

**Johnston Community School District**

**Welcomes you to**

# **Kids Connection (KTC) Summer 2023**

*Friends*

*Fieldtrips*

*Fun*



Grades K -1 – Wallace  
Grades 2 - 3 – Horizon  
Grades 4 -7 – Lawson



## **Parent Handbook**

### **Summer 2023**

**Johnston Community Education/KTC**

**PO Box 10**

**6510 NW 62<sup>nd</sup> Ave**

**Johnston, IA 50131**

**Phone: 515-252-8490**

**Websites:** <https://johnston.ce.eleyo.com> & <https://www.johnstoncsd.org/commed/programs/kids-connection-ktc/>

Information in this handbook is subject to change.

Summer 23.2

**Non-discrimination Statement:** It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Associate Superintendent, Nikki Roorda, 6510 NW 62<sup>nd</sup> Ave, Johnston, Iowa 50131, (515) 278-0470, [nikki.roorda@johnston.k12.ia.us](mailto:nikki.roorda@johnston.k12.ia.us).

Johnston Community School District is an equal opportunity workplace and an affirmative action employer.

**KTC Mission Statement:**

Our mission is to enhance the quality of each participant’s summer day by providing a fun, positive and safe environment. We will promote life-long learning skills where the children will benefit from social interaction. Staff will be positive role models. We will work closely with both parents and school officials to offer a continuum where the children feel supported throughout their educational and childcare experience.

Dear KTC Families,

Welcome to KTC (KTC) School-age Child Care! KTC is a program of the Community Education Department in the Johnston Community School District (JCS D). KTC is licensed by the Department of Human Services. We offer year-round large group childcare for kindergarten through fifth grade students along with summer enrichment for sixth and seventh grade students. We believe that children need a chance to relax at KTC and to choose their leisure time activities. We offer opportunities to grow, develop and socialize through developing lifelong learning and social skills.

KTC staff members plan activities, crafts and games around themes designed to involve and challenge the children in a variety of fun and enriching ways. You are welcome to observe any of the KTC program sites. We appreciate your interest! Please contact Steve Conlan at 515-252-8490 to arrange a guided KTC site visit. In addition, KTC participants have the opportunity to attend classes sponsored by Community Education when classes are held at the child’s school. These classes will be advertised in “The Connection” and Community Education summer program guide.

Our KTC staff members include Steve Conlan-KTC Childcare Manager, Lori Meyer-KTC Specialist, Diane Ross-KTC Account Specialist, On-site Coordinators, and Child Care Providers. Please contact a KTC staff member or the KTC office, 515-252-8490, with questions and concerns about KTC. Your communication with us is important to the quality and success of our program!

Sincerely,

Steve Conlan  
KTC Childcare Manager

Lori Meyer  
KTC Specialist

Diane Ross  
KTC Account Specialist

**District Policy:**

KTC will follow Johnston Community School District policies and procedures. These policies and procedures can be found in your individual school building student handbook or on the district’s web site [www.johnstoncsd.org](http://www.johnstoncsd.org). We encourage you to review these policies and procedures for further reference.

# Index

Mission & Welcome	Page 3
Index	Page 4
Registration Information	Page 5-7
Summer 2023 Contract Types	Page 8-9
Payment Information	Page 10
Financial Assistance	Page 11
KTC Attendance	Page 11-13
Behavior Guidelines	Page 13-14
Breakfast, Lunch, Snack	Page 14-15
Health Policy	Page 15-16
Sunscreen Policy	Page 16
Special Programs	Page 16
Emergency Procedure	Page 16-17
Access Policy	Page 18
KTC Door Security	Page 18
Childcare Locations/Phone Numbers	Page 19
Program Closed Dates	Page 19
Field Trips	Page 19-20
Swim Lessons	Page 20
Technology Policy	Page 20

# REGISTRATION

**Enrollment Policy:** Any child going into grades DK-7 may be enrolled in KTC for the summer. During the summer the child's grade level is the grade they will be in in the fall. Enrollment is on a first-come basis and is limited at each site due to staff-student ratio of 1:10-1:15, following state guidelines and space availability. Your KTC account needs to be current and at a zero balance in order to register and have your contract approved for summer KTC.

**\*Grades 6-7 are included in KTC for summer only.\***

**Registration Dates/Procedures:** Registration opens April 3<sup>rd</sup> for KTC Summer Day Camp 2023 on Eleyo. Registration for Summer 2023 is all done online. You can access registration at <https://johnston.ce.eleyo.com>. If you attended KTC any time since Summer 2015 and/or School Year 2015/16, you already have an Eleyo KTC account. If not, you will need to create a family account on Eleyo and then register for KTC-Summer 2023. You must register each child that will be attending.

You will be choosing one of two contract options for Summer KTC, a Consistent Schedule Contract or a Pick Your Days Contract. A Consistent Schedule Contract is for those who are attending KTC the same days all summer long. The Pick Your Days Contract is the more flexible schedule and you can pick which days and weeks you plan to attend. You will have the same contract **all** summer.

If you do not have access to a computer and/or internet, you can utilize both at the Johnston Public Library if you have a library card. You can also come to the Johnston Community Schools District Office, 6510 NW 62<sup>nd</sup> Ave. and use a customer computer to register your child. No phone registrations will be accepted.

\*If you are applying for a scholarship or have DHS daycare assistance, please call the office at 515-252-8490 as soon as possible. Paperwork for scholarship or DHS daycare assistance must be completed and approved before registration will be accepted.

**Registration Fee:** Registration fee for Summer 2023 is \$30 per child. It will be paid online when your contract for Summer KTC is approved on Eleyo. Registration fees are non-refundable.

