



## Elementary School Parent Handbook 2024 – 2025

### Program Hours

7:00 a.m. – 8:30 a.m.

3:30 p.m. – 6:00 p.m.

### Office Hours

7:30 a.m. – 4:00 p.m.

314-854-6910

Captain Cell – 314-210-0265

Meramec Cell – 314-873-2133

Glenridge Cell- 314-313-8363

Glenridge office line-314-854-6217

Program Coordinator- Office-314-854-6911/ Cell: 314-313-8615

## ***Program Descriptions***

- AM/PM full time: Mornings 7:00 - 8:30 and afternoons 3:30 - 6:00. Includes hours during early release days.
- AM full time: Mornings 7:00 -8:30
- PM full time: Afternoons 3:30 - 6:00. Includes hours during early release days.
- In order to offer Kid Zone services to as many families as possible, Kid Zone will monitor monthly usage and reserves the right to end service for families with little or no attendance.

## ***School Year Fees, 2024-2025***

### **Elementary School Rates**

Kid Zone fees are based on a yearly rate, equally distributed among nine pay periods. Payments are due monthly September 1 through May 1. Kid Zone charges the same amount each period, regardless of the number of in-school days during the payment period. We are not able to prorate or refund based on school breaks, inclement weather, quarantines, remote learning days, or classroom closures. However, if the District makes the determination to close schools for more than 15 school days, we will pause billing on the 16th school day. Once a determination is made as to the length of the closure, Kid Zone accounts will be credited/refunded appropriately.

### **Monthly (pay period) fees:**

	<b>1st child</b>	<b>add'l child(ren)</b>
<b>AM &amp; PM full time</b>	<b>\$367</b>	<b>\$330</b>
<b>AM full time</b>	<b>\$145</b>	<b>\$130</b>
<b>PM full time</b>	<b>\$250</b>	<b>\$226</b>

### **Additional Fees:**

- **Annual Registration Processing Fee:**  
\$30.00 per child/\$60 max for families
- **Full Day Program:** \$60 per day/first child, \$45 per day/additional child per family. This option is available when there is a scheduled day off (see calendar for full day offerings). Parents must register their children before deadline dates on advertised program (no exceptions). Registration will be available one to two weeks prior to event.
- **Insufficient Funds Check:** The Clayton Schools' Administrative Offices will process insufficient funds checks. Replacement funds and all future fees must be paid with cash or money order. A returned check fee of \$15.00 will be assessed.
- **Early Arrival/Late departure:** \$5.00 charge for the first five minutes, plus \$1.00 per minute for each minute thereafter. Amount owed will be added to your account. The Kid Zone Procure time will serve as the official clock. Please synchronize your watch with this time. *If this becomes a frequent problem, Clayton Kid Zone reserves the right to remove a family from the program.*

## ***Payment Information***

- **Payment due date:** Invoices will be sent the last week of each month, August through April, due on the 1st of each month, September through May. Accounts not paid in full by the 15th of the month are subject to a suspension of Kid Zone services. Monthly fees are not prorated for school breaks, days off school, etc. (see page 1 for full policy).
- **Payment Options:**
  - 1) Drop payment off at Kid Zone before or after school.
  - 2) Mail payment to Clayton Schools' Family Center, 301 Gay Ave., Clayton, 63105.
  - 3) Send payment via online banking payable to School District of Clayton, mailed to Clayton Schools' Family Center, 301 Gay Ave., Clayton, 63105, using your child's name as the account number.
  - 4) Pay via MySchoolBucks.com (2.95% processing fee).
- **Split Accounts:** Please call the Kid Zone Administrative Assistant at 314-854-6910 to make arrangements.
- **Financial Aid:** Financial aid is available based on the federal guidelines for free and reduced lunches. Please contact the Site Leader at your school or the main office at 314-854-6910 for more information. A 50% reduction of monthly program fees is available to families who qualify for free lunch; a 25% reduction is available to families who qualify for reduced lunch. Discounts do not apply to registration fees, drop in fees, early release hours or full day programs. Families must advise Kid Zone of their eligibility and fill out a waiver giving permission for Clayton programs to share financial information.
- **Statements/Receipts:** Payment receipts and income tax statements are available via the Procure parent portal. Email [lindavillaire@claytonschools.net](mailto:lindavillaire@claytonschools.net) for additional information.

