

SMSD JCPRD

Program Handbook

2019-20



MISSION STATEMENT

Developing health and happiness
in our community's children
through safe, diverse, and character-
building activities.



JOHNSON COUNTY
PARK & RECREATION
DISTRICT

Philosophy & Goals

- Creating an environment that assures all children feel safe, secure, and nurtured.
- Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- Fostering relationships that promote open communication between, children, parents, and service to the community.
- Introducing the children to enriching activities that stimulate creativity, critical thinking, and exploration.
- Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.

Program Description

Johnson County Park and Recreation District is committed to providing families with quality school age programs at an affordable cost. Our staff is dedicated to providing children with what they need: a safe, enriching, fun place to be. Each program site values the unique nature of children by offering a variety of group and self-selected activities. Choices offered include physical activities, games, and social time as well as creative arts and quiet time for homework, reading, or relaxing. Programs also seek to include special projects, field trips, parties, and other activities based upon the interests of the children enrolled. Our unique multi-age group setting allows children to experience opportunities in both peer mentoring and modeling. Children are encouraged to be responsible decision makers who work well in communities. The availability of this program within

your child's school provides enhanced safety, convenience, and numerous opportunities to extend school day learning experiences.

Fully licensed by the Kansas Department of Health & Environment, our programs maintain a 1:15 staff to participant ratio. Our on-site program directors possess bachelor degrees from accredited colleges and universities. Their advanced education allows directors and their staff to plan a wide variety of interesting and age appropriate activities including science experiments, cooking, health, fitness, environmental education, and recreation.

Programs are provided during early dismissals and teacher in-service days. Winter/Spring Break and Summer Camps are available on an optional basis for a separate fee.

Our school age sites offer Before School Programs (selected locations) and After School Programs for all elementary grade levels. Both full and part-time rates are available. Please see pages 5-8 for more information on rates and program availability at your site.

Program Hours

Before School Program – 7:00-8:10am

**Availability contingent upon sufficient enrollment*

After School Program – 3:10-6:00pm

Briarwood Elementary	381-9620
Brookwood Elementary.....	642-5410
Corinth Elementary	341-5886
Diemer Elementary	642-8787
Merriam Park Elementary	231-6627
Oak Park Elementary	492-4466
Rushton Elementary	432-4187
Shawano Elementary	962-5023
Tomahawk Elementary	385-5879
Trailwood Elementary	642-6938

Program Specialist: Maureen O’Grady 826-3064

Broken Arrow Elementary	631-5289
Rising Star Elementary	438-9650

Program Specialist: Amy Branson 826-3065

Benninghoven Elementary	962-5136
Lenexa Hills Elementary.....	859-9774
Mill Creek Elementary	599-5785
Sunflower Elementary	888-0133

Program Specialist: Amber Sherwood 826-3028

Program Fees and All Day Programming Info.

A list of program fees can be found at www.jcprdkids.com.

In-service, early dismissal and all-day programming info:

Extended program hours (7:00-6:00) will be offered at no additional charge on teacher in-service days and early dismissal days, for children enrolled in full-time After School OST programs. Children enrolled part-time can attend in-service days outside their normal schedule for an additional \$30 per day. **Children enrolled in Before School Programs ONLY may attend all-day program days for an additional charge of \$25.00 per day.** In appreciation for the support you show our programs, you will receive one week at no charge, to be issued the week of Thanksgiving.

Fees are due weekly in advance of programming by setting up recurring payments with our Registration Office (913-831-3359).

All-day programming days may be consolidated at schools based upon enrollment numbers, staffing, etc. Families will be notified via their site program director when this happens.