**KTC Apparel:** KTC purple t-shirts will be used for Summer 2023. Each child is **required** to have a purple KTC t-shirt. If you already have a purple KTC t-shirt, it can be used. If you need a purple t-shirt the \$10 cost will be paid with the registration fee. Shirts will be distributed at each summer site.

A KTC swim shirt is also **required** for each child attending Summer 2023. If you have purchased a swim shirt for a previous summer, it can be used. Otherwise the \$12 per swim shirt cost will be paid with registration. Please see page 20 for information about the KTC swim shirt. Swim shirts will be distributed at each summer site.

**Registration Deadline:** Registration needs to be completed on Eleyo 7 days prior to attending KTC during the summer. You will receive an email confirmation once your registration has been approved. Registration must be completed by **May 17** in order to start summer KTC on June 6.

**2023-2024 School Year Registration:** Registration for the 2023-2024 School Year will be available online on June 26. The registration fee for the 2023-2024 School Year is \$30 per child. If you have any questions call the KTC Office at 515-252-8490. KTC office hours are 7:30-4:00.

\*It is **important** that you use an email address that you check frequently. All communication from KTC/Eleyo is emailed to that email address. \*

## Setting up your Account Profile on Eleyo

These instructions will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household and add emergency contacts for your children in anticipation of future registrations within the Eleyo system.

**\*If you have used KTC any time since Summer 2015, you already have a profile set up in Eleyo.\***

### Create your Account Profile

1. Access the new site by browsing to: <https://johnston.ce.eleyo.com>
2. Select the Sign Up button in the top right corner. *If your email address is recognized as a previously registered user, please use the Forgot Password link to receive an emailed link to create a password.*
3. Complete the *Register a New Account Form* and select **Create Account**.
4. After you have finished setting up your profile, select the **Community Education** link in the upper left area of the screen and select *Explore All Programs* and then select *Your Dashboard*. This will populate your contact information within our Community Education system.

-or-

Continue to Step 3 in Add Family Members and Emergency Contacts (below).

NOTE: An email will be sent with a link to verify your account. Use the **Verify Your Email Address** button on that email to verify your account.

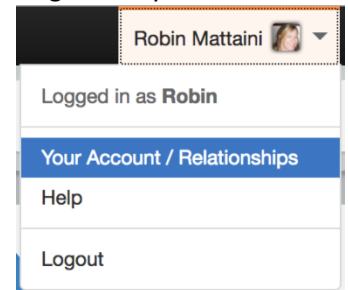
### Add Family Members and Emergency Contacts to your Account Profile

1. If you are not already on the website, browse to <https://johnston.ce.eleyo.com> and login with your email

address and password by selecting the Log In button **Log In**.

2. Select your name in the top, right corner of the screen and select Your Account / Relationships.

3. Use the **Add** button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child will be entering Kindergarten (you may edit this at a later date if needed).



4. Select the **Create Person** button.

A screenshot of a form for adding a new person. It has a "First Name" field with "sam" entered. Below the field is a "Sample Jones" link. There are up and down arrow buttons on the left side of the form.

Use the **Emergency Contacts** button to add emergency contacts for children on your profile. In order to prevent creating duplicate users in the system, when adding an Emergency contact already attached to your profile, select from list of already existing users as you type. Use the COPY EMERGENCY CONTACTS to copy contacts from child to child.

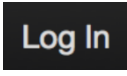
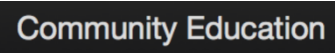


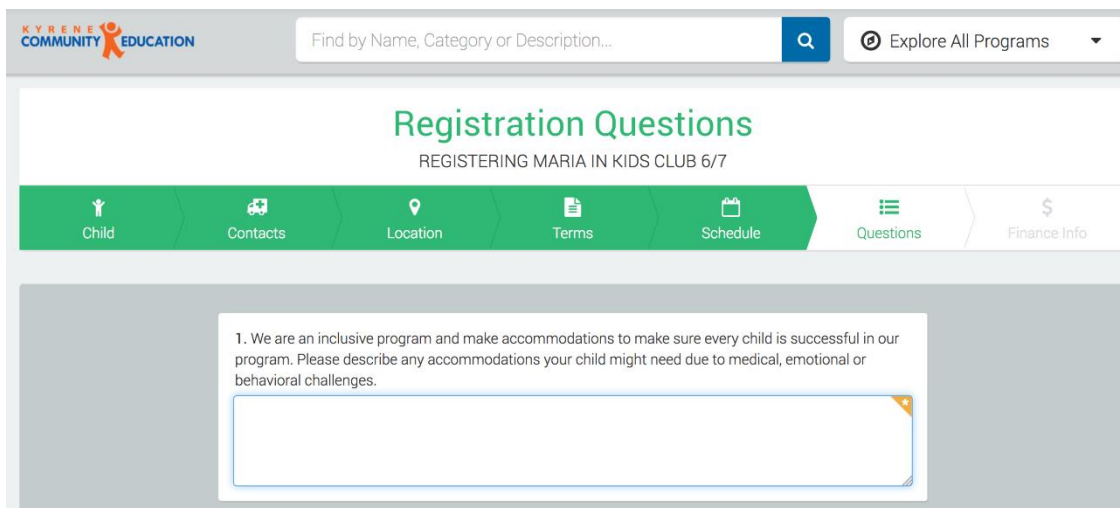
5. After you have finished setting up your profile, select the **Community Education** link in the upper left area of the screen and select *Explore All Programs* and then select *Your Dashboard*. This will populate your contact information within our Community Education system.

## Registering for Kids Connection Child Care Program on Eleyo

These instructions will walk you through the process for registering a student for Kids Connection.

