

KIDS CENTRAL FAMILY HANDBOOK

**SCHOOL AGE CARE
2025 - 2026**



**CAMBRIDGE ELEMENTARY
GLADDEN ELEMENTARY
KENTUCKY TRAIL ELEMENTARY
WILCKENS STEAM ACADEMY AT HILLCREST**

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WELCOME TO KIDS CENTRAL

Kids Central is the school-age child care (SAC) program for students enrolled in grades K-6 in the Belton School District. The program is state licensed and accredited. All staff are certified in CPR and first aid and complete required professional development training annually. A staff ratio of 1 adult to 16 children is maintained and most staff members have some level of college education.

CONTACT INFORMATION

Amy Loveland - Grace Principal - aloveland@bsd124.org

Luke Swartwood - Program Coordinator - lswartwood@bsd124.org

Christi Kurtz - Administrative Assistant - ckurtz@bsd124.org

The Kids Central (SAC) administrative offices are located at Grace Early Childhood Care & Education Center, 614 W Mill Street, Belton, Missouri 64012. The office hours are 7:30 to 3:00.

(816) 489-7300 - Office Phone (816) 489-7305 - Fax

LOCATIONS AND SITE INFORMATION

Cambridge Elementary
109 W Cambridge Rd
Belton, MO 64012
(816) 348-1106
DVN: 000656311

WSA Hillcrest
106 S Hillcrest Rd
Belton, MO 64012
(816) 348-1134
DVN: 000656768

Gladden Elementary
405 Westover Ct
Belton, MO 64012
(816) 489-7533
DVN: 000656740

Kentucky Trail Elementary
8301 E 163rd St
Belton, MO 64012
(816) 348-1104
DVN: 002072224

KIDS CENTRAL PHILOSOPHY & MISSION STATEMENT

The mission of the Belton School District is to empower all students to reach their individual potential by providing challenging and engaging learning experiences within a safe and supportive environment designed to prepare students to thrive and excel. Kids Central is a quality school program that operates before and after school to partner with working parents within our district. Daily operation is under the direct supervision of site directors who work closely with the program coordinator to ensure unity and consistency among all sites. Our program is designed to meet the needs of each child by emphasizing the importance of educating the whole child. We strive to create a wide range of experiences and activities based on age, developmental level, and cultural background.

GOALS & OBJECTIVES

- creating a safe environment to create and explore
- Equip staff to positively impact students through relevant, engaging and ongoing training
- through evaluations, surveys and comments
- providing opportunities to develop cognitive, social and emotional skills and physical abilities through a variety of hands on activities
- experience and develop a sense of self-esteem and self-worth
- Demonstrate cooperative behavior and develop social interaction skills
- to develop learning and problem-solving skills
- to expand verbal & non-verbal communication skills
- to develop stronger reading and writing skills

WHAT TO EXPECT

Kids Central (SAC):

- is a large group supervision program.
- enforces staff and student behavior expectations that are consistent with the school day.
- treats all students with respect and encourages them to treat others the same way.
- provides all students the opportunity to participate in the activities offered.
- gives students the opportunity to work on daily tasks.
- provides academic time to strengthen the skills they use during the school day.
- provides opportunities for students to choose activities to learn and connect with peers.
- Provides reasonable accommodations for all students with behavioral and other needs

Parents or guardians of children with known medical needs, disabilities, or behavioral issues that require a higher level of care should contact Kids Central (SAC) leadership prior to registration. The Director will provide a start date to parents/guardians once sufficient staffing has been obtained to meet program and student needs.



ENROLLMENT/REGISTRATION

Registration for Kids Central (SAC) is done online through our EZ ChildTrack platform. Registration for each school year will be available in July and applications will be processed on August 1. Spots are assigned in the order in which enrollment requests are received and wait lists are maintained by location. Registration for care on non-school days, also called “All Days of Care,” is done separately. This process is also done through EZ ChildTrack, giving priority to those families enrolled in Kids Central (SAC) for regular programming. Registration for the first semester dates will take place in August and September. Registration for second semester dates will occur in November and December. Summer programming is provided, in conjunction with district summer school. Registration for summer programming will be available on EZ ChildTrack in April and will be processed/allocated in May. Again, priority is given to those families enrolled in Kids Central (SAC) during the regular school year.