2019-2020 Out of School Time Program Fees
Shawnee Mission School District
 (Benninghoven, Briarwood, Broken Arrow, Brookwood, Corinth,
 Diemer, Lenexa Hills, Mill Creek, Oak Park, Rising Star, Rushton, Sun-
 flower, Tomahawk, Trailwood)

BEFORE SCHOOL PROGRAM ONLY (7a-8:10a)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$35.00
Part Time	\$32.00

AFTER SCHOOL PROGRAM ONLY (3:10-6:00p)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$68.00
Part Time	\$56.00

BEFORE /AFTER SCHOOL PROGRAM ONLY

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$80.00
Part Time	\$62.00

Full Time = 4-5 Days per week Part Time = 3 Days per week or less
Days must be consistent every week

Fees are charged weekly, in advance of care via automatic withdrawal
 2nd Child Discount = 10%

**** A \$30.00 reconciliation fee will be assessed for ALL declined payments.**

****A \$15.00 change fee will apply to changes in programming options.**

****DCF/KVC and other forms of assistance may be used toward payment of fees.**

www.jcprdkids.com



2019-2020 Out of School Time Program Fees Shawnee Mission School District Title Schools (Merriam Park, Shawanoe)

BEFORE SCHOOL PROGRAM ONLY (7a-8:10a)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$35.00
Part Time	\$32.00

AFTER SCHOOL PROGRAM ONLY (3:10-6:00p)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$68.00
Part Time	\$56.00

BEFORE /AFTER SCHOOL PROGRAM ONLY

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$80.00
Part Time	\$62.00
Full Time Reduced Lunch	\$55.00
Full Time Free Lunch	\$40.00

Full Time = 4-5 Days per week Part Time = 3 Days per week or less
Days must be consistent every week

Fees are charged weekly, in advance of care via automatic withdrawal
2nd Child Discount = 10%

**** A \$30.00 reconciliation fee will be assessed for ALL declined payments.**

****A \$15.00 change fee will apply to changes in programming options.**

****DCF/KVC and other forms of assistance may be used toward payment of fees.**

www.jcprdkids.com



Holidays

HOLIDAY

DATE

2019

Labor Day	September 2 (Monday)
Day before Thanksgiving	November 27 (Wednesday)
Thanksgiving Day	November 28 (Thursday)
Day after Thanksgiving	November 29 (Friday)
Winter Break	December 24 (Tuesday)
Winter Break	December 25 (Wednesday)
Winter Break	December 31 (Tuesday)

2020

New Year's Holiday	January 1 (Wednesday)
Martin Luther King Day	January 20 (Monday)
President's Day	February 17 (Monday)
Memorial Day	May 25 th (Monday)

SPECIAL NOTE: PROGRAMS WILL NOT BE AVAILABLE ON ANY OF THE ABOVE DATES, DUE TO DISTRICT AND CUSTODIAL HOLIDAYS.

Holidays subject to change based on school district calendar

Winter/Spring Break Weeks:

PROGRAMS ARE AVAILABLE FROM 7:00-6:00PM at designated locations. A separate enrollment is required.

SNOW DAY PROGRAMS: JCPRD will provide snow day care from 8 am to 5 pm at Benninghoven and Trailwood Elementary schools. Pre-registration is required.

Children enrolled in Before School Programs ONLY may attend all-day program days for an additional charge of \$25 per day. Children enrolled part-time may attend in-service days outside of their normal schedule for an additional \$30 per day.

Payment Schedule

2019-2020 School Year

AUGUST	9 th , 16 th , 23 rd , 30 th
SEPTEMBER	6 th , 13 th , 20 th , 27 th
OCTOBER	4 th , 11 th , 18 th , 25 th
NOVEMBER	1 st , 8 th , 15 th , 29 th

(Nov. 19-23: Complimentary week at no charge.)

DECEMBER	6 th , 13 th
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Winter Break Camp – Optional

JANUARY.....	3 rd , 10 th , 17 th , 24 th , 31 st
FEBRUARY	7 th , 14 th , 21 st , 28 th

Spring Break Camp – Optional

MARCH.....	6 th , 20 th , 27 th
APRIL	3 rd , 10 th , 17 th , 24 th
MAY	1 st , 8 th , 15 th

Summer Camp – Optional

Only recurring payments will be accepted; NO checks, money orders, or cash.

Payments will be automatically deducted on the above dates. A \$30 fee will be assessed for declined credit/debit card payments.

JOHNSON COUNTY PARK AND RECREATION DISTRICT

OUT OF SCHOOL TIME PARENT POLICY STATEMENT

MISSION STATEMENT

DEVELOPING HEALTH AND HAPPINESS IN OUR COMMUNITY'S
CHILDREN THROUGH SAFE, DIVERSE, AND CHARACTER
BUILDING EXPERIENCES.