### Log in

1. Browse to <https://johnston.ce.eleyo.com> and login with your email address and password by selecting the Log In button . (TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.)  
Select the Community Education tile -or- select  at the top of the screen.
2. Point to *Explore all Programs, Kids Connection* and select *Registration*.
3. Continue through the registration screens to submit a pending contract request for each student.



KYRENE COMMUNITY EDUCATION

Find by Name, Category or Description...

Explore All Programs

### Registration Questions

REGISTERING MARIA IN KIDS CLUB 6/7

Child Contacts Location Terms Schedule Questions Finance Info

1. We are an inclusive program and make accommodations to make sure every child is successful in our program. Please describe any accommodations your child might need due to medical, emotional or behavioral challenges.

*You will receive a Pending Contract Request email.*

*A 2<sup>nd</sup> confirmation email will be sent when your student has been placed in their site and your payment account will be charged. This 2<sup>nd</sup> email will indicate your student's start date.*

**Eleyo is your child(ren)'s child care account. It is very important that you keep schedules, payments and information up to date on your Eleyo account.**

**Eleyo works best on a computer or tablet. It does not work well on a cell phone.**

# KTC CONTRACT TYPES- SUMMER 2023

You will choose one of the two contracts for the entire Summer 2023.

## Consistent Schedule Contract

A Consistent Schedule Contract is for the same days every week during the entire summer. If you choose this contract the schedule will be the same for the **entire summer**. The contract start date will be set and can't be changed online. There is a minimum of three days attending each week with the Consistent Schedule Contract. Invoices will be sent for each four weeks of care. **Auto pay** is required and payments will pull at 4:00 am on the payment due date. Weekly fees cover most of the field trip admissions, supplies, snacks, staff salaries, and transportation costs. There is not an alternative schedule for field trips. Drop In Days to add to your schedule will be allowed at the Drop In Rate, which is a higher rate for care.

- You will set up your child's summer schedule during the initial registration by selecting the days of the week. So you will select what days (MTWThF) your child will attend and that will be their consistent schedule for the entire summer June 6 - August 11, 2023. Days **cannot** be exchanged or transferred.
- Drop In Days can be submitted one day prior to the start of the day you want to add a day of care. They will be charged to your account and included in your next invoice
- Consistent Schedule Contracts will not be available after the week of June 26<sup>th</sup>. If starting KTC the week of July 5<sup>th</sup> or after, you will have to do a Pick Your Days Contract.

## Consistent Schedule Contract Prices

Days/Week	1 <sup>st</sup> Child	2 <sup>nd</sup> Child or more (per child)
5 Days	\$165.00	\$160.00
4 Days	\$156.00	\$151.00
3 Days	\$144.00	\$139.00
Drop In Days	\$55.00/Day	\$55.00/Day

## Consistent Schedule Contract Due Dates

Invoice Date	Due Date (pulls 4 am that day)	Period of Care Covered
May 31, 2023	June 2, 2023	June 6 – 30, 2023*
June 28, 2023	June 30, 2023	July 5 – 28, 2023
July 26, 2023	July 28, 2023	July 31 – August 11, 2023

\*KTC is closed June 5 for staff training.

## Consistent Schedule Contract Vacation Week

If you choose the Consistent Schedule Contract you will be allowed one vacation week during the summer. This week is a full week, Monday through Friday. You will be credited for your week **after** it occurs on Eleyo. A written form must be completed and dropped/sent to the main KTC office **two weeks** prior to the week you want to use as your vacation week. Forms can be found online at <https://www.johnstoncsd.org/commed/programs/kids-connection-ktc/summer-ktc/> or at the KTC office, 6510 NW 62<sup>nd</sup> Ave.



## Pick Your Days Contract

Pick Your Days Contract is the most flexible schedule for the summer. Each week you can select different days and the number of days to attend. You can choose your start date and attend as little as one week of summer. You can take as many weeks off as needed. **There is a minimum of three days attending during weeks attended with the Pick Your Days Contract.** You must enter your schedule by 11:59 p.m. on Wednesday the week prior to attending. Payment will be due by 4:15 p.m. (11:59 p.m. online) on Friday of that same week. You cannot exchange or transfer days each week after 11:59 p.m. Wednesday the week prior to attending. Drop In Days to add to your schedule will be allowed.

- Initially you will need to schedule three days or more for any one week between June 6 and August 11. You can select any number of weeks between one and your entire summer schedule, selecting various days each week.
- You will be able to make changes to the child's schedule for any given week up until 11:59 p.m. on the Wednesday before the next week of care. You can enter schedule for the entire summer, if you prefer. You will be invoiced weekly.
- Failure to submit a schedule change by Wednesday at 11:59 p.m. for the next week of care will result in your care being set at the drop-in rate if you decide to send your child to KTC.
- Invoices will be emailed on Thursdays with a deadline of payment the next day, Friday.
- Drop In Days can be submitted one day prior to the start of the day you want to add. They will be charged to your account and included in your next invoice.

## Pick Your Days Contract Pricing

Days/Week	1 <sup>st</sup> Child	2 <sup>nd</sup> Child or more (per child)
5 Days	\$175.00	\$170.00
4 Days	\$164.00	\$159.00
3 Days	\$153.00	\$148.00
Drop in Days	\$65.00/Day	\$65.00/Day

**Weekly Schedule Changes for Pick Your Days Contract:** To make a schedule change log on to your Eleyo account <https://johnston.ce.eleyo.com> and follow these steps:

1. Click on Explore All Programs in the upper right hand corner.
2. Click on View Your Dashboard.
3. Click on Your Accounts - Kids Connection # >
4. Select the Contract under Current and Upcoming Contracts – (your student's name) >
5. Click on the Change Schedule button on the left
6. Click on the calendar to add/delete the dates to the schedule.
7. Click on "Submit Contract Schedule Changes."

