

Olathe School District

JCPRD

Program Handbook

2023-24



JOHNSON COUNTY
Park & Recreation
District

MISSION STATEMENT

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



JOHNSON COUNTY
PARK & RECREATION
DISTRICT

Philosophy & Goals

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

Program Description

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

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

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

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

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

Program Hours

Before School Program – 7:00-8:20am

After School Program – 3:40-6:00pm

**Availability contingent upon sufficient enrollment*

Arbor Creek Elementary	913-340-3924
Bentwood Elementary	913-340-3930
Black Bob Elementary.....	913-340-5202
Briarwood Elementary	913-340-5206
Brougham Elementary	913-340-5232
Cedar Creek Elementary	913-340-5235
Central Elementary	913-340-5236
Clearwater Creek Elementary	913-340-5237
Countryside Elementary	913-340-5238
Canyon Creek Elementary	913-340-5234
Fairview Elementary	913-540-5239
Forest View Elementary	913-340-5240
Green Springs Elementary	913-340-5241
Havencroft Elementary.....	913-340-5242
Heatherstone Elementary	913-340-5243
Heritage Elementary.....	913-340-5244
Indian Creek Elementary	913-340-5245
Madison Place Elementary.....	913-340-5246
Mahaffie Elementary.....	913-340-5247
Manchester Park Elementary.....	913-340-5248
Meadow Lane Elementary.....	913-340-5249
Millbrooke Elementary.....	913-340-5250
Northview Elementary.....	913-340-5251
Pleasant Ridge Elementary.....	913-340-5252
Prairie Center Elementary.....	913-340-5259
Ravenwood Elementary.....	913-340-5260
Regency Place Elementary.....	913-340-5261
Ridgeview Elementary.....	913-340-5262
Rolling Ridge Elementary.....	913-340-5263
Scarborough Elementary.....	913-340-5342
Sunnyside Elementary.....	913-340-5343
Tomahawk Elementary.....	913-340-5344
Walnut Grove Elementary.....	913-340-5345
Washington Elementary.....	913-340-5349
Westview Elementary.....	913-340-5350
Woodland Elementary.....	913-340-5351

Program Fees and All Day Programming Info

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

- Fees are due weekly in advance of programming by setting up recurring payments through ActiveNet at https://apm.activecommunities.com/jcprd/ActiveNet_Login at time of enrollment. If you need additional help, please contact our Registration Office (913-831-3359).

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

- For "no-school days" like Teacher In-Service/Professional Days, or Conference Days (not including Inclement Weather Days*), JCPRD provides *All-Day Programming Days* at consolidated locations. *All-Day Programming Day* hours are from 7:00am-6:00pm. This care is not at an additional charge for full-time participants. We do require families to sign-up in advance to secure your child(ren)'s spot. To sign-up, your program director will email you a customized link prior to each consolidated care day with the deadline to register. There is a link for each no-school day to sign-up for care. This is also only for current OST participants. We do not offer drop-in care.
- The After School Program will begin at the early dismissal time for Early Dismissal Days. This will take place at your child's normal school location. This is only for those enrolled in the After School Program. Send a lunch with your child on Early Dismissal Days.
- Children enrolled part-time can attend in-service days outside their normal schedule for an additional \$30 per day. **Children enrolled in Before School Programs ONLY may attend all-day program days for an additional charge of \$25.00 per day.**

In appreciation for the support you show our programs, you will receive one week at no charge, to be issued the week of Thanksgiving.

We do not offer drop-in care at our OST programs.

2023-24 Out of School Time Program Fees Olathe School District

BEFORE SCHOOL PROGRAM ONLY (7a-8:20a)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$48.00
Part Time	\$44.00

AFTER SCHOOL PROGRAM ONLY (3:40p-6:00p)

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$74.00
Part Time	\$56.00

BEFORE / AFTER SCHOOL PROGRAM

<u>Program Option</u>	<u>Weekly Fee</u>
Full Time	\$90.00
Part Time	\$70.00
Full Time Reduced Lunch	\$60.00
Full Time Free Lunch	\$45.00

Full Time = 4-5 Days per week

Part Time = 3 Days per week or less

*****Days must be consistent every week*****

Fees are charged weekly, in advance of care via automatic withdrawal

2nd Child Discount = 10%

\$50 Registration Fee upon enrollment

**** A \$30.00 Reconciliation Fee will be assessed for ALL declined payments.**

**** A \$15.00 Change Fee will apply to changes in programming options.**

**** DCF/KVC and other forms of assistance may be used toward payment of fees (unless free/reduced lunch rates apply).**

**** You must provide a copy of your school district Reduced/Free Lunch Letter to JCPRD Registration before receiving reduced rates. Email: registration@jocogov.org**

www.jcprdkids.com • 913.826.3067



Holidays

HOLIDAY

DATE

2023

Labor Day

September 4 (Monday)

