



Kid Zone

Program Handbook

Updated March 24, 2026

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PROGRAM OVERVIEW

Kid Zone provides before and after school care for District 7 families with children in kindergarten through 5th grade. Little Kid Zone is available for preschool-aged children enrolled in District 7 Preschool Academy.

Kid Zone is a large-group, multi-age, socially based childcare program located within District 7 elementary school buildings. The program is designed to provide a safe, structured, and engaging environment where children can build relationships, explore interests, and participate in recreational and social activities.

Each Kid Zone session offers a variety of tabletop activities that are available for the duration of the session, including cards, coloring, board games, and manipulatives such as Legos, blocks, dominoes, Unifix cubes, and pattern blocks. A choice-based gross motor recreation activity is also available during a portion of each session. When weather permits, this recreation activity takes place outdoors on the playground. When weather does not permit outdoor play, organized games are offered in the gym. During After School Kid Zone, a short optional quiet time is provided for children to complete homework, read, or participate in quiet independent tabletop activities. Additional specialized activities and imaginative play materials may also be offered during some sessions. Staff are assigned to each activity area based on the number of children present and are responsible for supervision, activity facilitation, and active engagement with children.

Kid Zone is a license-exempt program operated by Edwardsville Community Unit School District 7. As a public school district-operated program, Kid Zone is not subject to DCFS licensure or routine inspections. To maintain license-exempt status and participate in the IDHS Child Care Assistance Program (CCAP), Kid Zone submits required compliance documentation to DCFS and participates in an annual Health and Safety Monitoring Visit conducted by the local IDHS Child Care Resource & Referral (CCR&R) agency.

While not licensed, Kid Zone follows DCFS health, safety, and supervision guidelines as best practice, in addition to adhering to Illinois School Code and District 7 Board Policy.

This handbook outlines program procedures, policies, and expectations for families enrolled in Kid Zone. Families are responsible for reviewing and understanding all handbook information prior to participation.

Family Responsibilities & Expectations

Families play an essential role in ensuring the success of their child's experience in Kid Zone. By enrolling in the program, families agree to the following:

- Maintain accurate and up-to-date information in the EZChildTrack Parent Portal, including emergency contacts, authorized pick-up designees, and attendance schedules
- Submit absences and schedule changes in accordance with program procedures
- Ensure all financial obligations are paid in full and on time
- Follow all program policies and procedures outlined in this handbook
- Communicate respectfully and cooperatively with Kid Zone staff and administration

Kid Zone reserves the right to suspend or terminate services if family expectations are not met or if behavior from a parent/guardian or authorized designee is determined to be inappropriate, disruptive, or threatening to staff or program operations.

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.

REGISTRATION & ENROLLMENT

Kid Zone utilizes the EZChildTrack system for registration, scheduling, and billing. All families must complete registration annually through the EZChildTrack Parent Portal.

Parent Portal:

www.ezchildtrack.com/ecusd7/parent

Registration Process

To register for Kid Zone:

1. Log in to your EZChildTrack Parent Portal (returning users) or create a new account (Register)
2. Select "Register" under Kid Zone
3. Complete all required registration fields
4. Submit your requested schedule and service selections
5. Pay the required registration fee

Registration is not complete until all required steps have been submitted and payment has been received.

Registration Fee

A \$50 nontransferable registration fee is required for each child at the time of registration.

- Registration fees are fully refundable if the child is withdrawn from the program before July 1, 2026
- Registration fees are non-refundable for withdrawals submitted on or after July 1, 2026
- Multiple child discounts do not apply to the registration fee
- If a child is withdrawn and later re-enrolled during the same school year, a new registration fee will be required

Enrollment Approval & Start Dates

Submission of a registration request, payment of the registration fee, or submission of schedule requests does not guarantee enrollment or immediate placement.