You will receive an email confirmation with the schedule change once the schedule is approved. Please check the email confirmation and make sure the schedule change is correct.

## Drop In Days

Only participants that have either Consistent Schedule Contract or Pick Your Days Contract types will be allowed to submit a request for adding an additional day(s) to your schedule.

- Once a request is received and approved you will receive notification via email and the Drop In Day will be added to your next invoice.

\*If a child does not have a current contract with KTC, they will not be allowed at site. They will need to return home with the adult dropping them off.

## PAYMENT INFORMATION

KTC is a self-supporting program financed by parents' weekly fees. The cost of supplies, food, staff salaries, office support, transportation fees, field trip admissions, (except substantial admission fees) and other expenses are derived from fee payments. KTC is a pay ahead, weekly scheduled program. Please contact Diane at 515-252-8490, if you cannot make a payment. Failure to make payment or arrangements may result in termination of childcare services.

**Accounting Invoices/Federal Tax ID Number:** Payment receipts and tax statements will be available to you on your account in Eleyo. The KTC **Federal Tax ID number is 42-6002176.**

**Additional Documents:** A \$10 fee will be assessed for documents reproduced by the KTC office. One week advance notice is required for reproduction of documents.

**Credits:** KTC operates on a prepayment basis; parents are responsible for time reserved, not time used. Advance payment and scheduling is necessary for the children's safety, to ensure accurate food count, staff-student ratio and other preparations.

**Therefore, there can be NO pro-rating of fees  
or refunds for days your child is absent.**

**Late payments:** Consistent Schedule Contract payments will pull at 4:00 am on the due date. Pick Your Days Contract payments received after 4:15 p.m. (11:59 p.m. online) on Friday prior to the week of attendance are late. **A late charge of \$20.00 per week/family will be charged to your account.**

Failure to make payments in full on your account may result in collection fees, inability to register for future KTC/JCE programs and/or termination from KTC.

**Multi-Party Billing:** Families with two households interested in sharing a single account can each be named as owners, have his/her own access and login credentials and are able to post separate payments to a single child care account. If multiple parties are initiating payments to a specific child care account, KTC is not responsible for determining which party has the financial responsibility for specific weeks/days. Tuition can be split between parties by a specified percentage; call the KTC office for setup. Each owner will receive an email when new invoices have posted to the account. Stored payment information will not be available to the other party since they have separate logins. Failure by either party to satisfy payment obligations may jeopardize the child's participation in the program.

**Separate Accounts:** If parents want separate accounts, they can each set up their own. However, each will pay a registration fee and both parents will need to be on the same type of contract. KTC is not responsible for parents scheduling the same times on their separate accounts.

**Method of Payment:** KTC payments can be made online on Eleyo by electronic payment from checking or savings account (ACH). credit card (Discover, American Express, Master Card or Visa) or Apple Pay. Cash, checks, and cashier's checks will need to be brought to the KTC main office at 6510 NW 62<sup>nd</sup> Ave. **Payments will not be accepted at site.** Payments can only be made online or at the KTC main office. No payments will be accepted by phone. If you are notified that your personal check is returned for insufficient funds and you do not make payment within three banking days, or if there are repeated problems with your personal checks, you will no longer be able to pay by personal check. KTC reserves the right to suspend or terminate childcare services if problems with personal checks are not corrected.

## FINANCIAL ASSISTANCE

The ultimate financial responsibility for KTC payments lies with you as the parent or guardian. Failure to make payment or follow financial assistance guidelines with co-payments may result in termination of childcare services.

**KTC Scholarships:** A limited number of partial scholarships are available through the KTC office. All participants must fill out an application to determine eligibility. Applicants are subject to confirmation of financial records. KTC scholarships follow the same standards as the school district free and reduced lunch program. A rule of thumb would be that if you are eligible for the free and reduced program; you are probably eligible for a KTC partial scholarship. Scholarship forms are available on the KTC web page or can be requested from the KTC office.

**Iowa Department of Human Services:** The Iowa Department of Human Services has contracted to provide financial assistance to eligible KTC participants. This financial assistance will cover the majority of KTC expenses. However, parents are responsible for any co-pay DHS issues them. It is important to call the Human Services office at, 515-725-2600 to determine eligibility. Eligible parties meet with a Human Services staff member to fill out forms. Notification of eligibility from the Department of Human Services will be sent to the KTC office. This may take up to 30 days. You are responsible for submitting weekly or monthly schedules to the KTC office using the payment-schedule form and return all forms as required for payment. KTC will work with other established agencies regarding financial assistance. *Authorization from the agency and the KTC office is required before childcare services begin.*

## KTC ATTENDANCE

**Arrival and Departure:** KTC opens at 6:30 a.m. and closes at 6:00 p.m. Drop-off and pick-up are inside the KTC door at each elementary. The child must be accompanied inside with the drop-off person. KTC utilizes iPads for families to sign students in and out. To ensure the safe arrival and departure of your child, please sign him or her in and out each day on the iPad. After locating your child's name on the list, a pull down of Authorized Pickups will appear. You must choose which person you are and sign with your finger on the iPad. You then click the Sign In or Out button. Only adults should sign the iPad. Please do not let your child sign the iPad. In an effort to expedite this process, please keep your Authorized Pick Up list up to date on your Eleyo account. **KTC will be charging a \$10.00 fee per occurrence for anyone not signing in or out daily.** The iPad is located on a table as you enter the KTC site. Important information for you and your child is available at the attendance table. Please check regularly for weekly calendars, special event information and any KTC information.