TUITION

Program Options	Monthly Fees for 2025-2026
Cambridge, Gladden, & KT - AM & PM Full Time (4-5 days/week)	\$351
Cambridge, Gladden, & KT - AM & PM Part Time (1-3 days/week)	\$258
Cambridge, Gladden, & KT - AM or PM Full Time (4-5 days/week)	\$262
Cambridge, Gladden, & KT - AM or PM Part Time (1-3 days/week)	\$188
Hillcrest - AM & PM Full Time (4-5 days/week)	\$351
Hillcrest - AM & PM Part Time (1-3 days/week)	\$258
Hillcrest AM Full Time (4-5 days/week)	\$289
Hillcrest AM Part Time (1-3 days/week)	\$198
Hillcrest PM Full Time (4-5 days/week)	\$237
Hillcrest PM Part Time (1-3 days/week)	\$164
All Day Care on non-school days is not included in monthly tuition	\$30 per day

Kids Central (SAC) tax identification number is 44-6001808. This number is also displayed on account statements in EZ ChildTrack. All account statements can be accessed at any time in EZ ChildTrack.

DISCOUNTS & ASSISTANCE

The following discounts are available for qualifying families:

- 25% discount for families who qualify for reduced meal benefits
- 50% discount for families who qualify for free meal benefits
- 20% discount for older students for families with several children enrolled
- 50% discount for children of district employees

These discounts only apply to regular monthly tuition rates and do not apply to all-day care (non-school days) or inclement weather days.

Kids Central (SAC) is a licensed child care provider and accepts state assistance for child care. It is the parent's responsibility to apply for and verify benefits. Kids Central (SAC) requires a letter of approval from the state in order to enroll students using attendance benefits.

More information about child care assistance can be found at:

<https://dese.mo.gov/childhood/child-care-subsidy/families>

Families requesting assistance may need the following information:

Cambridge DVN: 000656311

Gladden DVN: 000656740

Wilckens STEAM Academy at Hillcrest DVN: 000656768

Kentucky Trail DVN: 002072224

PAYMENT PROCEDURES

Monthly fees will be charged in advance. Tuition will be billed on the 15th of the previous month, paid by the 1st of the month, and a late fee will be assessed (\$15.00) if not paid by the 8th of the month. Registration may be canceled if tuition is not paid by the 14th of the month. For example: On August 15, September tuition is posted to EZ ChildTrack accounts and payment is due on September 1; Any payment received after September 8 would result in a late payment fee and failure to pay by September 14 could result in cancellation of registration.

Tuition is billed for the months of September through May for Cambridge, Gladden, and Kentucky Trail. Wilckens STEAM Academy at Hillcrest follows an extended calendar and tuition is billed from September to June.

There are multiple options for paying tuition. Parents can make a payment online through the EZ ChildTrack parent portal: <https://www.ezchildtrack.com/Parent7/ParentLogin.aspx?c=bsd124>

Online payments can be made manually or set up for automatic payments. It is important to note that there is a 3% service charge for each online payment. Payments can also be made by check or money order through the payment register at the child care site. A check or money order can also be sent to Grace Early Childhood, 614 Mill Street, Belton, Missouri 64012. Cash payments must be presented in person at Grace Early Childhood Center between 7:30 and 3:30.

RETURNED CHECK/OTHER FEES

A \$15 fee will be assessed for each returned check with immediate removal of all attention until full payment is received, either online or in the form of cash or money order. After a second occurrence on an account, personal checks will no longer be an acceptable form of payment for the account. In the case of a returned check, the balance must be paid within 15 business days or the account may be turned over for collection. Parents are responsible for any cancellation fees for checks/money orders that have been lost through the US Mail. Responsible parties will be assessed costs incurred in collecting their account. Families with an outstanding balance will not be allowed to participate in future Belton School District care programs until the balance is paid in full.