Enrollment is based on:

- Program capacity
- Staffing availability
- Operational and program needs

Families will receive:

- An email confirming the registration request was submitted
- A separate email once enrollment has been approved and a start date has been assigned
- Enrollment is not confirmed until families receive an official approval email from Kid Zone

Capacity & Waitlist

Kid Zone enrollment is limited.

When a site or session reaches capacity:

- Children will be placed on a waitlist
- Placement from the waitlist is not guaranteed
- Movement off the waitlist is based on space, staffing, and program needs

Enrollment Conditions

Kid Zone reserves the right to:

- Approve, deny, or adjust enrollment requests
- Modify attendance schedules or start dates
- Discontinue services based on program needs, staffing, safety, or child-specific considerations

Accounts with outstanding balances are not eligible for:

- New registration
- Schedule changes
- Additional program enrollment

Registration Deadlines

Online registration must be submitted no later than 3:00 PM on Thursday prior to the week of the requested service start date.

Late submissions may delay enrollment and are subject to availability.

SCHEDULING & ATTENDANCE

Kid Zone is a scheduled care program, not a drop-in service. Children may only attend on the days and times they are enrolled and approved for in EZChildTrack.

Enrollment-Based Billing

Enrollment in Kid Zone secures your child's spot in the program.

- Families are charged for all enrolled sessions regardless of attendance

- Absences, including illness, vacations, or schedule changes, do not reduce weekly fees
- To avoid charges, enrollment must be removed in advance following program deadlines

Attendance Expectations

- Children must attend school during the day to participate in Kid Zone. Exceptions may be considered only with prior approval from the Kid Zone office.
- Children may only attend during enrolled sessions
- Requests for additional sessions are subject to availability and must be submitted in advance through the schedule change process outlined in this handbook.
- Families are responsible for communicating Kid Zone enrollment to their child's teacher to ensure accurate dismissal procedures

Absence Reporting

Families are required to report all After School Kid Zone absences through the EZChildTrack Parent Portal.

Children are expected to attend Kid Zone on all scheduled days unless an absence is reported in advance.

Reporting an absence does not remove or reduce billing. Please refer to the Fees, Billing, & Payments section for full details.

Absence reporting is a required safety procedure, not optional.

To report an absence:

1. Log into EZChildTrack
2. Select the Attendance tab
3. Click Send Absence Notification
4. Submit the date(s) of absence

Absences may be submitted for single or consecutive future dates.

Required Reporting Applies To All Situations

Absences must be reported even if your child:

- Is sick or sent home early

- Car rider instead of attending Kid Zone
- Rides the bus instead of attending Kid Zone
- Walker/Bike rider instead of attending Kid Zone
- Is not attending on a scheduled day

Important:

School offices and teachers do not notify Kid Zone of absences. Kid Zone does not have access to the school day attendance system.

What Does NOT Count as Reporting an Absence

The following do not fulfill the absence reporting requirement:

- Informing a teacher
- Informing the school office
- Sending an email to Kid Zone staff
- Verbal communication with staff

All absences must be submitted through EZChildTrack to be considered properly reported.

Additional Absence Guidelines

- Absences are only required for After School Kid Zone
- Before School Kid Zone absences do not need to be reported.
- Absences cannot be removed through the Parent Portal once submitted
 - Families must contact Kid Zone office via “Need Help, Contact Us” on the Parent Portal if changes are needed

Failure to Report Absences

Failure to report absences creates a safety concern during dismissal.

When a child does not arrive at Kid Zone and no absence has been reported:

- Staff must pause supervision to locate the child
- Staff must communicate with school personnel to confirm the child's location
- This disrupts supervision of the group and impacts overall program safety

Repeated Failure to Report Absences

Failure to follow the absence reporting procedure may result in the following:

- Reminder communication to the family
- Formal written notice for repeated occurrences
- Additional action, including family conference, implementation of attendance requirements, suspension, or termination of services

Kid Zone reserves the right to take appropriate action based on the frequency and impact of unreported absences.