Because of field trip schedules, plan to have your child in attendance by 9:00 am. Field trips are usually back at site by 4:00 pm. We know that your child must sometimes leave KTC with a parent for doctor appointments, music lessons, etc. In such cases, you must coordinate your child's return schedule with the KTC field trip schedules. If you pick up your child to take him/her to a doctor's appointment, you **MUST** contact an On-site Coordinator to arrange pickup time. If your child will be returning to KTC, you **MUST** walk your child into KTC and notify the On-site Coordinator of your child's re-arrival time. We will be charging a \$10.00 fee for anyone not informing an On-site Coordinator of your child's re-arrival

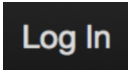
**Absentee Reporting:** If your child will not be attending KTC as scheduled, please notify the On-site Coordinator at your summer location. On-site Coordinators are available after 6:30 a.m. On-site Coordinator's phone numbers are listed on page 19.

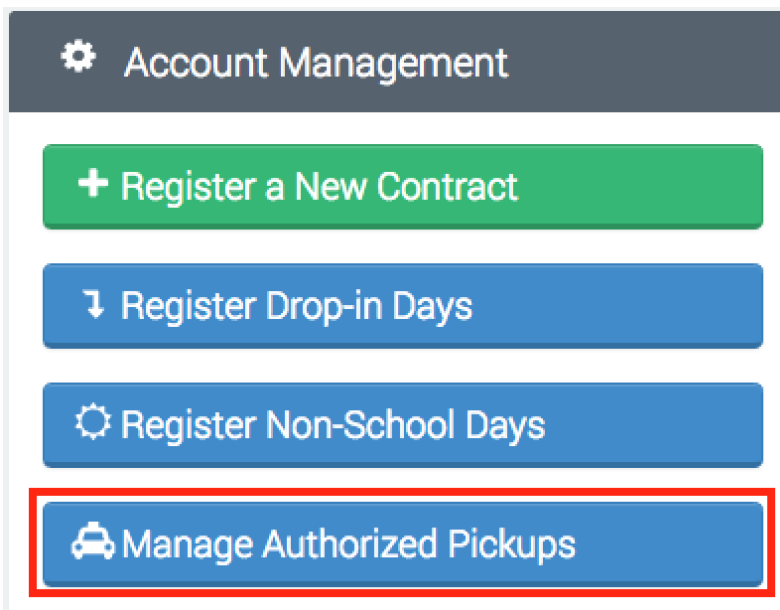
**Authorized Pick-Up:** Your child will be released only to the authorized pickup people listed on your family Eleyo account. Make sure to list the person's relationship to the child and a phone number if they can be contacted as an emergency contact. Siblings listed must be **16 years of age or older**. In an effort to expedite the arrival and departure processes, please keep your authorized pick up list updated regularly on your family account on Eleyo.

## Instructions for Setting up Kids Connection Authorized Pick-Ups Shown on iPad Sign-in/Sign-out App

Parents may set up Authorized Pick-ups online.

### Log in

1. Browse to <https://johnston.ce.eleyo.com> and login with your email address and password by selecting the Log In button . (TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.)
2. Point to *Explore all Programs* and select View Your Dashboard. Select your Kids Connection Account listed under *Your Accounts*.
3. Select the **Manage Authorized Pickups** button under *Account Management*.



**Custody/Visitation Agreements:** Communication with the KTC staff on custody or visitation issues is very important. Therefore, for the safety of your child, a copy of the court order **MUST** be on file at your child's KTC location. If your court order changes or problems occur with the eligibility of the person to whom the child can or cannot be released, notify the KTC Office and/or your On-site Coordinator. Documentation of court-ordered changes should be given to the On-site Coordinator within 24 hours. Legally, the KTC staff cannot hold children from the biological or adoptive parent(s) if there is not a court order specifying otherwise on file at KTC. The staff, as well as the local police department, will follow the court order regarding release of the child.

**Un-Authorized Pick-Ups:** If an unauthorized person attempts to pick-up your child, the On-site Coordinator will contact you immediately for you to provide instruction to staff in the event that safety becomes a concern.

**Late Pick-up Fees:** KTC pick up time is by 6:00 p.m. The iPad time is the official KTC time. **If you are 1-10 minutes late you will be charged \$20.00. You will also be charged \$1.00 for each minute after the first 10 minutes (i.e. 6:01-6:10 p.m., \$20.00; 6:11 p.m., \$21.00; 6:12 p.m., \$22.00).** The late charge will be billed on your next invoice. If you are more than one hour late and the KTC staff has not heard from you, and if the staff cannot reach the emergency contact person(s), a staff member will call the local police department for assistance. Childcare services may be terminated in the event of recurring or extreme lateness.

**Non-registered Participants:** Due to limited space in the KTC program, friends of KTC participants will not be admitted to the program on a drop-in basis. This includes, but is not limited to, your child's visiting relatives or friends.

**Family Emergencies:** Please notify the KTC Office as soon as possible if your child or a primary caregiver (parent or guardian) is hospitalized and your child will not be attending KTC. Other family emergencies include the child's hospitalization, the child's mother's maternity leave, loss of employment and funerals.

## **BEHAVIOR GUIDELINES**

KTC's goal is to provide support and guidance to help students deal with conflicts and changes, accept responsibility for his/her actions, and to help your student develop techniques to use when upset with another student, staff member, or program expectations.

### **Behavior Guidance**

If a child demonstrates behavior that has a negative impact on the child or others in the program, KTC staff will utilize the following strategies:

- **Prevention**

Efforts will be made to make reasonable adjustments to accommodate the individual needs of each child.