Philosophy Statement:

- Creating an environment that assures all children feel safe, secure, and nurtured.
- Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- Fostering relationships that promote open communication between children, parents, and service to the community.
- Introducing the children to enriching activities that stimulate creativity, critical thinking, and exploration.
- Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.

1. Program Administration

The Out of School Time programs located on-site in Shawnee Mission, DeSoto, and Gardner Elementary Schools are operated by the Johnson County Park and Recreation District. The space is leased to our agency by the school district, with the expectation that our programs function independently in both policy and procedure. We are guests of the school and seek to be compatible and unobtrusive to the school's mission of education. Be considerate of your principal's full schedule by directing all program related issues to Johnson County Park and Recreation District personnel.

2. Equal Opportunity

Johnson County Park and Recreation District does not discriminate on the basis of race, color, national origin, sex, religion, age, ancestry, or handicapped status in the provision of service or employment

3. Required Forms

Kansas State law requires all children to have a personal data sheet, health history, and authorization for emergency medical care on file at the center before attendance is permitted. Kansas Department of Health and Environment is stringently enforcing this regulation. Centers can be fined, and even closed, for non-compliance. Therefore, all forms must be submitted before your child's registration can be processed. **Children with incomplete records cannot attend the program.**

4. Registration Requirements

Children attending the program must be pre-registered in advance of attendance by submitting the above mentioned forms and submitting a \$30 registration fee. Log onto www.jcprdkids.com for all registration information. Registration fees are non-refundable and non-transferrable and will not be applied to the weekly tuition.

5. Terms of Care

Attendance days must be pre-selected and consistent. Enrollment is tuition-based; therefore weekly payments will not be prorated for holidays or shortened weeks, as the fees are based on the overall cost of the program, not week to week expenses. A \$15 processing fee per child will

be assessed for each change in program options. Weekly tuition payments, as well as outstanding fees from other JCPRD programs, must be paid in order to retain space. Children must fully comply with the Participant Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of services. *One week advance notice of discontinuation of program is required. The final day of those wishing to discontinue programming will be at the end of a completed week (Friday).* **All fees are nonrefundable and non-transferrable, with the exception of state and federal subsidies.**

6. Fee Payment

Weekly fees are due on Fridays, in advance of programming, according to the Payment Schedule. Fees must be paid in the form of automatic recurring payments or by DCF Vision Card (see www.dcf.ks.gov for more information). Credit/Debit cards of Mastercard, Discover, and Visa are accepted for both recurring payments and fees not covered by DCF Vision Card. A \$30 fee will be assessed for declined credit/debit card payments. Late fees will be assessed at a rate of \$5 per day, with a maximum non-resolution period of 10 days, at which time services will be terminated. Second child discounts are applied to the *sibling* with the lowest fee. **All fees are nonrefundable and non-transferrable with the exception of state and federal subsidies.**

7. Child Release

All individuals authorized to pick up children must be listed in advance on the personal data sheet. Until all authorized parties are known to the staff, photo identification will be required at the time of pick up. State law prohibits the release of children to parents and other authorized adults who appear to be impaired by drugs or alcohol. Individuals picking up children must be free of the odor of alcohol and/or visible signs of substance impairment. JCPRD staff is required to ask potentially impaired persons to contact a designated driver to assure the safe transportation of children. Failure to comply will result in immediate police contact and reporting to the Kansas Department for Children and Families. Any existing court orders barring parent contact, visitation, and child release must be on

file at the center to support law enforcement interventions. Children attending the center cannot be released to walk home unsupervised.

8. After Hours Care Charges

A charge of \$5 for each 5 minutes past the 6:00pm closure will be assessed to parents for after hour services. We realize that under some circumstances lateness cannot be avoided, and require parents to call us should such a situation occur. Regardless of the cause, a late fee will be assessed to your account. Parents will be responsible for contacting the Registration office within 3 business days to pay the late fee. Consistent tardiness will result in the termination of services.