## *Clayton Kid Zone Calendar, 2024-2025*

*(Dates and availability are subject to change)*

### **Early Release Days**

October 17

March 14

### **Full Day Programs**

August 30

September 20

October 11

October 18

January 17

February 14

March 7

April 8 (pending school usage for voting)

### **Holidays/no program offered**

September 2.....Labor Day

November 5.....professional learning/voting day

November 27 – 29.....Thanksgiving Break

December 23 – January 3.....Winter Break

January 20.....Martin Luther King Jr. Day

February 17.....Presidents' Day

March 17 - 21.....Spring Break

April 18.....conference comp day

May 26.....Memorial Day

## *Policies & Procedures*

### **Student Support**

Kid Zone supports the inclusion of children with special needs. When registering, parents will be asked to advise Kid Zone of any allergies, health conditions, disabilities or special needs their child may have, as well as to provide a copy of a current IEP, Care Plan, Health Plan, 504 Plan, or any other documentation pertinent to the Kid Zone program's ability to care for their child. Without proper disclosure of a child's needs, Kid Zone may not be prepared to ensure the child's success in the program. All documentation received in response to such requests will be protected with the highest degree of confidentiality. Upon receipt of all relevant documentation, Kid Zone personnel will confer with the parents, in the manner provided by law and policy, to determine what, if any, reasonable accommodations are necessary for the child to participate in Kid Zone. Please note that Kid Zone strives to provide a seamless transition from the school day to Kid Zone activities, but some resources are not required by law and may not be available in a childcare setting. If no reasonable accommodations exist that would permit a student to participate in Kid Zone, the student will not be eligible to enroll, or if already enrolled, will not be eligible to continue participation.

Notes:

- Kid Zone may require extra time to staff for children with one on one support. A Kid Zone Site Leader will contact the family to provide a start date once arrangements have been made for the student to be supported.
- To ensure proper staffing and appropriate care for students requiring one on one support, it will be necessary for the student to be enrolled in either a regular full-time or part-time program.
- Full day and early release availability is subject to staff requirements and will be determined at time of registration for each program offering.
- Availability of one on one support may change throughout the school year due to staff scheduling.

### **Sign In/Out Procedures**

- **AM Sign In** -Parents are encouraged to walk children to the Kid Zone entrance where a staff member will sign children in . For those who need a more convenient morning process, children are allowed to be dropped off in front of the school, walk inside unaccompanied and be signed in by a Kid Zone staff member. The program is not responsible for children until they are signed into the program.
- **AM Sign out** -A KZ Staff member will sign out students and send them to start the day according to school structure.
- **PM Sign In** -A KZ staff member will sign all kids in as they transition to KZ from their school day.
- **PM Sign Out** -Parents and other authorized adults must sign children out daily using their individual Procure pin number. Recorded attendance ensures that staff know of each child who is in the program and that billing is correct. The signing out process transfers responsibility of the child from the school to the authorized person picking up.

### **Authorization for Release**

Please notify your Site Leader if an authorized adult from your emergency contact list is picking up your child. The authorized adult will be required to show identification and must be 16 years of age. Your child will not be released to someone who is unable to furnish proper identification or has not been approved. Verification can be sent to site via email or text and KZ staff member will update in procare.

***Children will not be allowed to walk home unaccompanied. An authorized person must sign the child out every afternoon. This policy is in place to ensure the safety of your child.***

### **Inclement Weather**

- **School Cancellation (entire day):** Kid Zone will be closed, parents will be notified via Clayton School Messenger.
- **Early School Closure or After School Activities are canceled:** Kid Zone may close afterschool care early depending on weather conditions. Parents will be notified by Clayton School District School Messenger via phone/email on the set closing time determined by Clayton School District Administration.
- **Late Start Schedule:** Kid Zone will be closed for morning care. Students should arrive to school according to your school's late start procedure.

### **Absences**

Notify the office or Site Leader if your child will not be attending the program on scheduled days due to illness, extra-curricular activities, etc. If your child will not be attending for any reason, please inform the Site Leader in one of the following ways:

- Write down the date of absence in the Parent Notebook located on the parent table.
- Put a note in the program mailbox located in the school's main office.
- Call the Kid Zone cell phone to leave a message (Meramec 314-873-2133, Captain 314-210-0265, Glenridge 314-313-8363).
- Call the Main Office at 314-854-6910 and ask to get a message to the Site Leader.
- Email your Site Leader  
Meramec: kimberlyalbrecht@claytonschoools.net  
Captain: tylerkearns@claytonschoools.net  
Glenridge: elizamilton@claytonschoools.net

### **Withdrawals & Refunds**

Notify the Kid Zone office at 314-854-6910 when you intend to withdraw your child from the program. This will prevent any misunderstanding or confusion about her/his participation and payment of fees. In the event of withdrawal from the program any payment received prior to date of withdrawal will not be refunded.