- **Intervention**

Expectations will be stated in clear, positive language that is appropriate for the child's age/ stage of development. Staff will encourage the child to self-evaluate his/her behavior and provide time to identify acceptable and appropriate alternatives to unacceptable behavior. The child will be given time to cool down. If the child shows they are ready to discuss the incident, staff will attempt to address the behavior and offer a coping skill. Staff will help the child understand the impact of his /her behavior on self and others. The incident will be documented by the staff involved and communicated with the parent/guardian.

### **KTC staff will not use as a form of discipline:**

According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]:

1. Corporal punishment including spanking, shaking and slapping shall not be used.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
3. Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
4. No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.
5. Children will not have any breakfast, lunch, or snack taken away as punishment.

According to DHS guidelines each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of a defined limit. This written policy shall be provided to team members and parents.

### **Disruptive Behaviors**

1. Blatant disrespect or refusal to follow directions of staff
2. Demonstrating lack of self-control
3. Behavior which disrupts a staff person from fulfilling his/her ability to be available for all children

## **Inappropriate/Harmful Behaviors**

1. Any form of aggression such as hitting, kicking, biting, pushing, throwing objects
2. Disrespectful language, verbal threats, hate speech, verbal harassment, inappropriate gestures, etc.
3. Inappropriate touching and/or harassment
4. Behavior which intentionally causes destruction to property.
5. Child leaving the program area without permission or refusing to leave when the rest of the group leaves or when instructed.

## **Biting**

In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parent pick up. At pick up time, the parent of the individual student will be shown and asked to sign one copy of the report that will be placed in the students file for documentation.

In situations where biting occurs, the following first aid procedure will be followed:

- a) For a surface bite, ice will be applied to reduce any swelling or bruising.
- b) For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately!

## **Suspensions**

In the event that any of the above behaviors occurs, as determined by the On-site Coordinator, a parent or guardian may be contacted to pick up the child immediately. Final decisions on suspensions will be determined by the child care manager.

**First Time:** Parent pick up and the student may return the next day.

**Second Time:** Parent pick up and the student will be suspended through the following day with a mandatory parent meeting within five business days. If meeting does not occur within five business days, KTC services will be suspended until meeting occurs.

**Third Time:** Parent pick up and the student will have a 3 days suspension with a mandatory parent meeting. KTC services will be suspended until the parent meeting occurs.

## **Termination of Services**

**The following summarizes situations that might result in termination of a child from the KTC program**

1. If the child receives a suspension after the third time and the mandatory meeting, the Child Care Manager will meet with the parent/guardian to determine the status of the child in the KTC program.
2. Violent or extreme incidents of a severe nature may result in immediate termination as determined by the Child Care Manager.
3. Parents/guardians who display disrespectful or belligerent behaviors towards the staff, children or other participating families may result in termination.

\*Termination of services can be reviewed one full year after termination date per parent request.\*

## **BREAKFAST, LUNCH AND SNACK**

**Breakfast, Lunch and Snack:** Breakfast and snacks are provided to the KTC participants. All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A monthly menu is available to each participant in advance and is posted at the program site and on the KTC web page, <https://www.johnstoncsd.org/commed/programs/kids-connection-ktc/summer-ktc/>. **Please inform the On-site Coordinator if your child has special dietary needs or food allergies, which affect his or her breakfast or snacks at KTC.** Breakfast is offered at approximately 8:30 a.m. and includes milk, fruit or juice, muffin and cereal. An afternoon snack is served and includes a beverage. **Please send a lunch each day, unless noted otherwise on the field trip schedule, with your child's name marked on the outside.** All lunches will be kept in a refrigerator. A water bottle is recommended.

### **Lunchroom Procedures:**

All students and staff will wash their hands with soap and water when arriving to school, after using restroom, before and after eating and/or handling food. Children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms. KTC will also require a “No Food Trading” and “No Utensil Sharing” policy. Lunchroom tables will be cleaned and sanitized after each shift.

## **HEALTH POLICY**

**Illness:** If your child becomes ill while attending KTC, you will be called to pick up him or her as soon as possible. **CREDIT IS NOT GIVEN WHEN YOUR CHILD IS ILL.** Please follow JCSD school guidelines for your child to return to KTC after being ill.

**Mandatory Reporters:** All KTC and other Johnston Community School District employees working directly with children are Mandatory Reporters of suspected child abuse. Employees are required by law to report any suspicion of physical, sexual or emotional abuse.

**Medical Emergencies:** KTC On-site Coordinators and Childcare Providers hold current First Aid/CPR certificates and will follow recommended procedures, if a medical emergency arises. Injuries are recorded on accident reports. You will receive a copy of the accident report. A copy of the accident report is also placed in an accident report file at site. First Aid kits are kept at each childcare location. A KTC staff member will contact you if your child is injured. If you or your child’s other parent or guardian cannot be reached, staff will call emergency contacts listed on your registration form. If emergency medical care is considered necessary and the above cannot be reached, the staff member will have your child transported to the hospital at parent expense.

**Medication:** You must give a written release form from the doctor to the On-site Coordinator, if your child is to be given prescription or non-prescription medication during a KTC session. These forms are available at site from the KTC staff. According to school district regulations, the medication must be in its original container with instructions from the doctor for the On-site Coordinator to distribute to the child written on the outside. A KTC trained staff will administer all medications.

### **Hand Washing Policy:**

1. All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the center, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid and after handling animals and cleaning cages.
2. Children’s hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.

### **Universal Precaution Policy:**

1. Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge.
2. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

**Special Needs:** Please inform the staff of your child(ren’s) special needs or limitations. We want to provide each child with the best possible care. Such situations can be discussed with Steve Conlan, KTC Program Manager, by calling 515-

252-8490. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program. We may not be able to care for all your child's needs.

