Kid Zone
Before and After School Child Care

This is where the fun stuff happens!

Program Handbook
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Rev 11/10/2020
Introduction:

Kid Zone offers before and after school care as a service to District 7 families with children in grades K-5. Little Kid Zone is offered to preschool-aged children enrolled in District 7 Preschool Academy.

Kid Zone is a multi-aged, socially based program located in ten of District 7’s elementary school buildings. Our goal is to provide a safe and fun program where children are free to explore their own interests and develop friendships while respecting themselves and those around them. Kid Zone is a license-exempt facility operated by District 7. The parent handbook outlines what you may expect from Kid Zone and what we may expect from families. This handbook answers many of the questions you may have regarding Kid Zone. If you have further questions, please contact the Kid Zone Director. Contact information can be found in the back of this handbook.

Our Commitment to Parents:

Your children will be cared for in a safe and supportive environment. Kid Zone will provide a variety of social and recreational activities. If you have any concerns related to your child or the program, you are welcome to speak with the Kid Zone Director, Assistant Directors, and/or Site Coordinator.

Our Expectations of Parents:

All account and enrollment information including service level changes, afternoon transportation changes, and authorized pickups must be kept current and communicated to the Kid Zone Office. All financial charges accrued through the use of Kid Zone are to be paid on time. Lack of payment will result in services being suspended. Parents are asked to conduct themselves in a respectful and supportive manner.

Staff Credentials:

All Kid Zone staff members have state and federal background clearance, are CPR/First Aid certified, and have completed Illinois Department of Human Services required training, which includes: child development, behavior, health & safety training, and child abuse and neglect/Mandated Reporter training.
Locations and Hours of Operation:

Kid Zone operates from 6:30-8:45 a.m. and 2:30-5:30 p.m. at the following locations:

- Albert Cassens Elementary (618) 655-6151
- Columbus Elementary (618) 692-1227
- Goshen Elementary (618) 655-6251
- Glen Carbon Elementary (618) 692-7462
- Hamel Elementary (618) 692-7464
- Leclaire Elementary (618) 692-7433
- Midway Elementary (618) 655-6615
- Nelson Elementary (618) 655-6424
- Woodland Elementary (618) 655-6969
- Worden Elementary (618) 655-7123

Site phones are only operational during Kid Zone hours.

Registration, Fees, & Payment:

<table>
<thead>
<tr>
<th>Kid Zone Weekly Fees</th>
<th>AM ONLY SERVICE</th>
<th>PM ONLY SERVICE</th>
<th>BOTH AM &amp; PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$60/week</td>
<td>$60/week</td>
<td>$85/week</td>
</tr>
</tbody>
</table>

Multiple Child Discount Rates

- 2nd child: 10% off base fee
- 3rd child: 15% off base fee

*Kid Zone fees are per week; daily rates are not available.

Kid Zone utilizes EZChildTrack online system for online registration and billing. All users, current or new to the program, will need to complete online registration every year.

Please visit the EZChildTrack Parent Portal at www.ezchildtrack.com/ecusd7/parent to login or create an account. After this is done, you are able to register for Kid Zone.

To register for Kid Zone:

- If you are using a smart phone or tablet: Click “Switch to Desktop Version” at the bottom of the sign-in page.
- Click register under Kid Zone on the EZChildTrack Parent Portal.
It will walk you through the process step by step.

Online registration must be submitted by 3:00 p.m. on the Thursday prior to the week of requested service start date. Please note: Registrations can be considered pending and may be assigned a start date based upon space availability or other factors determined by the Kid Zone Director. Parents will receive a confirmation email once their online registration has been approved.

For any enrollment changes after initial online registration, please contact the Kid Zone Office by 3:00 p.m. on the Thursday prior to the week of requested change.

Your Kid Zone account must have a zero balance in order to enroll.

Payments are not accepted at individual Kid Zone sites or school offices.