### ***Snack Policy***

Kid Zone serves a daily snack after school. Kid Zone is a mixed age program and follows the No Nut Policy for all grade levels. Students have the choice to get a provided snack each afternoon or bring a snack from home with approval from a Kid Zone staff member. If a snack is brought in, the snack must be a fruit, vegetable, or be peanut/tree nut free and have an ingredients label with it. If the package or label cannot be sent in with snack, a picture of the ingredients label must be emailed to the Kid Zone Site Leader. If the snack contains peanuts/tree nuts, or was made in a factory that processes nuts, or no label is provided, the student may be asked to put the snack away. If a student has health or dietary restriction concerns with the snack being offered for the day, an alternative snack may be offered. If alternative snack arrangements need to be made due to other allergen or dietary restrictions, the family should contact the Site Leader to create a snack plan.

### ***Items Brought From Home***

Kid Zone follows the school classroom expectations. No toys or personal play items should be brought from home. Items brought from home will be kept in the child's backpack or in a safe place until the child is picked up.

**Cell Phones/Personal Electronic Devices** We recognize our students have increasing access to and are using personal devices for multiple purposes, both educational and personal. In order to maintain a healthy, learning focused environment, students are not permitted to use cell phones or smart watch in Kid Zone. If a parent or caregiver desires their child to carry a cell phone or similar device, the device must remain turned off and stored in the student's backpack during program. Smart watches and similar wearable devices should be placed in airplane mode to reduce the distraction of notifications. It may be necessary for adults supporting the program to use their mobile devices to complete Kid Zone related needs. In addition, exceptions to this rule may apply based on accommodations included in a student's 504 or IEP plan. Parents are encouraged to contact/call/text our Kid Zone cell phone to communicate messages to their child in lieu of texting or calling the student's device.

If any electronic device is being used inappropriately the student will be asked to put it away in their backpack or leave with Kid Zone staff for safe keeping, until pick up.

### ***Discipline and Behavior Management***

The Clayton Kid Zone Program is an extension of the school day and maintains the same discipline practices as the elementary schools. The staff works closely with building principals, teachers and counselors to provide consistent expectations and consequences.

Children follow school-wide, school day behavioral expectations while attending the program. Consistency from one school setting to another is essential for the children's understanding and response to school rules in order to:

- maintain the child's self-respect and dignity
- use all experiences—positive and negative—as an opportunity for greater self-awareness and growth

Staff has the following expectations of student behavior and utilizes the following behavior management procedures during before-and after-school hours:

- students will walk through the halls
- students will use appropriate voices when inside the school building
- students will not return to classrooms or any area of the school unless approved and/or accompanied by staff
- students will show respect for others and help when asked
- students will use responsible behavior including the use and clean up of games and materials, and be responsible for one's own belongings, playing safely, interacting with peers and following directions
- students will follow directions given by Kid Zone staff
- KZ uses the KZ High 5 of student expectations- Be Safe, Kind, Respectful, Responsible, and Cooperative

***In all cases, proactive and positive discipline strategies will be employed with the hope that all children can learn from their behavior and remain productively enrolled in the program. If you have concerns or questions, contact your Site Leader or Program Coordinator.***

### **Behavior Management Procedures**

Students who consistently ignore these expectations and/or whose behavior places other students at risk will be subject to discipline procedures. Discipline policies are set in collaboration with the school administrators and parents. The following strategies will be used for those children who consistently ignore the above expectations for student behavior:

1. Individual warnings and conversations with children and possible removal of privileges. This may also include a "cooling-down" period, or redirection.
2. A phone call or personal conversation with Parent(s)/Guardian(s) and child, in order to discuss repeated problem behavior. Site Leader, Parent/Guardian, and child will then work together to establish a plan of action to result in more positive behavior choices.
3. Coordination with school principals, teachers and counselors may be necessary.
4. If child's behavior warrants, the Parent/Guardian will be contacted to immediately pick up the child.

### **Suspension**

- Depending upon the individual situation, a child may be allowed to stay in the program but will be suspended from all activities. Their choices may include reading, homework, or a designed individual activity set at a number of program attendance days.
- A child may also be suspended from the program for any number of days, depending upon the severity of the situation. It may be necessary to discuss suspension with the Principal, Site Leader, Coordinator and Director of the program. Tuition will not be refunded.
- Students may also be suspended from the program if suspension from school is decided by school officials.



