

# Johnston Community School District Community Education

## Kids Connection (KTC) School Year 2024/2025 Parent Handbook

Information in this handbook is subject to change.

Version: SY24.25.1



Johnston Community Education/KTC  
PO Box 10 6510 NW 62nd Ave Johnston, IA 50131  
Phone: 515-252-8490  
Websites: [johnston.ce.eleyo.com](http://johnston.ce.eleyo.com) &  
[johnstoncsd.org/commed/programs/kids-connection-ktc](http://johnstoncsd.org/commed/programs/kids-connection-ktc)

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## **JCS D 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.

### **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, Jill Van Woerkom, 6510 NW 62<sup>nd</sup> Ave, Johnston, Iowa 50131, (515) 278-0470, [jill.vanwoerkom@johnston.k12.ia.us](mailto:jill.vanwoerkom@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 school 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.

## **WELCOME LETTER**

Dear KTC Families,

Welcome to Kids Connection (KTC) School-age Child Care! KTC is a program of the Community Education Department in the Johnston Community School District (JCSD). KTC is licensed by the Department of Health and Human Services (DHHS). We offer school year large group childcare for kindergarten through fifth grade students along with summer large group childcare for kindergarten through sixth 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, Taylor Iregui-KTC Account Specialist, On-site Coordinators, Assistant 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

Taylor Iregui  
KTC Account Specialist (8:00 am -12:00 pm)

# SCHOOL YEAR KTC SITES

## **KTC Locations:**

You may contact the On-site Coordinator or Assistant On-site Coordinator by telephone at your KTC school site from 6:15-8:30 a.m. and/or 3:00-6:00 p.m. or leave a message at the CE/KTC Office.

**Henry A. Wallace Elementary School** Phone: 515-278-0137

On-site Coordinator: Charity Johnson [cjohnson@johnston.k12.ia.us](mailto:cjohnson@johnston.k12.ia.us)  
Assistant On-site Coordinator: Lexi Simmons [lexi.simmons@johnston.k12.ia.us](mailto:lexi.simmons@johnston.k12.ia.us)  
6207 NW 62<sup>nd</sup> Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the main east entrance, door #24.

**Beaver Creek Elementary School** Phone: 515-278-6668

On-site Coordinator: Tara McCulley [tara.mcculley@johnston.k12.ia.us](mailto:tara.mcculley@johnston.k12.ia.us)  
8701 Lyndhurst Drive, Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the southwest entrance near the cafeteria, door #3.

**Horizon Elementary School** Phone: 515-986-1321

On-site Coordinator: Brenda Schumaker [bschumaker@johnston.k12.ia.us](mailto:bschumaker@johnston.k12.ia.us)  
5905 NW 100<sup>th</sup> Street, Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the southwest entrance near the cafeteria, door #15.

**Lawson Elementary School** Phone: 515-278-4889

On-site Coordinator: Josh Schumaker [josh.schumaker@johnston.k12.ia.us](mailto:josh.schumaker@johnston.k12.ia.us)  
5450 NW 62<sup>nd</sup> Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the northwest entrance near the cafeteria and gym, door # 14.

**Timber Ridge Elementary School** Phone: 515-331-6594

On-site Coordinator: Meg Davis [megan.davis@johnston.k12.ia.us](mailto:megan.davis@johnston.k12.ia.us)  
7370 NW 54th Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the northwest entrance near the cafeteria and gym, door #11.

Support Staff: Community Education/KTC District Office Staff:

Community Education/KTC District Office hours are 7:30 a.m.-4:00 p.m. year-round. Phone: 515-252-8490

Steve Conlan [sconlan@johnston.k12.ia.us](mailto:sconlan@johnston.k12.ia.us)  
Lori Meyer [lori.meyer@johnston.k12.ia.us](mailto:lori.meyer@johnston.k12.ia.us)  
Taylor Iregui [taylor.iregui@johnston.k12.ia.us](mailto:taylor.iregui@johnston.k12.ia.us)  
(8:00 am – 12:00 pm)

# SCHOOL YEAR 2024-2025 CONTRACT TYPES

You will choose one of the three contract types for the entire School Year 2024-2025 season. The chosen contract type for each child will apply for the entire school year. Contracts are for regular school days. **Contracts do not include three-hour early dismissals or non-school days, NSD. Non-school days are registered for under the Register for Non-School Days button on Eleyo.** Please contact the KTC office at 515-252-8490 if you have questions about contract types.

## **Contract Type 1: Consistent Schedule Contract**

A Consistent Schedule Contract is for students who will consistently attend KTC all five mornings (All AM's), all five afternoons (All PM's), or all five mornings and afternoons (All AM's + PM's) during the school year. If you choose this contract, it will be for the entire school year. There is no flexibility in this contract type. You must sign up for **auto pay** on Eleyo with the Consistent Schedule Contract. You will be paying for four weeks of care at a time. Invoices will be emailed monthly. Payments are pulled at 4:00 am on the due date as shown in the table below.