By enrolling in Kid Zone, families acknowledge and agree to follow all attendance reporting procedures outlined in this handbook.

Schedule Changes

Families may request schedule changes (add/remove days or sessions) through EZChildTrack.

To request a schedule change:

1. Log into EZChildTrack
2. Select Registration
3. Click View/Enroll
4. Select Request Change

Schedule Change Deadlines

All schedule changes must be submitted no later than 3:00 PM on Thursday prior to the week of the requested change.

- Changes are not effective until approved
- Late requests may not be accommodated
- Charges will continue until changes are approved and processed

FEES, BILLING, & PAYMENTS

Kid Zone Fees				
AM ONLY SERVICE	PM ONLY SERVICE	BOTH AM & PM SERVICE	FULL DAY SESSIONS	EXTENDED AFTERNOON SESSIONS
\$90/week	\$90/week	\$115/week	\$70 per day	\$30 per day
Multiple Child Discount Rates				
2 nd child: 10% off base fee				
3 rd child: 15% off base fee				

4 th child: 20% off base fee

Kid Zone operates on a weekly flat-rate billing structure based on enrollment.

Weekly Billing

- Families are billed weekly based on their child's enrollment.
- Enrollment determines billing, not attendance.
- Reporting absences does not reduce or remove weekly fees.
- If a scheduled week includes a known program closure, a prorated rate will be applied.

Billing & Payment Schedule

- Weekly fees are billed on the Friday prior to the week of care.
- Payments are due each Monday for the current week of care.
- Accounts with an unpaid balance after Monday are considered past due.
- A \$5 late payment fee will be automatically applied beginning Tuesday to any account with an outstanding balance.
- Late fees will continue to be applied weekly until the account balance is paid in full.

Failure to maintain a current account balance may result in suspension or termination of services.

Payment Requirements

- Payments must be made in full each week.
- All payments are processed through EZChildTrack.
- Families are responsible for always maintaining current and valid payment information.
- Payments are not accepted at Kid Zone sites or school offices.

By enrolling in Kid Zone, families agree to all billing policies, including payment deadlines and applicable fees.

Past Due & Outstanding Accounts

Accounts must remain in good standing for continued participation in Kid Zone.

If an account becomes past due or carries an outstanding balance:

- Services may be suspended until the balance is paid in full
- Future attendance may be denied
- Schedule changes and new registrations will not be approved
- Participation in additional Kid Zone programs, including Summer Zone, will not be permitted

All outstanding balances must be paid in full before any account activity or future enrollment will be approved.

No Credits or Refunds

Kid Zone does not offer credits or refunds for any reason, including but not limited to:

- Absences (reported or unreported)
- Illness
- Vacations
- Schedule conflicts
- Kid Zone suspensions or behavioral incidents requiring early pick-up

Split Payment Arrangements

Kid Zone allows payment responsibilities to be shared between account holders. A completed Split Payment Form must be submitted and approved to establish or update a shared payment arrangement. Both parties are required to complete and sign the form. Approved arrangements will remain on file unless a new form is submitted.

The Split Payment Form is available during registration or may be requested by contacting the Kid Zone office.

Withdrawal from the Program

To withdraw from Kid Zone, families must submit a schedule change request through EZChildTrack to remove all enrolled days.

- Withdrawal requests must be submitted by Thursday at 3:00 PM for the following week
- Charges will continue until the withdrawal request is submitted, processed, and approved by Kid Zone.
- Failure to complete the withdrawal process will result in continued billing, regardless of attendance

Financial Assistance

Kid Zone accepts the Child Care Assistance Program (CCAP) through the Illinois Department of Human Services (IDHS). Some families may qualify for CCAP.

How to Apply

Families can submit new CCAP applications online:

illinoiscaresforkids.org/applyforchildcare

- Takes 20 minutes or less to complete on a smartphone, tablet, or computer (English and Spanish available)
- Upload supporting documents directly
- Digital applications are for new applications only. Paper forms are still required for redetermination, change of information, or change of provider

Families are responsible for all Kid Zone fees until CCAP approval is received and processed by Kid Zone. Families are also responsible for copayments and any additional Kid Zone fees (including late pick-up charges) not covered by CCAP.