**Hold Harmless Agreement:** Participation in Johnston Community School District Community Education programs is entirely voluntary. The Johnston Community School District and its directors, officers, employees, and agents assume no liability for injury to any participant during his/her participation in Community Education programs. The participant or their parent/guardian will be responsible for paying all expenses, costs, and fees associated with any emergency medical care and/or treatment relating to participation in Community Education programs. The participant or parent/guardian releases the Johnston Community School District and its directors, officers, employees, and agents from any liability in connection with participation in Community Education programs, to the fullest extent permitted by law. Also, we cannot be responsible for the safety of your child if you do not schedule your child's attendance.

## **SUNSCREEN POLICY**

**Please notify the KTC On-Site of any allergies to sunscreen.**

Preventing sunburn during the summer is very important. You will need to provide sunscreen SPF-30 or higher for your child for summer KTC. KTC staff will apply the sunscreen to your child when he or she will be playing outside or on other outdoor field trips. KTC Staff will record the time of sunscreen application. The sunscreen will be applied to exposed skin including but not limited to the face, tops of the ears, nose and bare shoulders, arms and legs. The sunscreen policy was included in the summer KTC registration questions on Eleyo.

## **SPECIAL PROGRAMS**

**Transportation:** School Transportation America buses are used to transport KTC participants on field trips. Drivers are trained according to state and school district policies. District guidelines regarding proper school bus behavior are discussed with all participants prior to the field trip. If a child does not follow guidelines consistently, he or she may be denied KTC bus privileges for the remainder of the summer. The parent or guardian would then be responsible for alternative transportation arrangements.

**Community Education Programs:** Please note that your child can attend Community Education Programs, only if the class is held at your child's KTC summer location or you arrange transportation to the school where the class is held. Please tell the KTC staff if your child is registered for a Community Education Program and is to be released at class time and if he/she is to return to KTC after the class.

## **EMERGENCY PROCEDURE**

**Intoxicated/Impaired Parent:** KTC cares about the safety and well-being of the children participating in the program. This concern does not end when a parent/guardian or other authorized person comes to pick up a child from the site. If a staff member observes conduct by an individual wishing to pick up a child that reasonably leads the staff member to believe the individual is impaired, the staff member may take action to address these concerns. If necessary, an authorized pick up person will be contacted. If the parent/guardian decides to take the child, the proper authorities will be contacted.

**Lost or Abducted Child:** The following steps will be taken if a child is lost or abducted from the site.

1. Thoroughly search the immediate area.



2. Call 911
3. Call the building principal and the KTC Program Manager.
4. Notify parents.
5. The KTC Program Manager or building principal will contact the District Administrative Office.
6. The KTC Program Manager or On-site Coordinator will remain at the center as the point person and to gather information/description of the child to share with authorities.

**Intruder/Unauthorized Person:** An intruder is an unauthorized person who enters the school where the program is located. It is suggested for staff to follow the steps listed below:

1. KTC staff will speak to individual from a safe position. Question the individual as to why individual is on school grounds. Be polite but persistent. Do not accept their reason or excuse. Don't leave the individual unattended.
2. KTC staff will ask the individual to leave the school grounds and escort him/her out.
3. If the individual refuses to leave the building, ask for assistance from the On-site Coordinator, KTC Program Manager, or building principal. Use your best judgment to decide if police (Call 911) is needed to be contacted if the individual refuses to leave and/or becomes aggressive.

**Aggressive, Armed, or otherwise Dangerous Intruder:** It is suggested for staff to follow the steps listed below:

1. Notify law enforcement and give a full description of intruder, including last known location, physical description, and known weapon or other devise.
2. Back away from intruder, with hands raised, if he/she indicates a potential for violence. Allow an avenue of escape for the individual. To the extent safely possible, maintain visual contact.
3. Be aware of intruder's actions at this time (where he/she is located in school building/center, whether he/she is carrying a weapon or package, etc.) Revised April 27, 2010-DHS policy change.
4. KTC staff will take students to a safe location. This may require lockdown in a designated area or evacuation from the building.
5. Inform KTC Program Manager and building principal.
6. If the aggressor leaves the school grounds before police arrive, note the direction the aggressor went and if they were on foot or left in a vehicle. If the aggressor left in a vehicle note the type of vehicle, color, and license plate number.

**Emergency Drills:** Drills for fire, tornadoes, and disasters are practiced monthly. An emergency plan is posted in each room for evacuation procedures. In the event of a bomb threat, power failure, chemical spills, earthquake, blizzard, or other disasters, the center may be evacuated and parents may be asked to pick up their child/children at the area designated for emergencies.

**Parent Communication:** After the safety of our students is assured, KTC will make every attempt to contact and inform parents of the situation as soon as possible. The following procedures will also be followed:

1. Should parents arrive to take their students during a tornado, fire or evacuation, the student may leave as long as they have been signed out with the On-site Coordinator or designated staff.
2. Should parents arrive to pick up their child during a lock-down, they will not be allowed to enter or exit the building and will need to wait in a safe area of their choosing until the all clear has been given and students are dismissed.
3. Keep classroom phone lines open during any emergency procedures.
4. Keep cell phone lines open during any emergency procedures.