- You will set up your child's school year schedule during the initial registration by selecting Monday-Friday AM, Monday-Friday PM or Monday-Friday AM and PM. All AMs, All PMS, or All AMs + PMs is their consistent schedule for the entire school year August 23, 2024-May 31, 2025.
- Students with a consistent All AM's or All PM's schedule may attend additional days of care at KTC as a Drop In. Drop In days am/pm can be submitted one day prior to the start of the day you want to add a day of care. We ask that drop in requests be done as far in advance as you can so that there is adequate time to ensure appropriate student-to-staff ratios. If your request is still pending, you will see that the Drop In rate will be charged to your account when you sign your child in at site.

### **Consistent Schedule Contract Prices** (Multi-child discount not applied)

<b>Times Attending Per Week</b>	<b>Rate Per Week</b>
All AM's	\$72.00
All PM's	\$90.00
All AM's + PM's	\$128.00 (Best Deal!)
<b>Consistent Schedule Drop In Rates</b>	
Per AM	\$24.00
Per PM	\$30.00

**Multi-child Discount:** \$2.50 AM/\$2.50PM per week for 2 or more children in the same family, except for Drop Ins.

**All AMs, All PMs or All AM's + PM's is the only option for Consistent Schedule Contracts for the school year.**

**Consistent Schedule Contract Due Dates:**

<b>Invoice Date</b>	<b>Due Date (processes at 4:00 AM)</b>	<b>Weeks of Care Covered</b>
8/14/24	8/16/24	8/23/24 - 9/20/24
9/18/24	9/20/24	9/23/24 - 10/25/24
10/23/24	10/25/24	10/28/24 - 11/22/24
11/20/24	11/22/24	11/25/24 - 12/20/24
12/18/24	12/20/24	12/23/24 - 1/17/25
1/15/25	1/17/25	1/20/25 - 2/14/25
2/12/25	2/14/25	2/17/25 - 3/14/25
3/12/25	3/14/25	3/17/25 - 4/11/25
4/9/25	4/11/25	4/14/25 - 5/9/25
5/7/25	5/9/25	5/12/25 - 5/30/25

**Consistent Schedule Contract Vacation Weeks**

If you choose the Consistent Schedule Contract you will be allowed two vacation weeks during the school year. These weeks are weeks other than Thanksgiving break, winter break or spring break. You will be credited for your week on Eleyo. The vacation credit will be applied to the invoice **after** the vacation week. A written form must be completed and dropped/mailed to the main KTC office two weeks prior to the week you want to use as your vacation week in order to receive the credit. Forms can be found online in the link below or at the KTC office at the District Office, 6510 NW 62<sup>nd</sup> Ave. <http://www.johnstoncsd.org/programs/community-education/kids-connection/vacation-days/>

The Monday and Tuesday of the week of Thanksgiving, Nov. 25 and 26, will be credited if your child does not attend those two days. You will need to fill out a Thanksgiving week request form. Forms can be found online or at the KTC office. They can be emailed or dropped off at the main office prior to the week of Thanksgiving.

## **Contract Type 2: Pick Your Days Contract**

A Pick Your Days Contract is the most flexible schedule for the school year. Each week you can select different mornings/afternoons to attend. You can attend as few as one morning or afternoon during the school year. You must enter your schedule by midnight 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 or times each week after 11:59 p.m. the Wednesday the week prior to attending. Drop In dates to add to your schedule will be allowed.

- Initially you will need to schedule at least one morning or afternoon between August 23, 2024 and May 30, 2025. You can select any number of mornings and afternoons, selecting various days each week.
- Schedules are calendar based. The top calendars are morning times and the bottom calendars are afternoon times. You are invoiced for the times scheduled.
- 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.
- 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 from Eleyo 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. If your request is still pending, you will see that the Drop In rate will be charged to your account when you sign your child in at site.

### **Pick Your Days Contract Pricing**

<b>Times Attending Per Week</b>	<b>AM Rate</b>	<b>PM Rate</b>
1	\$22.00	\$25.00
2	\$29.80	\$37.25
3	\$44.70	\$55.88
4	\$59.60	\$74.50
5	\$74.50	\$93.13
<b>Drop In Rate</b>	\$24.00	\$30.00

**Multi-child Discount:** \$2.50 AM/\$2.50PM per week for 2 or more children in the same family, except for Drop Ins.

### **Directions for making 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. The top portion is before school and the bottom portion is after school.
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.  
Schedule changes on Eleyo work best on a computer, they do not work well on a cell phone.



### **Contract Type 3: Non-School Day ONLY Contract**

Non-School Day (NSD) ONLY Contract is for non-school days **only**. Three-hour early dismissals and/or scheduled no school days are non-school days in Eleyo. **If you think you will need any care time during regular school days, you will want to do the Pick Your Days Contract, not the Non-School Day Only Contract.** Those needing **only** winter break and/or spring break will need to have a Non-School Day Only Contract. You must register for KTC and pay the registration fee in order to have a Non-School Day Only Contract. Non-School Day Only Contracts will be available at the beginning of September on Eleyo.