Information You Will Need:

- Type of Child Care: Child Care Program
- Program Name: ECUSD7 Kid Zone
- Provider Email: kidzone@ecusd7.org
- Provider Address: Use your child's school:
 - Albert Cassens Elementary- 1014 Glen Crossing Rd, Glen Carbon, IL 62034
 - Columbus Elementary- 315 N Kansas, Edwardsville, IL 62025
 - Glen Carbon Elementary- 141 Birger Rd, Glen Carbon, IL 62034
 - Goshen Elementary- 101 District Dr, Edwardsville, IL 62025
 - Leclaire Elementary- 801 Franklin Ave, Edwardsville, IL 62025
 - Nelson Elementary- 1225 W High St, Edwardsville, IL 62025
 - Woodland Elementary- 59 S State Route 157, Edwardsville, IL 62025
 - Worden Elementary- 110 N Main St, Worden, IL 62097
(Children at Hamel and Midway also use Worden's address.)

Please do not enter a mobile number for Kid Zone. Our phones are landlines. Use the email listed above.

Local CCR&R Agency – Brightpoint

Families may also apply or submit paperwork directly through Brightpoint:

- 2133 Johnson Rd, Granite City, IL 62040
- 601 James Thompson Blvd, East St. Louis, IL 62201
- www.brightpoint.org – Child Care Assistance Program
- Phone: 800-847-6770, Ext. 360
- Fax: 618-452-5010 or 618-874-2717
- Email: ccap@brightpoint.org

PROGRAM OPERATIONS

Kid Zone operates in eight District 7 elementary school buildings.

Program hours vary slightly by site and are based on each school's start and dismissal times.

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.).

On regular early release Wednesdays:

- Kid Zone operates as normal following school dismissal
- After School Kid Zone begins immediately at dismissal time
- No separate registration is required

Children enrolled in Kid Zone from Hamel and Midway Elementary will attend the program at Worden Elementary.

- Transportation to and from Worden is arranged by the district
- Children are supervised during transportation and during all transitions
- Kid Zone staff coordinate with district transportation to ensure safe arrival and departure.

Kid Zone offers:

- Before School Care
- After School Care

- Full Day & Extended Afternoon Care (on select non-attendance school days)

Weather-Related Closures

Kid Zone operations during inclement weather are determined as follows:

- If school is closed for the entire day: Kid Zone is closed
- If school dismisses early due to weather: Kid Zone operations will be determined on a case-by-case basis and communicated to families
- If weather worsens during Kid Zone hours: The program may close early if necessary

Families will be notified of any changes via:

- Email
- Text message
- Kid Zone social media platforms

Full Day & Extended Afternoon Care

Full Day and Extended Afternoon care is offered on select school days when school is not in session. Full Day care is held at Goshen Elementary only and is available to all eligible enrolled children, regardless of school location. Extended Afternoon care is located at each Kid Zone site.

Special Program Enrollment

Full Day and Extended Afternoon sessions require separate registration, even for children already enrolled in Kid Zone.

- Enrollment must be completed through EZChildTrack
- Space is limited and subject to availability
- Fees apply per session
- Accounts must be paid in full to register for Full Day and Extended Afternoon Care
- Full Day and Extended Afternoon session fees are non-refundable after the stated cancellation deadline.

Additional details, including availability and registration, will be communicated in advance of each event.

Meal Purchases During Full Day & Extended Afternoon

When meals are offered during Full Day and Extended Afternoon programming:

- Meals are billed directly through EZChildTrack
- This is separate from the school lunch account
- Free/reduced lunch pricing does not apply

DROP-OFF & PICK-UP PROCEDURES

Kid Zone utilizes a secure check-in and check-out system through EZChildTrack.