9. Discipline Policy

Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing or withholding of food, or fear tactics. Parents will be notified of any inappropriate behavior and will be advised of steps taken toward improvement. All children enrolled must observe the Participant Code of Conduct while attending the program.

10. Staff-Participant Ratios

A 1:15 staff to participant ratio is provided. Children attending the program should be able to function comfortably in a group setting and in accordance with the Participant Code of Conduct.

11. Participant Code of Conduct

Participation in the program is a privilege, not a right. The ability of each participant to consistently practice positive life skills is essential to ongoing enrollment. The following set of non-negotiable standards for participation is designed to allow participants to self-regulate behavior. 1.) Respect the right of others to courtesy and personal space. 2.) Manage anger in appropriate ways. 3.) Respect and respond to adult authority. 4.) Accept differences among the group. 5.) Accept responsibility for own actions. These are reasonable expectations for any child participating in a group program setting. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful

participation for each child through the joint understanding, support, and practice of these positive life skills.

12. Discipline Practices

Discipline for inappropriate behavior will focus on consequences, rather than punishment, to help children self-manage their behavior in the future. Staff assist children in self-management through reminders, redirection, and discussions about consequences. When children consciously make a choice to ignore expectations, consequences in line with the behavior will follow. Interventions and consequences focus on as little teacher intervention as possible. This allows children to be internally motivated in developing appropriate behaviors. Typical behavior interventions are as follows:

- Often, closer teacher proximity and eye contact are all children need to self-correct.
- On other occasions, a reminder of the rule is effective.
- Sometimes teachers and children discuss the inappropriate behavior and more acceptable alternatives.
- In some situations, children are redirected to a solitary activity for a brief period of time.
- More serious behavior issues require a parent/teacher conference to develop an action plan for improvement.

13. Parent Visitation and Involvement

Our program has an “open-door” policy on parent visitation. Parents are also encouraged to visit the program and become actively involved in the program by: chaperoning field trips, decorating, planning and/or baking for seasonal parties, reading to the children, and sharing your personal hobbies, talents, and professional skills. Contact your director to express your interest and offer suggestions on program activities.

14. Non-Violence Policy

The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons,

fashioned or real, is prohibited and grounds for immediate expulsion. Statements by anyone that threaten violent action will be regarded as real and result in immediate contact of parents and law enforcement if appropriate.

15. Community Service

Student involvement in community service is a core curriculum objective. Service to others helps develop strong leadership and character traits in youth. Parent recognition of their child's efforts in this area will give lasting value to these experiences.

16. Communicable Disease

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed (http://www.kdheks.gov/bcclr/application_packets_and_forms/child_care/CCL_037_Guidelines_for_Exclusion.pdf). The Program Director shall exercise his/her discretion in determining if a child seems well enough to resume normal participation. Parents must report to the Program Director any exposure to communicable disease.

17. Prescription Medications

If your child is taking any prescription drugs while in attendance, these medications must be sent to the program director in their original containers and must have RX information affixed. All medications must be sent in daily dosages. Medication cannot be administered without signed parental consent. Medication administration forms can be found at www.icprdkids.com.

18. Dress

Dress for the weather. A portion of the day will be spent outdoors. No baseball caps are allowed in the school, nor are shirts with questionable graphics.

19. Absences/Daily Sign-In/Sign-Out

Parents must notify program staff any time a child will be absent from the program. *Parents/Guardians are responsible for signing their children*

in/out of the program each day. Curbside drop-off/pick-up is prohibited. A photo ID may be requested by staff at any time for the safety of our participants.

20. Personal Belongings

Label all personal belongings such as backpacks, coats, hats, and gloves. Toys, games, and electronic devices are prohibited. The program is not responsible for loss, theft, or breakage of personal belongings.

21. Medical Insurance

During the course of normal participation, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. **JCPRD does not carry medical insurance for program participants.** Make sure your health insurance policy name and number are recorded on the Authorization for Emergency Medical Care form. In urgent care situations, staff will attempt to contact parents for child pick up and follow up medical treatment. In emergency care situations, children will be transported by ambulance to the nearest hospital. Be sure all of your child's records are up to date to assist us in effectively responding to emergencies.