Day before Thanksgiving

November 22 (Wednesday)

Thanksgiving Day

November 23 (Thursday)

Day after Thanksgiving

November 24 (Friday)

Christmas Holiday

December 25 (Monday)

2024

New Year's Holiday

January 1 (Monday)

Martin Luther King Jr. Day

January 15 (Monday)

President's Day

February 19 (Monday)

Custodial Holiday

March 15 (Friday)

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

Holidays subject to change based on school district calendar

Winter/Spring Break Camp Weeks:

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

INCLEMENT WEATHER DAY PROGRAMS: JCPRD will offer a separate *Inclement Weather/Emergency Closure Care Program* from 8 am to 5 pm at designated locations. *A separate enrollment is required for this program.* This is separate from OST. This care option is only available to current OST participants.

Payment Schedule

2023-2024 School Year

AUGUST	4 th , 11 th , 18 th , 25 th
SEPTEMBER	1 st , 8 th , 15 th , 22 nd , 29 th
OCTOBER	6 th , 13 th , 20 th , 27 th
NOVEMBER	3 rd , 10 th , 24 th

(Nov. 21-25: Complimentary week at no charge!)

DECEMBER	1 st , 8 th , 29 th
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(Dec. 15th will be charged a part time fee for 12/18 – 12/19)

Winter Break Camp – Optional

JANUARY.....	5 th , 12 th , 19 th , 26 th
FEBRUARY	2 nd , 9 th , 16 th , 23 rd

Spring Break Camp – Optional

MARCH.....	1 st , 15 th , 22 nd , 29 th
APRIL	5 th , 12 th , 19 th , 26 th
MAY	3 rd , 10 th , 17 th

Summer Camp 2024 – Optional

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

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

JOHNSON COUNTY PARK AND RECREATION DISTRICT

OUT OF SCHOOL TIME PARENT POLICY STATEMENT

MISSION STATEMENT

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

Philosophy Statement:

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

1. Program Administration

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

2. Equal Opportunity

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

3. Required Forms

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

4. Registration Requirements

Children attending the program must be pre-registered in advance of attendance by submitting the above mentioned forms and submitting a \$50 registration fee. Log onto www.jcprdkids.com for all registration information. Registration fees are non-refundable and non-transferrable and will not be applied to the weekly tuition.

5. Terms of Care

Attendance days must be pre-selected and consistent. Enrollment is tuition-based; therefore weekly payments will not be prorated for holidays or shortened weeks, as the fees are based on the overall cost of the

program, not week to week expenses. Drop-in care is not provided. A \$15 processing fee per child will be assessed for each change in program options. Weekly tuition payments, as well as outstanding fees from other JCPRD programs, must be paid in order to retain space. Children must fully comply with the Participant Code of Conduct to continue enrollment. Non-compliance will result in immediate termination of services. *One week advance notice of discontinuation of program is required. The final day of those wishing to discontinue programming will be at the end of a completed week (Friday).* **All fees are nonrefundable and non-transferrable, with the exception of state and federal subsidies.**

6. Fee Payment

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

7. Child Release

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

court orders barring parent contact, visitation, and child release must be on file at the center to support law enforcement interventions. Children attending the center cannot be released to walk home unsupervised.

8. After Hours Care Charges

A charge of \$1 minute past the 6:00pm closure will be assessed to parents for after hour services. We realize that under some circumstances lateness cannot be avoided, and require parents to call us should such a situation occur. Regardless of the cause, a late fee will be assessed to your account. Parents will be responsible for contacting the Registration office within 3 business days to pay the late fee. Consistent tardiness will result in the termination of services.

9. Discipline Policy

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

10. Staff-Participant Ratios

Participants must be able to function independently and in accordance with the code of conduct, within a 1:15 staff to participant supervision ratio as outlined by KDHE.

11. Participant Code of Conduct

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

practice of these positive life skills. **Discriminatory statements or behavior that are based on race, religion, disability, sex or gender will not be tolerated and will result in disciplinary action, including suspension and/or termination from the program.**

12. Discipline Practices

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

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

13. Parent Visitation and Involvement

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

14. Safe Environment Policy

JCPRD strives to maintain a safe, healthy, and secure environment for children and youth under JCPRD’s care and supervision. To protect the

safety, health, and welfare of youth and staff in the childcare program and school, JCPRD staff may conduct a search and may seize any illegal, unauthorized, or contraband materials or items discovered.