EZChildTrack accounts are charged on Fridays at 12:00am prior to week of service. Account statements are generated for the week on Fridays prior to week of service and will be sent to the email on file. Payments are due on Monday the week of service. Payments of weekly fees can be made via your EZChildTrack Parent Portal or over the phone by calling the Kid Zone office. While you are encouraged to make payments via Parent Portal or over the phone (618-655-6011), fees may also be paid in person or via mail to the Kid Zone Office. Weekly fees are prorated during the weeks when Full Day or Inclement Weather sessions occur and days Kid Zone is closed.

If notification is not received regarding a change in service level, suspension, or withdrawal from the program, parents are responsible for payments until notification is received.

All financial charges accrued through the use of Kid Zone are to be paid on time. Lack of payment will result in services being suspended until account is in good standing.

Attendance during the school day is necessary to utilize the Kid Zone program.

Kid Zone is unable to pro-rate or credit accounts for days that child(ren) are absent due to illness, behavior, travel, and/or other reasons. In order to keep the program functioning and continuing to serve District 7 families, Kid Zone must be able to fill the needed capacity to keep staff employed. If you would like to have your child de-enrolled for a week, the Kid Zone program can do so and re-
enroll when care is needed. Please note that in removing your child(ren) from enrollment you may have to be placed on a waitlist.

Kid Zone **tax statements** can be accessed and printed from your EZChildTrack Parent Portal. If you cannot access your EZChildTrack account, please contact the Kid Zone Office.

Kid Zone holds all information confidential and in accordance with Edwardsville School District Board Policies, HIPPA, and FERPA.

**Financial Assistance:**

Some families may qualify for childcare payment assistance program provided by the Illinois Department of Human Services (IDHS). Please contact the Children’s Home and Aid Society (CHASI) Childcare Resource and Referral Assistance Program at 800-847-6770 for more information.

It is the responsibility of families to obtain and submit CHASI paperwork to IDHS. Parents should bring the CHASI application to the Kid Zone Office for completion of the provider section prior to submission to IDHS. Parents are responsible for all Kid Zone fees until CHASI verification is received.

Families are responsible for all copayments and additional Kid Zone fees (including late pickup charges) outside of approved CHASI days. Copayments and approved days are determined by CHASI, not Kid Zone.

**COVID-19 Procedures:**

Kid Zone will have limited enrollment for the duration of the COVID-19 childcare guidelines. If your child’s Kid Zone site has reached capacity, your child will be put on a waitlist and care will be offered when space becomes available. If parents remove their child from care for a week or more, their spot will be given to another family on the waitlist. Your child will then be placed at the bottom of the waitlist if you would like to resume care.

All Kid Zone children and staff are required to wear a face mask at all times while inside the building.

Kid Zone children will remain in assigned groups (Pods) based on guidance from IDHS and DCFS for the duration of their time at Kid Zone. Social distancing practices will be maintained as much as possible. These Pods will rotate through
activity areas via a designated schedule. Pods will utilize their own materials/supplies. Activity areas and materials will be sanitized after each use.

Upon arriving to the Kid Zone PM session at 2:30pm, Kid Zone staff will conduct temperature checks on each child.

Additional COVID procedures are included in sections below.

**Full Day Care:**

Due to COVID-19 restrictions, ability to hold 2020-2021 Full Day sessions is yet to be determined. Further information will be communicated if services become available.

**Inclement Weather Sessions:**

2020-2021 Inclement Weather sessions will not be held due to COVID-19 restrictions.

**Arrival/Departure Procedures:**

**AM Session Arrivals:** Upon arrival, parents are required to utilize the intercom system located at the main entrance. Parents are not allowed to enter the buildings. Due to privacy and social distancing reasons, only one family at a time is allowed to be at the entrance when signing in. Parents will confirm the Kid Zone COVID-19 symptom check and then state their Kid Zone PIN number in the intercom to the SSO for their child(ren) to be signed in. Once your child(ren) is properly masked, they may enter the building to an awaiting Kid Zone staff member for temperature check. The parent is required to wait outside the door during the temperature check. Once the child(ren) has been approved to enter Kid Zone, the parent is allowed to leave. Staff will escort the child(ren) to put their belongings in their school locker and take them to their designated Kid Zone group. Please be aware that this process may take several minutes.