SIGN IN/OUT PROCEDURES

A non-refundable annual registration fee of \$35 per family is charged at the time of initial registration each school year. Fees can be paid by check/money order at individual sites (using the lockboxes provided), in cash during business hours at Grace (7:30-3:00), or online via credit card (applicable processing fees). When your registration is approved, you will be assigned a 4-digit PIN. That pin is what you will use to check your child in and out of the site. You can change your PIN in the EZ ChildTrack parent portal. For your child's safety, a parent/guardian must accompany your child and check her in and out daily. Individuals will be required to show photo identification to site staff at any time requested. A child will not be released to a person who refuses to show photo identification upon request. School resources/police will be called if an unauthorized person and/or an individual who refuses to provide identification attempts to remove a child from the building. Always bring photo identification to the site; Don't assume you won't need it.

LATE PICK UP POLICY

Kids Central (SAC) sites close promptly at 6:30 p.m. Please call your site if there is an emergency resulting in a late pickup. If we are unable to reach parents or emergency contacts, staff will contact the Belton Police Department to contact parents.

Depending on late pickup time, the following charges will apply:

After 6:31 until 6:45 p.m., a late payment fee of \$5.00 will be assessed.

After 6:46 until 7:00 p.m. a late payment fee of \$12.50 will be charged

After 7:00 until 7:15 p.m. m., a \$20 late payment fee will be charged.

After 7:16 to 7:30 p.m., a late payment fee of \$27.50 will be assessed.

After 7:30 the police department will be called.

After 3 late pickups, registration may be terminated.

INCLEMENT WEATHER/HOLIDAY DAYS

Kids Central (SAC) may be closed for inclement weather as determined by the superintendent. In the event it is determined safe to provide care, Kids Central (SAC) locations will be open from 9:00 am to 5:30 pm and an additional \$25 fee will be charged for each student in care. Monthly tuition rates are not discounted or prorated for closing days or days when care is not used (sick days, vacations, etc.).

CHANGES IN ENROLLMENT/DISCHARGE FROM CARE

Kids Central (SAC) policy requires that any change in enrollment be made in writing 2 school days prior to the change. Examples of enrollment changes include: schedule changes (AM, PM, full-time, part-time) or withdrawal from the program. Changes can be communicated by email (childcare@bsd124.org) or through forms available at each site. Families can make 3 schedule changes per regular school year for free. Additional schedule changes beyond the first 3 will result in a \$10 fee per student. There is a \$15 re-enrollment fee for students who return to the program in the same school year after leaving care (regardless of the reason for leaving). Changes to summer registration are not permitted.

EMERGENCY CARE

If child care licensing ratios allow, emergency care will be provided to students who are left at school without transportation or in the event that a kindergarten child does not have a suitable party to pick them up when the buses drop. Emergency care is not pre-planned. The fee for emergency care is \$15 per partial day (AM or PM) or \$30 for a full day. If a child repeatedly requires emergency care, the school office and SRO officer will be informed of the situation. If fees for a previous instance of emergency care are not paid in full and care is needed on another date, an SRO officer can be called and parents will need to pick up immediately. After 3 emergency care cases, the family will be charged a \$35 registration fee.

ALL DAYCARE DAYS/NON-SCHOOL DAYS

All Day Care will be available for most scheduled non-school days, such as teacher conferences and school breaks. These non-school days are not included in the regular monthly tuition. Each instance of All Day Care will have a separate charge of \$30 per child and will require additional online registration within the EZ ChildTrack system. The fee for these non-school days is based on registration, not attendance. These fees are billed along with the monthly tuition for the month in which the non-school day occurs.

FIELD TRIPS

Kids Central will participate in field trips on various daycare dates/non-school dates. Field trips are free and available only to children enrolled in our program. Children must ride the bus to and from field trips with the group. Permission slips will be required as part of registration for that day's care. If your child is not going on any field trips, she will need to find alternative care throughout the day.

ABSENCES

If your child is regularly enrolled in after school care and will not be attending, please call the office and leave a message for the staff. If a child is scheduled to attend the afternoon program and does not show up to the Kids Central classroom, staff will make every effort to verify the absence with the school, parents, and/or emergency contacts. If these efforts are unsuccessful, Belton Police will be contacted to assist in locating the child. Parents who repeatedly fail to report their child's absence and/or have repeated police classes will be expelled from the program.