## ACCESS POLICY

**Unrestricted Access:** Any person in the program who is not a staff member, substitute, or subcontracted staff or volunteer who has not had a record check and approval to be involved with child care shall not have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

1. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.
2. It is imperative that program not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
3. Persons who do not have unrestricted access will be under the direct “supervision” and “monitoring” of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
4. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their On-site Coordinator or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
5. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A).
6. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
7. Shall not be on the property of the child care center without the written permission of the Child Care Manager, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
  - a. The On-site Coordinator is not obligated to provide written permission and must consult with their DHS licensing consultant first.
  - b. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
    1. The precise location in the center where the sex offender may be present.
    2. The reason for the sex offender’s presence at the facility.
    3. The duration of the sex offender’s presence.
    4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
    5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

## KTC DOOR SECURITY

**Door Security:** The KTC exterior doors at each building will be locked. The KTC door has a reader with a numeric key pad. A family account will have a pin number that will need to be used to access the KTC exterior door by the person dropping off/picking up your child. This pin number should be shared with only those that are authorized to drop off/pick up your child. For the safety of all, we ask that you not share this pin with any other individuals. Pin numbers will work during set hours of operation during KTC and at buildings where you have a child attending. Call the site to enter during hours the pin pad is not operating. The doors will lock at 6:00 p.m. and so you are encouraged to be on time when picking up your child. A KTC staff member will need to let you in after 6:00 p.m. Your family pin doesn’t change once one has been assigned. If you do not have a pin number, please contact KTC Office at 515-252-8490.

# SUMMER 2023 CHILDCARE LOCATIONS

## Wallace Elementary School (Grades K-1)

(Students going into Kindergarten & 1st Grade Fall 2023)

6207 NW 62<sup>nd</sup> Ave. Johnston, IA 50131

NE entrance near the cafeteria, door #24

Summer phone number: **515-278-0137**

On-site Coordinators: Charity Johnson, Meg Davis & Rebecca Close

[cjohnson@johnston.k12.ia.us](mailto:cjohnson@johnston.k12.ia.us); [megan.davis@johnston.k12.ia.us](mailto:megan.davis@johnston.k12.ia.us); [rebecca.close@johnston.k12.ia.us](mailto:rebecca.close@johnston.k12.ia.us)

## Horizon Elementary School (Grades 2-3)

(Students going into 2<sup>nd</sup> & 3rd Grade Fall 2023)

5905 NW 100<sup>th</sup> St. Johnston, IA 50131

SW entrance by the cafeteria, door #15

Summer Phone Number: **515-986-1321**

On-site Coordinators: Brenda Schumaker & Martha Shoemaker

[bschumaker@johnston.k12.ia.us](mailto:bschumaker@johnston.k12.ia.us); [martha.shoemaker@johnston.k12.ia.us](mailto:martha.shoemaker@johnston.k12.ia.us)

## Lawson Elementary School (Grades 4-7)

(Students going into 4<sup>th</sup> thru 7<sup>th</sup> Grades Fall 2023)

5450 NW 62<sup>nd</sup> Ave. Johnston, IA 50131

NW entrance by the cafeteria/gym, door #14

Summer Phone Number: **515-278-4889**

On-site Coordinators: Tara McCulley & Josh Schumaker

[tara.mcculley@johnston.k12.ia.us](mailto:tara.mcculley@johnston.k12.ia.us); [josh.schumaker@johnston.k12.ia.us](mailto:josh.schumaker@johnston.k12.ia.us)

## PROGRAM CLOSED DATES/OPERATING HOURS

**Program Closed Date/ Operating Hours:** Important dates regarding KTC Summer Day Camp 2023 are:

KTC CLOSED (Due to staff training)	Friday, June 2 and Monday, June 5, 2023
First day of KTC Summer Day Camp	Tuesday, June 6, 2023
KTC is CLOSED for the 4 <sup>th</sup> of July holiday	Monday, July 3 and Tuesday, July 4, 2023
Last day of KTC Summer Day Camp	Friday, August 11, 2023
KTC CLOSED (Due to staff training)	August 14 - 22, 2023
1 <sup>st</sup> day of school	Wednesday, August 23, 2023

KTC will be open Monday-Friday (with the exception of the dates listed above) from 6:30 a.m.-6:00 p.m. Please respect these opening and closing hours because staff members are not available before 6:30 a.m. to supervise the children and must be paid overtime after 6:00 p.m. Late pick-up fees will be charged as explained in this handbook, page 12.

## FIELD TRIPS

**Field Trips:** A variety of field trips are scheduled each week. Your child will have a chance to learn new skills and try new activities this summer! All field trips are carefully planned and well supervised. Monthly field trip schedules are emailed to participants for summer KTC. Printed copies of field trip schedules are available at each site. A field trip data base is available on the JCSD web page. It gives information about each location.

<http://www.johnstoncsd.org/commed/programs/kids-connection-ktc/field-trips/>

Transportation will be on a STA bus, driven by a trained driver who meets school transportation requirements. All field trip changes will be posted at site and emailed to your email address from Eleyo. **Please be aware that all field trip schedules are subject to change.**

### **KTC Swim Shirts**

KTC swim shirts are safety green with black KTC lettering on the back. They are 100% polyester, moisture-wicking rapid dry fabric. They are 50+ UPF rating for UV protection. KTC swim shirts are \$12 per shirt and can be purchased at the KTC main office, if not done at registration. The KTC swim shirts are **required** for swimming field trips. They will be distributed at sites prior to the first swimming field trip.

**KTC Swim Lessons:** **If** KTC Summer 2023 swim lessons through Johnston Community Education become available, the information will be posted online, on Eleyo, and emailed to KTC participants.

**Technology/Electronics Policy:** We ask that students not bring any type of electronics to KTC. This includes cell phones and watches. If a student brings or wears a smart watch, Apple watch, Gizmo, etc. to KTC the device can only be used as a watch. Any other use will not be permitted at KTC. A KTC parent/student agreement will have to be signed if a smart watch is worn. KTC On-site Coordinators at each site will be in charge of the agreements. KTC is not responsible for loss, damage, or theft of such devices.

We would like to thank you for choosing the KTC program to serve your childcare needs. If you have any questions, concerns or comments please feel free to call us at 515-252-8490.