Program Entrance Locations

All Kid Zone drop-off and pick-up takes place at the main school entrance of each building unless otherwise communicated.

Doors will be monitored and/or secured in accordance with school safety procedures.

Check-In & Check-Out

For the safety and security of all children:

- All children must be escorted into the building by an authorized adult at drop-off.
- All children must be signed out in person by an authorized adult at pick-up.
- The EZChildTrack PIN is required for all drop-off and pick-up transactions.

Children may NOT:

- Walk into the building alone
- Be dropped off outside the building
- Leave the building without an authorized adult

Failure to follow these procedures may result in:

- Incident documentation
- Immediate correction at the time of occurrence
- Potential suspension of services if repeated

Authorized Pick-Up

Children will only be released to individuals listed as authorized in EZChildTrack. Children will not be released to individuals who are not listed as authorized in EZChildTrack, regardless of verbal or written family permission.

Each authorized adult is assigned a unique EZChildTrack PIN. PINs must be used for all check-in and check-out transactions and may not be shared.

- Authorized individuals must be 18 years or older
- Photo identification may be required at any time
- It is the family's responsibility to keep authorized pick-up information current

Repeated failure to properly check a child in or out may result in staff follow-up, delays at pick-up, and program action including but not limited to suspension or termination of services.

Kid Zone reserves the right to determine when repeated incidents warrant suspension or termination of services.

Late Pick-Up

Children must be picked up by the program's scheduled closing time.

Late pick-up fees will be applied as follows:

- A late pick-up fee of \$1.00 per minute per child will be charged from 6:01 PM–6:14 PM
- A late pick-up fee of \$5.00 per minute per child will be charged beginning at 6:15 PM

Repeated late pick-ups may result in additional fees, suspension of services, or termination from the program.

Kid Zone reserves the right to determine when repeated late pick-ups warrant suspension or termination of services.

Before School Transition to the School Day

At the conclusion of the morning Kid Zone session:

- Children who choose to eat breakfast will be dismissed to the school cafeteria breakfast line
 - Breakfast is served through District 7 Food Service after the morning Kid Zone session.

- Children who do not eat breakfast will be dismissed to the school-designated before-school area

Kid Zone supervision ends when:

- The school begins accepting students for the day
- This occurs at:
 - 8:45 AM- Intermediate buildings (3RD-5TH grade)
 - 8:55 AM- Primary building (Preschool-2nd grade)

At this time, children are transitioned to school staff supervision.

End-of-Day Dismissal

Kid Zone relies on families to report all After School absences through EZChildTrack.

Kid Zone does NOT receive attendance information from the school day.

If a child is absent from school, leaves school early, or will not attend After School Kid Zone, families must submit an absence notification through EZChildTrack.

When a child is expected at Kid Zone and is not in attendance without a reported absence, staff will follow established procedures to locate the child.

Please refer to the Attendance & Absence Reporting section for full requirements and expectations.

After School Pick-Up Timing

To ensure safe and efficient dismissal:

- After School Kid Zone pick-up should begin after 3:45 PM
- Families needing to pick up prior to 3:45 PM must follow the school's standard dismissal procedures (e.g., car rider line)

This helps maintain safe transitions and prevents congestion during dismissal.

HEALTH & SAFETY

The health and safety of all children is a top priority in Kid Zone. Families are expected to follow all illness and medication policies to ensure a safe environment for all participants.

Illness Policy

Children should not attend Kid Zone if they are experiencing symptoms of illness.

A child must be kept home or will be sent home if they exhibit:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Persistent cough
- Difficulty breathing
- Unexplained rash
- Any symptoms that prevent participation in normal activities
- Eye Drainage / Conjunctivitis: Children with eye drainage or redness consistent with conjunctivitis should not attend Kid Zone. A child may return 24 hours after treatment has been initiated or with written medical clearance stating the condition is non-communicable.
- Head Lice: If head lice are identified, the family will be contacted for pick-up. The child may return the morning after the first treatment when no live lice are present upon re-check by authorized personnel.