ILLNESS & HEALTH SERVICES

The Kids Central program follows the district's health policies regarding illnesses, medication administration, immunizations, and other health-related concerns. These policies are located on the district website at <https://www.beltonschools.org/belton-departments/health-services>

Kids Central reserves the right to contact parents of students who are sick and request that they pick up the child within one hour. This is for the health and safety of all children in our program. The program cannot be responsible for illnesses or injuries contracted during care, but will take all reasonable precautions to prevent such occurrences. Staff will complete an incident report when injuries occur or may inform parents at pick-up, depending on the severity of the injury. Parents will be notified immediately in the event of a serious accident or injury to their child. In accordance with the signed authorization statement, Kids Central staff may call 911 for emergency medication treatment and/or transportation.

Missouri state law requires that all children attending school and child care programs within the district be adequately immunized or have a written exemption on file. It is the policy of the Belton School District that an updated immunization record or exemption be on file at the student's school prior to the student attending the program. In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Kids Central may request notification of whether there are children enrolled at the facility with a registered immunization exemption. If you would like to request this information, please contact Grace Early Childhood. Please note that individual student names are confidential and will not be released. Our response will be limited to whether there are children enrolled at the center with a vaccination exemption on file.

For the health and safety of our students and staff, we discourage the presence of latex balloons in our schools and buses and provide latex-free gloves for staff use.

If your child has a health need not otherwise specified, please contact the Grace/Kids central office for further assistance. Specialized healthcare needs will be addressed on an individual basis with our district registered nurse, based on your child's needs. A health care plan will be established as needed. Once a health care plan is established, staff will be trained to provide the necessary care and the Kids Central Director will provide a start date to parents/guardians. It is the parent/guardian's responsibility to provide the Kids Central Director or designee with updated information regarding any changes in a child's health status.

KIDS CENTRAL NON-DISCRIMINATION AND ACCESSIBILITY STATEMENT

Kids Central is an inclusive program committed to providing equitable access for all participants. If your child has a disability, requires a higher level of care, or exhibits known behavioral challenges, please contact our office. In such cases, we will collaborate with the family, appropriate school personnel, and other relevant stakeholders to assess individual needs and determine appropriate support. A planning meeting may be scheduled with the family, Program Director, Site Coordinator, and/or other critical team members to facilitate this process.

Kids Central operates in full compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Students with disabilities who meet the essential eligibility criteria for the program will not be excluded based on their disability. Reasonable modifications and accommodations will be provided to ensure meaningful access to the program unless it is demonstrated that such modifications would fundamentally alter the nature of the program or impose undue financial or administrative burdens.

Notwithstanding the above, any student—regardless of disability status—may be removed from the program if their conduct, even with reasonable accommodations, results in a substantial disruption such that it materially interferes with the participation of other students or creates safety concerns.

CURRICULUM

The Kids Central (SAC) program partners does not have a set curriculum but provides fun, engaging and hands-on learning projects for students to explore, learn and have fun. Our staff receives training and consulting work through Science Pioneers, 4-H, and other highly qualified trainers to provide staff with the skills necessary to create a more hands-on, STEAM-based learning approach for our students. Children learn by doing. They learn by observing what happens when they interact with materials and other people. They spontaneously participate in

activities such as building with blocks, painting or dramatic play, adding information to what they already know and thus generating new knowledge. Children learn simple concepts and then use them to grasp more complex ideas. Children see the world in concrete ways, and as they mature, their vision changes. What they know at any given time will depend on the first-hand experiences they have had. By interacting with their physical environment (indoor and outdoor) and their social environment (other children and adults), they continually expand their frame of reference.

BEHAVIOR MANAGEMENT/DISCIPLINE PROCESS

Kids Central maintains a high level of behavioral expectations to ensure that each child is safe and can participate in activities without interruption. Students and staff develop caring relationships in a family and school environment. Special attention is paid to the emotional, social and character development of each child. Kids Central uses programming that establishes standards that encourage the development of self-control, self-respect, and respect for others and their property. Our staff helps each child develop internal controls for appropriate behavior. We want to ensure a safe and fun environment for all enrolled children. We have established rules to help achieve this goal. The rules and expectations of the program are for the safety and well-being of all participants.