22. Parent Conduct

Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with program employees, participants, and their families. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, and/or contact will not be tolerated. Kansas state law prohibits parents from disciplining and/or reprimanding program other program participants. Failure to observe appropriate conduct will result in immediate and permanent expulsion from the program.

23. Mandated Reporters

JCPRD staff are required by KDHE to immediately report any evidence of suspected child abuse or neglect to DCF or to local law enforcement agencies.

24. Field Trip and Transportation Policy

Due to staffing ratio requirements, all children in attendance on scheduled field trip days will be required to accompany the group on the trip.

Children will be transported by leased bus for large group field trips. Trips involving 13 or fewer children may be transported in Johnson County Park & Recreation District vans.

25. Illness or Vacation

Refunds will not be issued for illness or vacation. In appreciation for the support you show our programs, you will receive one week at no charge, to be issued the week of Thanksgiving.

26. Chronic Health/Special Care Needs

Written physician orders as well as a parent/staff pre-attendance meeting will be required to ensure that chronic health conditions and any special care needs can be accommodated within the program.

27. Parent Orientation

Prior to the school year, a parent meeting will be held to cover program procedures and provide staff introductions. Plan to attend even if you have been enrolled in previous years. Parents unable to attend this meeting should contact your site director for orientation information.

28. Parent Communication

Families receive information from the program through: newsletters, dry erase bulletins, notes home, e-mail, telephone, Twitter notices, and informal and formal conferencing. Parents are encouraged to contact staff in a timely manner with any issue, concern, and/or suggestion regarding their child or the program. Your views are valued and appreciated and guide our efforts toward continuous improvement. Any specialist working with your child is strongly encouraged to become part of the Out of School Time communication network.

29. Food Service

The Out of School Time Programs will provide children a morning and afternoon snack daily. Be sure to make us aware of any special dietary needs and/or food allergies. Children should bring a healthy lunch on no-school days in an insulated, reusable container. Soda/sugary drinks are strongly discouraged.

30. Emergency Closing

Natural disasters, utility outages, and severe weather can result in the emergency closure of the program. Any emergency evacuation of students during the regular school day will result in the cancellation of the Out of School Time program, until the facility is reopened for regularly scheduled classes. No alternate program location will be available in the event of emergency or severe weather closures. All closures will be broadcast via Twitter @JCPRDsmOST.

31. Family Support and Community Resources

The director is always available to help families access community resources designed to support and strengthen families. Your director can provide information on application for DCF child care subsidy and other community resources. The following websites also provide excellent and current information on a variety of family centered topics that can be accessed in the privacy of office or home. Kansas Department for Children and Families <http://www.dcf.ks.gov/Pages/default.aspx>. Johnson County Children and Family <https://www.jocogov.org/health/children-and-family>. American Academy of Child and Adolescent Psychiatry https://www.aacap.org/AACAP/Families_and_Youth/Facts_for_Families/AACAP/Families_and_Youth/Facts_for_Families/FFF-Guide/FFF-Guide-Home.aspx.

32. Confidentiality Statement

All contents of children's files including health history, medication form, emergency medical release, personal data sheet, correspondence from parents, IEP, incident reports, and staff generated correspondence are confidential documents. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through signed permission. Documents can be released only to custodial

parent/guardian and DCF child protection agency representatives. Release under any other circumstances must be mandated by court order. Children's records will remain on file at the program until enrollment is terminated and the file is returned to the custodial parent/guardian or destroyed.

33.Children's Services Photo Policy

Unauthorized distribution or release of photos of children and/or staff engaged in Johnson County Park & Recreation District sponsored activities is expressly prohibited without written consent of all parties represented. The policy extends to traditional photo prints and negatives, CD's, digital memory cards, electronic transmittals via email or through the web, and images captured on mobile phones. Photos of participants are strictly limited to program use or other JCPRD publications with a signed waiver. Failure to observe this policy may result in expulsion from the program.

34.Employee/Patron Relationships

District Policy 402-01(B)(24) and the JCPRD Code of Ethics prohibits JCPRD staff from entering into personal employment arrangements with program participants and their families. This includes, but is not limited to, babysitting.