If a child becomes ill while at Kid Zone:

- The family will be contacted for immediate pick-up
- Children must be picked up promptly

Children may return to Kid Zone when:

- They have been fever-free for 24 hours without medication, unless otherwise cleared by a medical professional.
- Symptoms have improved
- They can participate in program activities

Medication Administration

Kid Zone staff may administer life-saving medication only (such as an inhaler, EpiPen, or other emergency medication) when proper documentation has been completed.

- Medication must be provided in the original labeled container

- A completed and signed medication authorization form is required
- Doctor's orders/instructions must accompany the medication, as applicable
- Children may not self-carry medication while at Kid Zone unless specifically authorized by District procedure

Failure to provide proper documentation will result in medication not being administered.

Injuries & Emergency Medical Care

In the event of an injury:

- Staff will provide basic first aid
- Minor injuries will be documented and communicated to families
- In the event of a serious injury, emergency services will be contacted, and families will be notified immediately

Kid Zone staff will make every reasonable attempt to contact a parent/guardian or emergency contact in the event of a medical emergency. If a parent/guardian cannot be reached, District 7 Kid Zone is authorized to secure emergency medical care for the child as deemed necessary. Relevant child and health information may be shared with emergency personnel when necessary to protect the health and safety of the child. Parents/guardians are responsible for any medical expenses incurred.

If a child has activity restrictions due to injury, documentation from a medical provider may be required.

BEHAVIORAL EXPECTATIONS & GUIDANCE

Kid Zone is a group-based childcare program designed to provide a safe, structured, and positive environment for all children. Children are expected to demonstrate safe, respectful, and cooperative behavior at all times.

Behavior Expectations

Children are expected to:

- Follow staff directions
- Remain in assigned areas unless given permission to leave
- Use respectful language and actions
- Keep hands, feet, and objects to themselves

- Participate safely in all activities

Behavior Support Approach

Kid Zone uses a progressive and supportive approach to behavior guidance. Staff will make reasonable efforts to support children in meeting program expectations through:

- Redirection and reminders
- Coaching and problem-solving support
- Adjustments within the program structure when feasible
- Communication with families regarding ongoing concerns

Behavioral occurrences will be documented and shared with families.

Unsafe or Disruptive Behavior

Behavior may be considered unsafe or disruptive if it includes, but is not limited to:

- Physical aggression toward children or staff
- Elopement (leaving assigned areas without permission)
- Behavior requiring continuous one-on-one supervision
- Destruction of property
- Repeated refusal to follow staff direction
- Behavior that disrupts the safety or supervision of the group

Program Response

When behavior concerns arise, Kid Zone may take action including:

- Family communication
- Early pick-up
- Behavior plans or additional support strategies, when appropriate
- Suspension or termination of services

The level of response will be determined at the discretion of Kid Zone administration based on the severity and frequency of behavior.

Program Limitations Related to Behavior

Kid Zone is not equipped to provide:

- One-on-one supervision

- Continuous individualized behavior support
- Crisis intervention services

If a child's behavior requires a level of supervision or intervention beyond what can be safely provided within group care, services may be modified, suspended, or discontinued.

Important Clarification

Decisions regarding behavior are based on:

- The safety of the child, other children, and staff
- The level of supervision required
- The impact on the overall program

Decisions are not based on a child's diagnosis or disability.

INDIVIDUAL NEEDS & PROGRAM LIMITATIONS

Kid Zone is a large-group childcare program designed to operate within established staffing ratios and a structured environment.

Kid Zone does not discriminate against any child based on disability, diagnosis, or medical condition.

Support & Accommodations

Kid Zone will make reasonable efforts to support children within the scope of the program. This may include:

- Structured routines and clear expectations
- Behavior guidance and redirection
- Collaboration with families

In some cases, additional support strategies may be implemented when feasible.