We provide discipline that:

- teaches personal responsibility to create an atmosphere free of bullying and physical abuse
- prepares children to become responsible, contributing members of society
- respects the uniqueness of each child and school
- Encourages the development of characteristics of successful students.
- It involves support from home, school and community.

Conduct and discipline guidelines will be consistent with district policies. Board policies are available on the district website at

<https://www.beltonschoools.org/about-bsd-124/board-policies>

Participation in Kids Central programming is not mandatory and attendance is considered a privilege. We appreciate and expect parental support if a disciplinary situation arises. Repeated incidents of behavior may result in suspension or dismissal from the program. Corporal punishment or threats may not be used to discipline students. Food may not be withheld or portions changed as punishment.

Additional safety measures may be taken into consideration for the safety of all children. In the event that staff are unable to control a child and/or a child cannot be safely in the program, the site coordinator or program director will notify the parent/guardian. In such case, immediate pick-up of the child is required. Failure to pick up the child on time may result in dismissal from

the program. If necessary, extreme behavior or inability to communicate with parents may be grounds for contacting the police.

Kids Central staff uses a two-pronged approach to addressing behavioral problems: prevention and intervention.

1. PREVENTION: Prevention is defined as creating a program environment that promotes the likelihood of appropriate behavior. This would include clear expectations and instructions on correct procedures. Examples are listed below, but are not all-inclusive.
 - a. Staff Training
 - i. In our afterschool programs we primarily use Conscious Discipline and BIST. For more information visit <https://consciousdiscipline.com/> or <https://bist.org/>
 - b. Effective classroom management
 - i. Redirection
 - ii. Establish, post, model, practice and reinforce rules/expectations
 - iii. Arrange the physical environment to promote child success
 - iv. Organize activities, materials and supplies
 - v. Use non-verbal communication
 - vi. Promote staff mobility within the classroom
 - vii. Establish and use “class meeting” process
 - c. Positive Relationships
 - i. Greet individual students and families
 - ii. Provide team building activities
 - iii. Promote parent communication and involvement
 - iv. Conduct interest questionnaires and surveys for students and families
 - v. Involve stakeholders in the school and Kids Central team
 - vi. Interact with kind confrontation
 - d. Effective Curriculum and Activities
 - i. Provide choice based on individual and group needs
 - ii. Involve children actively participating
 - iii. Transition that are smooth and efficient
2. INTERVENTION: Intervention is defined as an action plan to change inappropriate behavior.
 - a. Early intervention
 - i. Conference with the child
 - ii. Provide preferential seating or queuing
 - iii. Use proximity
 - iv. Records (triage)
 - v. Earn privileges

- vi. Provide physical exercise.
- vii. Eliminate distractions
- viii. Safe place
- ix. Processing/Thinking Sheet
- x. Peer mediation
- xi. Contact with parents/guardians
- xii. Documentation (communication logs, parent notes, incident reports, etc.)

3. **INTERVENTION PLAN:** If a student continues to behave inappropriately, an intervention plan will be developed to help the child change his or her behavior. This plan will be developed by the Site Coordinator and Kids Central Director in consultation with the child's teacher, principal, and parents. Behavior plans are intended to reflect what can be done in the classroom to meet a child's needs, but they are not always exactly the same due to differences in the environment/setting. The intervention plan may include the implementation of the following:

- a. Student behavior plans to assist with success within the program
- b. Staff observation
- c. Documentation
- d. Records (triage)
- e. Safe places plans
- f. Activities/alternative schedule
- g. Elimination of his companions
- h. Supports for positive behavior, such as social stories, goal sheets, visual schedules, reinforcements, etc.
- i. Conference with child, staff and/or parents.
- j. Immediate collection of the program.
- k. Suspension or dismissal from the program.