**PM Session Departures:** When picking up a child(ren) from Kid Zone, parents are required to utilize the intercom system located at the main entrance. Parents are not allowed to enter the buildings. Due to privacy and social distancing reasons, only one family at a time is allowed to be at the entrance when signing out. Parents/Authorized Pick-Up persons will state their Kid Zone PIN number in the intercom to the SSO for their child(ren) to be signed out. A State issued photo identification may still be required when picking up a child from Kid Zone.
Once the SSO signs your child out in the system, they will communicate to a Kid Zone staff member to take your child to gather their belongings from their school locker and bring them to the main entrance. Please be aware that this process may take several minutes as school lockers may not be located near Kid Zone activity areas.

All authorized pick-up designees must be named in the “Contacts” section of the EZChildTrack account – Persons not listed will not be allowed to pick up a child. Sites and School Office staff do not have the ability to make any changes to authorized pick-up designees. If the registering parent indicates that the other parent is not authorized to pick-up, custody papers must be on file with the Kid Zone Office. Kid Zone cannot keep a parent from picking up their child without a copy of legal documentation (custody papers, orders of protection, etc.) on file with the Kid Zone Office.

Any changes to afternoon dismissal that alters your child’s Kid Zone afternoon attendance must be communicated to the Kid Zone Office so that the child is directed to the correct location for dismissal. If your child’s afternoon transportation arrangements are unclear and they are enrolled in Kid Zone for the session, they will be signed in to Kid Zone for their safety. School Offices/Teachers do not communicate afternoon transportation arrangements to Kid Zone.

Kid Zone sites close promptly at 5:30 p.m. A late pick-up fee of $1.00 per minute will be charged per child from 5:30-5:44 p.m. A fee of $5.00 per minute per child will be charged after 5:45 p.m. This fee will be applied directly to your EZChildTrack account. Repeated late pick-ups will be reviewed by the Kid Zone Director and may result in services being suspended or revoked.

**Behavioral Expectations:**

Children are entitled to a safe and positive environment. All children are expected to behave in accordance with the Edwardsville CUSD7 Handbook. Kid Zone cannot provide services to children who display chronic, disruptive behavior. This is defined as verbal or physical activity which may include, but is not limited to: (1) Behavior that requires constant attention from Kid Zone staff. (2) Violence and/or aggressiveness that afflicts physical or emotional harm on others. (3) Running away from Kid Zone staff or leaving activity areas without permission. (4) Disrespectful behavior toward others. (5) Destruction of property or vandalism.
Kid Zone staff will work with the child and family to resolve inappropriate behaviors. Strategies include the use of verbal reminders, one-on-one conference with the child, and if necessary, a regroup time where the child will be asked to sit out of the activity. All efforts will be made to give the child the opportunity to rejoin the activity. Kid Zone staff will communicate with parents verbally and with a written Behavior Note when issues arise during the Kid Zone session. Parents may be requested to pick up a child who is disruptive to the flow of the program or if the behavior results in an unsafe environment. When a child’s actions go beyond the training and skill-level of Kid Zone staff, or if the child poses a direct threat or substantial risk of serious harm to the health or safety of others, and reasonable efforts have been made to assist the child without fundamentally altering or causing an undue burden to the program, Kid Zone services will be revoked based on the Kid Zone Director’s recommendation to the Superintendent. No credits will be issued for absences due to behavior.

Individual Needs:

Kid Zone is a large group child care setting where individual assessments and reasonable steps will be made for children to be integrated successfully into the program without fundamentally altering or causing an undue burden to the program. If your child has individual needs, requires a higher level of care, or has behavior concerns, please contact the Kid Zone Director. At times, it may be necessary for a family and the Kid Zone Director to meet prior to the child’s first day of attendance to ensure that everyone is comfortable with the supports available. Kid Zone may delay the start date or interrupt care pending arrangement of accommodations.

In accordance with the Illinois Department of Children and Family Services Title 89 Childcare Standards and American’s with Disabilities Act, Kid Zone is not part of a child’s Individual Education Plan (IEP), 504 Plan, Behavior Intervention Plan, or an extension of the academic day. The same support available to a child during the academic day is not available during Kid Zone. Kid Zone is not required to hire additional staff or provide one-to-one supervision for an individual child.