The program will not allow any form of violent play, including the use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or any other expressive form. Possession of weapons, fashioned or real, is prohibited and grounds for immediate expulsion. Statements by anyone that threaten violent action will be regarded as real and result in immediate contact of parents and law enforcement if appropriate.

15. Community Service

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

16. Communicable Disease

Participants shall not be in attendance when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed (<https://www.kdhe.ks.gov/DocumentCenter/View/13715/Kansas-Classroom-Handbook-of-Communicable-Diseases-PDF?bidId=>). The Program Director shall exercise his/her discretion in determining if a child seems well enough to resume normal participation. Parents must report to the Program Director any exposure to communicable disease.

17. Prescription Medications

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

18. Dress

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

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

Parents must notify program staff any time a child will be absent from the program. *Parents/Guardians are responsible for signing their children in/out of the program each day. Curbside drop-off/pick-up is prohibited.* A photo ID may be requested by staff at any time for the safety of our participants.

20. Personal Belongings

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

21. Medical Insurance

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

22. Parent Conduct

Our goal is to facilitate productive communication to aid in the success of each child and to maintain a safe environment for all. Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with JCPRD employees, participants, and their families. Kansas state law prohibits parents from disciplining and/or reprimanding other participants. Discriminatory statements or behaviors that are based on

race, religion, disability, sex or gender will not be tolerated. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, yelling, and/or contact will result in the immediate contact of law enforcement. Failure to observe appropriate conduct will result in permanent expulsion from the program.

23.Mandated Reporters

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

24.Field Trip and Transportation Policy

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

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

25.Illness or Vacation

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

26.Chronic Health/Special Care Needs

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

27.Parent Orientation

Prior to the school year, detailed program information will be sent to you via email. This information will cover program procedures and provide staff introductions. Please read all of this information and contact your site director for any questions.

28.Parent Communication

Families receive information from the program through: newsletters, dry erase bulletins, notes home, e-mail, telephone, and informal and formal conferencing. Parents are encouraged to contact staff in a timely manner with any issue, concern, and/or suggestion regarding their child or the

program. Your views are valued and appreciated and guide our efforts toward continuous improvement. Any specialist working with your child is strongly encouraged to become part of the Out of School Time communication network.

29. Food Service

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

30. Bike/Wheelie Days

OST/Camps:

Bike/Scooter Days are permitted in programs/camps. ONLY pedal bikes and foot push scooters are allowed and children/staff must wear safety helmets at all times. Children/Staff can ONLY ride the bike/scooter they brought; sharing not allowed. Staff should only be riding/scooting when foot supervision cannot be achieved, such as on a trail. Riding areas should be set up prior to children having access with cones/blockades to keep motorized traffic out of these areas and continue to monitor area while children are out. Any exceptions or questions regarding this need to be approved by Director and Specialist.

31. Emergency Closing

Natural disasters, utility outages, and severe weather can result in the emergency closure of the program. Any emergency evacuation of students during the regular school day will result in the cancellation of the Out of School Time program, until the facility is reopened for regularly scheduled classes. No alternate program location will be available in the event of emergency or severe weather closures. All closures will be broadcast via email and posted on www.jcprdkids.com. You can sign up for alerts at <https://jcprd.com/list.aspx>.

32. Family Support and Community Resources

The director is always available to help families access community resources designed to support and strengthen families. Your director can

provide information on application for DCF child care subsidy and other community resources. The following websites also provide excellent and current information on a variety of family centered topics that can be accessed in the privacy of office or home. Kansas Department for Children and Families <http://www.dcf.ks.gov/Pages/default.aspx>. Johnson County Children and Family <https://www.jocogov.org/health/children-and-family>. American Academy of Child and Adolescent Psychiatry [https://www.aacap.org/AACAP/Families and Youth/Facts for Families/La_yout/FFF_Guide-01.aspx](https://www.aacap.org/AACAP/Families_and_Youth/Facts_for_Families/La_yout/FFF_Guide-01.aspx) .

33. Confidentiality Statement

All contents of children's files including health history, medication form, emergency medical release, personal data sheet, correspondence from parents, IEP, incident reports, and staff generated correspondence are confidential documents. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through signed permission. Documents can be released only to custodial parent/guardian and DCF child protection agency representatives. Release under any other circumstances must be mandated by court order. Children's records will remain on file at the program until enrollment is terminated and the file is returned to the custodial parent/guardian or destroyed.

34. Children's Services Photo/Video Policy

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

with a signed waiver. Failure to observe this policy may result in expulsion from the program.

35. Employee/Patron Relationships

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