4. **SUSPENSION or DISMISSAL:** Kids Central reserves the right to suspend or dismiss a child from the program at any time. The decision to suspend or dismiss a student is determined by the Program Coordinator and Site Coordinator. In the event of suspension or dismissal from the program, there is no guarantee of a tuition refund. Behavior or incidents that may result in suspension (1-10 days) or termination include, but are not limited to:

Endangering the safety of self or others (for example, leaving the designated/approved area, throwing objects, hitting, biting, or failing to regain control)

- a. Becoming verbally or physically violent towards a staff member or another child
- b. Continued use of profanity or other language that is offensive to others.
- c. Damage to school property or theft

- d. Violation of Board of Education policy by parent/guardian/student
- e. Repeated behavioral incidents did not improve through the use of intervention strategies.

Suspension process.

First suspension is step 1 amount of days based on behaviors

Second suspension is step 2 amount of days based on behaviors

Before students return to the program and meeting with parents will take place involving parents, Site Director and Program Coordinator.

Third suspension is removal from the program.

An investigation of the incident may be necessary prior to suspension or termination. In the event that a child is dismissed from the Kids Central program, re-enrollment for the following school year may be considered by contacting the Kids Central Director at (816) 489-7300. Re-enrollment is not guaranteed.

Additionally, if a child has been suspended from school during the regular school day, the child will also be suspended from Kids Central care. If a child is suspended or dismissed directly from Kids Central, they generally do not carry over to the regular school day. Exceptions to this would be related to student safety. Parents are responsible for immediately picking up their children in the event of suspension or dismissal and are responsible for securing alternative child care.

CELL PHONE POLICY

To help students maintain an instructional focus and enhance their learning experience, the District has established cell phone guidelines. Students must store cell phones, earbuds, headphones, smartwatches, and audio-visual devices in lockers, backpacks, or pockets and ensure they are turned off at all times, including instructional time, meal times, breaks, passing periods, and study halls. Using a cell phone as a substitute for a MacBook that is either forgotten or not charged is NOT permitted.

Failure to comply with these expectations will result in the following consequences:

Level 1 (1st and 2nd offense)

- The teacher or administrator collects the phone, conferences with the student, and gives it to the office.
- The teacher or administrator updates the parent contact log.
- The student collects the phone from the office at the end of the day, or parents may be required to pick it up.
- Consequence assigned by the building administrator.

Level 2: (3rd offense)

- The teacher or administrator collects the phone, conferences with the student, and gives it to the office.
- The teacher or administrator updates the parent contact log.
- The student collects the phone from the office at the end of the day, or Parents may be required to pick it up.
- Consequence assigned by the building administrator.

Student Refusal in class: A student who refuses to follow an adult's direction may be sent to the office with referral for insubordination. A consequence will be assigned by an administrator based on the insubordination; the administrator makes parent contact and updates parent log, and the phone is collected to be returned to parents.

Student Refusal in Office: Administration makes parent contact and updates parent log. Student remains in the designated area of the office where he/she will stay until able to process with an administrator. Phone check-in is a condition in order to return to class. Parents are required to pick up the cell phone. Consequence as assigned by the building administrator.

Exceptions may be made for students who need devices for specific educational or health needs, such as individualized education plans and 504 plans under federal law, or in the event of an emergency, or for authorized educational purposes.

MANDATED REPORTING

All district employees, including Kids Central staff. They are mandated reporters and are therefore required by law to report all cases of suspected child abuse to the Division of Family Services. Staff will contact the Grace Children's Services Administrator/Director immediately if there is suspicion of child abuse or neglect. The school nurse or resource officer may be contacted, if deemed necessary, and a referral made to the hotline. Staff members who engage in conduct that invades a student's physical or emotional boundaries without a valid educational or health purpose will be disciplined, up to and including dismissal. Depending on the circumstances, the district may report staff members to law enforcement authorities and the Child Development Division of Social Services for further investigation. Additionally, the district may request revocation of a staff member's license with the Department of Elementary and Secondary Education, depending on board policy.

VOLUNTEERING

Any volunteer who participates in Kids Central programming (e.g. field trips) must go through the district's process to become an approved volunteer. Contact Lennette Goodwin at the district Central Office for information on becoming a volunteer.