Medication:

Kid Zone cannot administer any medication other than life-saving medication. Critical care items, such as Epi-pens or inhalers, should be provided by parents to the Kid Zone site in the original container labeled with the child’s name and
must include the doctor’s orders/instructions. Children are not permitted to keep medication or critical care items in their backpacks or lockers.

**Illnesses:**

In an effort to maintain a healthy environment for all children in Kid Zone, please follow the guidelines below regarding illnesses with your child. Your family’s privacy is of the utmost importance; all health concerns and information will be handled with full discretion and confidentiality. A parent will be notified if a child displays any of the below symptoms. The child must be picked up within 30 minutes of notification. If parent is unable to be reached, a listed Authorized Pickup Designee will be contacted. Weekly credits are not given for absences due to illness.

- Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690) may exclude a child from care. Your child must be released by a medical professional via written documentation and be cleared by the school nurse before he/she is able to return.

- Fever: a fever is an indication that the body is actively resisting or fighting an infection. If your child has a temperature of 100° or above he/she may not attend Kid Zone. Your child must be fever free for 24 hours without the assistance of medication to return. Written documentation from a medical professional may be requested for your child’s return.

- Vomiting/Diarrhea: Your child must be symptom free for 24 hours without the assistance of medication to return, unless your child has a known condition that causes such symptoms and is not communicable. Doctor’s note may be required to return.

- Influenza: Normally presents with a hacking cough, congestion, chills, fever and muscle aches. Your child must be symptom free for 24 hours without the assistance of medication to return. Doctor’s note may be required to return.

- Sore Throat/Strep: When a sore throat accompanied with a fever (100° or above) is present. Your child must be fever free for 24 hours without the assistance of medication to return. Doctor’s note may be required to return.

- Viral conjunctivitis (pink eye): cannot return until 24 hours after treatment has been initiated.
• Head Lice: When head lice are indicated on your child, you will be contacted for pick up. Your child may return the morning after the first treatment when no live lice are indicated upon a head check from authorized personnel.

• Kid Zone will follow all District 7 health and safety procedures for attendance.

• Any symptoms, signs, or behaviors from your child that are concerning to the Kid Zone Director will be individually addressed with you and regulations for returning will be discussed.

Injuries:

If a child is injured during Kid Zone, a First Aid Note will be completed by Kid Zone staff at time of injury with a copy given to parent at pick up. Care will be given for minor injuries in accordance with First Aid Training. If a major injury occurs, care will be given in accordance with First Aid Training and parents will be contacted. If immediate medical attention is deemed necessary, appropriate steps will be taken.

Other Info:

Breakfast will be served through the school and District Food services at 8:45am after Kid Zone AM session dismissal. All children eating breakfast will be dismissed to the cafeteria at 8:45am. All other Kid Zone children will be dismissed to their individual classrooms at 8:45am.

Kid Zone will provide snack and a drink during the PM session.

Children are not allowed to bring personal items (toys, money, games, etc.) to Kid Zone. No electronic devices (phones, tables, smart watches, etc.) are allowed to be out at Kid Zone at any time. If these items are brought they must be powered off and left in book bag in accordance to District 7 policy. The Kid Zone staff is not responsible for lost, stolen or broken items.
Contact Information:

District 7 Kid Zone
59 S. State Rt 157
Edwardsville, IL 62025
Phone: (618) 655-6011
Fax: (618) 692-7467
Website: www.ecusd7.org/kid-zone
Email: kidzone@ecusd7.org

Kid Zone Director – MaryBeth Brown
(618) 655-6919
mbrown@ecusd7.org

Kid Zone Assistant Director – Emily Moore
(618) 655-6919
emoore@ecusd7.org

Kid Zone Assistant Director – Evan Rieck
(618) 655-6919
erieck@ecusd7.org

Kid Zone Administrative Assistant – Connie Kerlin
Phone: (618) 655-6011
ckerlin@ecusd7.org