### **Dismissal from Program**

- A child may be dismissed from the program if there are repeated physical or emotional problem behaviors which jeopardize any child or staff member involved in the program, including himself/herself.
- A child may also be dismissed from the program if he/she is consistently disrupting the flow of the program or threatening the safety of others.
- Dismissal may occur at any time if the Principal, Program Coordinator or Site Leader decide it is necessary.
- A record will be kept to note the type and frequency of daily behavior problems. The specific incident(s) and the number of repeated occurrences will be kept in a confidential file. Incident reports may be presented to parent(s) and/or guardian(s) and accompany notice of suspension or termination from the program.

### ***Illness/Emergency Policies***

If your child is ill in the morning, please do not bring him or her. Children may not come to school if they have a temperature of 100 degrees or higher, and must be fever-free for 24 hours before returning to school. If a child becomes ill and is unable to participate in program activities, parents will be contacted to pick up their child. Children will be placed in separate waiting areas until parents arrive. If it is close to the time parents normally arrive or if they have already left work, staff will keep children as comfortable as possible until the parent arrives.

Minor injuries (scratches, scrapes, insect bites, cuts, etc.) will be treated with first aid procedures. Parents will be notified at pick up time. More serious injuries will be handled in collaboration with parents and the child's doctor. In case of immediate serious injury, 911 will be called. For further information see the Clayton Kid Zone Accident Procedure.

### **Illness Guidelines**

Kid Zone will follow and adhere to School District guidelines regarding illness. The policy, along with other pertinent information, can be found on the School District website:

<https://www.claytonschoools.net/Page/13231>.

### **Medication**

We recommend that the school nurse administer medication during school hours. However, if your child requires medication before or after school, please note that:

- a copy of the medical action plan must be provided to Kid Zone Site Leader who will confer with school medical personnel to determine the best course of action for the student
- prescription medicines must be in the original container
- a note must accompany non-prescription medication from the child's physician giving a reason for taking the medication

### **Clayton Kid Zone Accident Procedure**

Minor injuries (scratches, scrapes, insect bites, cuts, etc.) will be treated with first aid procedures. Parents will be notified at pick up time. More serious injuries will be handled in collaboration with parents and the child's doctor. In case of immediate serious injury, 911 will be called.

In case of serious injury, or in case of apparent serious injury, the following procedures will be followed:

- Staff assesses injury and notifies the Site Leader immediately. The Site Leader then notifies the parent to assist with the decision of assessment and if it is necessary to transport the child to their physician or hospital.
- In case of extreme medical emergency, the Site Leader will call 911 immediately and then the parent will be called to assist in expedient transportation and treatment. If the parent cannot be reached at that moment, the child will be transported to the hospital and a staff member will continue to locate the parent or other emergency contact.
- If 911 assistance is needed, a staff member, preferably the Site Leader, will be transported with the child and stay until a parent has arrived.

Staff members have been apprised of these procedures and are in agreement with the policy on Medical Emergencies. In addition, documentation of major injuries and accidents will be filed in the form of an accident report with the Clayton School District. ***Any medical cost incurred by emergency treatment will be the sole responsibility of the Parent or Guardian and Clayton Kid Zone will not be held liable.***

### ***Staff Contact Information***

Clayton Kid Zone program provides a caring and enthusiastic staff. All staff members are required to participate in consistent professional development and are certified in CPR and basic first aid.

<b>Captain Elementary</b> Carmellena Blockton, Site Leader 314-210-0265 (site cell) carmellenablockton@claytonschools.net	<b>Glenridge Elementary</b> Eliza Milton, Site Leader 314-313-8363 (site cell) 314-854-6217 (Glenridge land line) elizamilton@claytonschools.net
<b>Meramec Elementary</b> Kim Albrecht, Site Leader 314-873-2133 (site cell) kimberlyalbrecht@claytonschools.net	<b>Tyler Kearns</b> Program Coordinator 314-313-8615 (cell) 314-854-6911 (Kid Zone office) tylerkearns@claytonschools.net
<b>Amy Perry</b> Family Center Director 314-854-6900 amyperry@claytonschools.net	<b>Linda Villaire</b> Administrative Assistant 314-854-6910 <a href="mailto:lindavillaire@claytonschools.net">lindavillaire@claytonschools.net</a>