Individualized Support & Staffing

Kid Zone is not a one-on-one care program and does not guarantee individualized staffing.

In limited situations, Kid Zone may provide additional support, including temporary or assigned staff support, when staffing, training, and program conditions allow.

However:

- Kid Zone is not required to provide dedicated one-on-one staff
- Kid Zone is not required to hire or assign additional staff to meet individual needs
- Availability of additional support cannot be guaranteed

Program Limitations

Kid Zone does not provide:

- Continuous one-on-one supervision
- Clinical, therapeutic, or medical services
- Services aligned with IEPs, 504 Plans, or Behavior Intervention Plans
- The same level of individualized support available during the school day

When Needs Exceed Program Capacity

If a child's needs require:

- Continuous individualized supervision
- Specialized support beyond staff training
- A level of care that impacts the safety or supervision of the group

Kid Zone may determine that the program is not an appropriate setting.

Program Decisions

All decisions are made on an individual basis and are guided by:

- The safety of all children and staff
- The ability to maintain appropriate supervision ratios
- The overall functioning of the program

Kid Zone does not deny participation based solely on a child's diagnosis or disability.

Program decisions are based on whether a child's needs can be safely and appropriately supported within a group childcare environment.

GENERAL POLICIES

Outdoor Play

Kid Zone includes outdoor play before and after school when weather permits.

- Families should ensure children are dressed appropriately for weather conditions
- This includes jackets, coats, and seasonal attire as needed

Food & Snacks

Kid Zone provides a daily snack during After School care.

- Children are allowed to bring their own snack and drink to eat during designated snack time.
- Families should notify staff of any food allergies or dietary restrictions during registration

Personal Items

Children may not bring personal toys, games, or items for use during Kid Zone.

- All materials used during the program must be provided by Kid Zone
- Items brought from home must remain in the child's backpack
- Items should not be accessed or used during Kid Zone

Kid Zone is not responsible for:

- Lost
- Stolen
- Damaged personal items

Items taken out during the program may be:

- Held by staff
- Returned at pick-up

Repeated violations may result in additional program action.

Electronics & Technology

Kid Zone incorporates limited, structured technology activities as part of the program.

Technology is:

- Used in moderation
- Supervised by staff
- Incorporated as one of many activity options
- Screen time is limited and varies based on daily programming

Children are not engaged in screen-based activities for extended periods. The majority of the program day consists of:

- Physical activity
- Social interaction
- Hands-on play

Personal devices are not permitted at any time.

District-issued devices may be used for homework when permitted by staff.

Confidentiality

Kid Zone respects the privacy of all children and families in accordance with applicable privacy laws, including FERPA.

Information regarding other children, families, or program situations will not be shared.

Program Changes

Kid Zone reserves the right to modify policies, procedures, schedules, or fees as needed. Families will be notified of significant changes.

CONTACT INFORMATION

For registration, billing, schedule changes, and general program questions, please contact the Kid Zone Office.

District 7 Kid Zone Office

101 District Drive
Edwardsville, IL 62025
Phone: (618) 655-6011
Fax: (618) 659-9960

Website: www.ecusd7.org/kid-zone

Email: kidzone@ecusd7.org

- **Kid Zone Director – MaryBeth Brown** mbrown@ecusd7.org
- **Kid Zone Assistant Director – Emily Moore** emoore@ecusd7.org
- **Kid Zone Program Coordinator– Wes Anderson** wanderson@ecusd7.org
- **Kid Zone Program Coordinator – Harlie Graham** hgraham@ecusd7.org

Kid Zone Site Phones:

Site phones are only operational during Kid Zone program hours.

- 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

EZChildTrack Mobile App

For your convenience, download the EZChildTrack Parent Portal app on your Apple or Android device. The app includes all 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. After opening the EZChildTrack app, enter the email address you use to access your EZChildTrack Parent Portal.
4. Sign in to the app.