up a child in the event of an emergency.
- At 6:30 p.m. the Police may be contacted.

Sign-In Procedure

Wildcat Club staff will greet and assist you upon your arrival. Parents/guardians are required to accompany their child(ren) to the check-in area and sign them in each morning. Temporary exception accommodations may be made through the Site Coordinator. At sign-in time, the parent should note any changes in the child's attendance/pick-up plans to on-site staff, by handwritten note, or notify the site via phone. Confirmation of communication is the responsibility of the parent. The check-in system is for your child(ren)'s safety. Children are not allowed to sign themselves in or out. Failure to comply with the sign-in/out procedure may result in dismissal from the program. **Parents/ guardians/students are not to leave the designated Wildcat Club areas to go to other areas of the building (i.e. classrooms, office, etc.)**

Sign-Out Procedure

Parents/guardians are required to pick up their child(ren) and sign them out each day at the check-out area. Temporary exceptions and/or accommodations may be made through the Site Coordinator. Wildcat Club staff will greet and assist parents with the sign-out procedure. Prior authorization to release a child to someone other than the parent/guardian must be given either verbally or in writing. Children will not be released to someone without notification. In the event a parent/guardian is unreachable for authorization, the authorized pick-up list will be utilized. We check photo identifications. No child will be released to leave with someone if proper identification has not been confirmed. This is for your child's safety. Please communicate with anyone picking up your child(ren) to bring identification. Keep in mind, changes made in your child's daily afternoon routine can be confusing to the child and to staff. Schedule changes in the afternoon should be kept to a minimum. Confirmation of communication of schedule changes is the responsibility of the parent. Parents/guardians/students are not to leave the designated Wildcat Club areas to go to other areas of the building (i.e. classrooms, office, etc.).

Custodial/Non-Custodial Parent Rights & Responsibilities

When parents of a student are separated, involved in divorce proceedings, or are divorced, Wildcat Club

will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide Wildcat Club a copy of such a court order if restricted access to students or student information is requested. For the school's purpose, the parent who resides with the child is known as the custodial parent. Wildcat Club is not required to enforce a "Parenting Plan," however, if the non-custodial parent asks to take the child from school, Wildcat Club may allow the child to go, and the custodial parent may be called to explain the request.

Absences

Absences without prior notification may be mistaken for a missing child and cause unnecessary concern. If your child will not be attending Wildcat Club because of appointments, vacations or other absences, please notify the Site Coordinator in advance via note or telephone. Confirmation of communication is the responsibility of the parent. If a child does not arrive at Wildcat Club as intended, the Site Coordinator will contact the parents.

If a parent or another person on the authorized contact list is unable to be contacted within 30 minutes of school dismissal, Police may be contacted. Parents are responsible for:
Notifying the school and Wildcat Club separately of any changes in the child's schedule as soon as possible.

Vacation

You are required to pay the full weekly fee despite your child's attendance. See the approved payment calendar provided. If you decide to send your student to Wildcat Club during scheduled professional development days, winter break or spring break you will need to sign up your student and pay the approved full day rate of \$25 a day. Failure to pay the weekly rate may result in removal from the program.

Field Trips on Non-School Days

Field trips are planned for both educational and recreational experiences. Parents will be notified in advance of all field trips. Potential travel dates are Non-School Days, spring break and the summer camp program. We request that your child arrive at least 30 minutes prior to a field trip for safety procedures. A parent may be notified that his/her child's behavior or health will not permit the child to accompany the group on a field trip. It is then the responsibility of the parent to make other arrangements for the child's care. Safety will be the determining factor. Staff members will not remain at the school during field trips. Therefore, supervision of children at the school during field trips is not available. Transportation is provided by Ecco Ride.

Tax Information

A tax statement may be printed by logging into your account through the Parent Portal on EZ Child Track. The tax statement shows "payments" and "expenses incurred" between Jan. 1st and Dec. 31st and includes any payments for child care. No other fees are included in the amounts (i.e. Late payment fees, etc.). For tax purposes, utilize the "payments" amount listed on the statement. Statements will be made available by mid to late February annually.

Non-School Days

Parents must send lunch for their child(ren) on Non-School Days. Sign up for non-school days on EZChildTrack must be completed in advance. You can individually sign up for each non-school day throughout the year.

Snow (AMI)/Inclement Weather/Emergency Days

Wildcat Club will not operate on AMI/Inclement Weather/Emergency Days. If the decision is made to cancel school then Wildcat Club will also be closed for the safety of our students and staff. Other arrangements will need to be made for your students' childcare needs.

Media Release Guidelines

Publicity

At times members of the local media (TV news, newspaper, etc.) interview students and staff in our programs. They may feature pictures, articles or videos. Wildcat Club will follow the most current parent-provided information in the student's EZChildTrack account that was provided at time of enrollment.

Video Recording and Pictures of Students

Any video recording or picture taking that includes students must meet Board of Education policies and media release information. Students may participate in group video recording projects that may or may not be publicized. All video recording projects will be under the supervision of the Site Coordinator or other designee.

Birthdays

Birthdays may be celebrated at the site and must be scheduled through the Site Coordinator. Food/treats must be pre-packaged or store bought for birthday celebrations. Other items (ie. pencils, bookmarks, etc.) may be brought in and shared with the whole group. Please check with your Site Coordinator regarding any additional birthday celebration guidelines. Birthday parties are not permitted. Invitations for out of school parties cannot be brought to school for distribution.

Screen Time

Movies - Wildcat Club views "G" and selected "PG" rated movies. Movies are not used on a daily basis, although occurrences may be an option for the following reasons: reduced programming due to shared space on occasion, special days and events, or safety precautions. All movies, "G" and "PG," are reviewed with school age children and their families in mind. Care and discretion is used when determining programming and/or movies during programming.

Electronics from Home

Personal electronics from home are typically not allowed at Wildcat Club. On occasion, we may allow devices. During those allowed times, all electronic/online games must be "E" rated and/or age appropriate. All items brought in should be labeled with the child's name in order to use them. Wildcat Club may offer Wii, Nintendo, etc. on a limited basis. Active games are a priority when utilizing Wii. Cell phones and/or watches with cellular capabilities are not to be utilized in any way at Wildcat Club. If a child has a cell phone/watch, it must remain in his/her backpack in quiet mode. ***Wildcat Club is not responsible for any lost, stolen or broken electronics.***

Communication

The District Website, Facebook, email, S'more newsletters and verbal/written communication at the site will be the primary ways in which information can be obtained by parents.

Families will receive email communication through the EZChildTrack system. Please be sure that your cell phone and email remain up to date in the parent portal. The primary account holder will generally receive all communications. In the event of an emergency or time sensitive communication, both primary and secondary account holders will receive the communication. If you are not receiving email, contact the Wildcat Club office.

Curriculum/Activities & Choice

Wildcat Club curriculum/activities are based on recognized quality standards in the industry and are largely "choice-based". Children come to the program and are given the opportunity to make an activity selection. They may also change their selection at most any time. At times, choices may be limited or made for a child for the safety and well-being of all program participants. Each site utilizes and makes a monthly curriculum calendar that they follow each day.

Discipline Goals

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. Wildcat Club 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. In some extreme behavioral situations, a child may be briefly held without undue force for instructional or other purposes. 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 and/or Assistant will notify the parent/guardian. Immediate pick up of the child is required/expected. Failure to pick up in a timely manner, within 30 minutes, may result in dismissal from the program. At any point, extreme behavior may be cause for contacting the police. Repeated behavior incidents may result in suspension or dismissal from the program.

In the event a student has been out of school under a physician's care or other care for behavioral concerns, upon return to school, student must attend school for a minimum of two days with success

prior to re-entry into our program. A longer than two day delay may occur until the child has acclimated back into the regular school day. At that point an Accommodations Meeting/Phone Call will be set between the parents/guardians and Admin.

Bullying

Wildcat Club has a zero tolerance for bullying or other aggression that causes physical or emotional harm to others.

Discipline Plan and Positive Behavior Supports

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.

- Staff Training
- Redirection
- model, practice and reinforce expectations (rules)
- Arrange the physical environment to promote child success
- Organize activities, materials and supplies
- Use non-verbal communication
- Promote staff mobility in the room
- Establish and use “class meeting” process
- Positive Relationships
- Greet individual children and families
- Provide team-building activities
- Promote parent communications
- Conduct interest inventories, questionnaires/surveys
- Involve key building faculty and administration at the school and at Wildcat Club
- Interact with kind confrontation
- Effective Curriculum and Activities
- Provide choices based on individual and group needs
- Involve children actively participating

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

Early Intervention

Many inappropriate behaviors will cease at this point. Intervention strategies may include:

1. 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. “Red, Yellow Green” schedule/activities (most restrictive to least restrictive continuum)
11. Peer Mediation
12. Parent/guardian contact

13. Documentation (communication logs, parent notes, incident reports, etc.)

Action Plan – If a student continues to behave inappropriately, an action plan will be developed to support the child in changing his/her behavior. This plan will be developed by the Site Coordinator and Wildcat Club Administrative team. Consultation with the child's teacher, principal, parents, behavior specialist, OT/PT and or BIST representative may occur. 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. The action plan may include implementation of the following:

- Student contracts/agreements
- Restitution
- Check-ins (triage)
- Safe spot plans
- Alternative activities/schedule
- Removal from peers
- Positive Behavior Supports – “Red/Yellow/Green” Schedule, Social Stories, Target Sheets, Visual Schedules, Reinforcements, etc.
- Conference with child, staff and/or parents
- Suspension/dismissal c.

Evaluation: Evaluation is ongoing and permeates all phases of the discipline process. Examples may include:

Staff observation

Parent and/or student feedback

Student charting of behavior(s)

Analysis of behavior logs/charting

Behavior intervention support team meeting

Documentation

Suspension or Dismissal

Wildcat Club reserves the right to suspend or dismiss a child from the program. The decision to suspend or dismiss a child from the program is determined by the Director, Assistant Director, or designee. If a child is suspended or dismissed from the program, a credit for days not attended may be applied to the account. Suspension or dismissal does not affect the regular school day.

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

- 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)
- Verbally or physically violent with a staff member or another child
- Damaging school property; theft
- Violation of Missouri Safe Schools Act 5. Violation of Board of Education Policy by parent/guardian/student
- 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 program, re-enrollment may be considered after a period of 6 months by

contacting the Director at Wildcat Club. 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 Wildcat Club. If a child is suspended or dismissed directly from Wildcat Club, 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 a suspension or dismissal and are responsible for securing alternate child care.

Prevention/Control Of Communicable Diseases

Wildcat Club follows District policies in attempting to control the spread of communicable disease. Should your child become ill while attending Wildcat Club, a parent/guardian will be contacted and will be asked to make arrangements for the child to be picked up in a timely manner. Incidence of communicable disease exposure may be evaluated in consultation with a district nurse and notification of follow up needs will be made as needed. The following guidelines will be adhered to in all Wildcat Club programs:

Students must be fever-free (without the influence of fever reducing medication) for 24 hours before returning to school.

Students must be free of continuous coughing.

Students must remain at home for 24 hours after the last episode of vomiting or diarrhea.

Students must remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

Children may not be allowed to attend a Wildcat Club program if one or more of the following exists:

Diarrhea

Fever of 100 degrees or greater

Nursing recommendation based upon physical condition

Rash, undiagnosed

Please refer to the elementary handbook for a full list of Health related policies.

Medication

All medications are administered according to the District medication policy and procedures (please see district handbook). The health room medication supply is not accessible before or after school hours. A separate supply of medication must be provided to Wildcat Club. Medications will not be transported to and from the health room on a daily basis. The medication must be delivered directly to the Site Coordinator, Assistant or designated staff on duty in a pharmacy labeled package. Along with a medication form filled out by the parent.

Parent Awareness

Wildcat Club reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program which may become necessary. Advance notice of changes will be provided when possible. Wildcat Club requires and appreciates parental involvement and support. An opportunity to visit with the Director of Wildcat Club is available by contacting the Wildcat Club office at 816-380-4421.

School Handbooks

Wildcat Club will follow guidelines established in the Harrisonville Schools Handbook. Please be familiar with information available in the handbooks.

Board of Education Policy

Wildcat Club will follow Board of Education policies and procedures - Board Policy.