- When registering for a Non-School Day Only Contract, the first location you choose will say Non-School Day. After you choose the season, you will choose the school your child attends daily for the non-school day.
- Non-School days need to be registered for at least ten days prior to the date, and drop in is not available for weather related school schedule changes (no school, early dismissal, late start).

#### **Non School Day Contract Pricing**

	<b>Rate Per Child</b>
Full Day Rates	\$50
Full Day Drop In Rate	\$60
Three Hour Early Dismissal Rates	\$31.50
Three Hour Early Dismissal Drop in Rate	\$41.50

#### **Non-School Day Care Days (NSD)**

There are days during the school year that there is no school yet KTC operates and will be full day care days. Each day will be charged daily as opposed to weekly during the school year. The full day rate will apply for each of those days. They are **separate** from the contract that you choose during the school year. Three-hour early dismissal days are also non-school days, NSD. Please make sure to choose those days with your contract if you need them. There is a button to click if you want to register for non-school days (NSD) care. You must register for non-school days (NSD) **10 days** prior to the non-school day. If you have **not** registered for a Non-School Day, either three-hour early dismissal or no school day, and your child attends the cost is \$10 more with no sibling discount. There is not an alternative schedule for field trips on non-school days and three-hour early dismissal days. \*Drop ins for non-school days are accepted only if space is available at the non-school day site. Parents will be notified if drops won't be accepted for a non-school day.

#### **Non-School Day Registration on Eleyo with Consistent Schedule and Pick Your Days Contracts**

Non-School Day registration on Eleyo is separate from the child's contract. To register for non-school days, first log into your KTC Eleyo account. Click on "Your Accounts" Kids Connection # >. To the right under Account Management is a button that says "Register Non-School Days". First choose the Child Attending. Choose School Year 2024-25 under Season and click Continue. Choose the dates that your child will attend and click Continue. Click the pull-down arrow and choose the correct school and then click continue. Check the box to agree to the terms and conditions. Click the Finish Registration button. You will receive an email confirmation once the NSD days have been approved. Registration for non-school days closes online **10 days prior to the date** of the non-school day. During Winter/Spring break the location will be by your child's grade level instead of school attended.

## HOW TO REGISTER

**Enrollment Policy:** Any child attending Johnston Community Schools in grades DK-5 may be enrolled in KTC for the school year. 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 a zero balance in order to register for school year KTC. Your school year KTC registration will not be approved on Eleyo if you are in arrears with payment from KTC.

**Registration Dates/Procedures:** Registration opens at 6:00 am on July 1 for School Year 2024-2025. All registration for School Year 2024-2025 KTC is done online on Eleyo. You can access registration at [johnston.ce.eleyo.com](http://johnston.ce.eleyo.com). If your child(ren) has attended KTC anytime since summer 2015, you can use the same Eleyo account.

You will need to register each child for KTC School Year 2024-2025. You will be choosing one of three contract types for school year KTC, a Consistent Schedule Contract, a Pick Your Days Contract or a Non-School Day ONLY Contract. The contract will be for the entire school year.

- A Consistent Schedule Contract is for those who are attending KTC every day either, all AMs, all PMs, or all AMs and PMs, all school year long. There is no flexibility in scheduling. A Consistent Schedule Contract requires **auto pay** to be set up for your account and you pay for four weeks of care at a time.
- The Pick Your Days Contract is the more flexible schedule and you can pick which days am/pm each week you plan to attend.
- The Non-School Day ONLY Contract is for those **only** needing care on **non-school days, (NSD)**, no school days, 3-hour early dismissals and winter and/or spring break.

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 Education 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 Child Care Assistance provided by the Iowa Department of Health and Humans Services (HHS), please call the office at 515-252-8490 as soon as possible. Paperwork for scholarship or HHS Child Care Assistance must be completed and approved before registration will be accepted.

**Registration Fee:** Registration fee for School Year 2024-2025 is \$30 per child. It will be paid on Eleyo when your School Year 2024-2025 contract is approved. Once the contract has been approved you will receive an email confirmation from Eleyo. Registration fees are non-refundable.

**Registration Deadline:** Registration needs to be completed and approved on Eleyo by the Wednesday prior to the week of starting to attend KTC during the school year, pending space is available. You will receive an email confirmation from Eleyo once your registration has been approved.

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

# HOURS OF OPERATION / CLOSED DATES

**School Year Hours of Operation:** KTC program hours are Monday-Friday, 6:30-8:30 a.m. and 3:35-6:00 p.m. at the elementary schools. A list of closed days that are known at the time of printing for the upcoming year are listed below. Contact the Community Education/KTC Office at the District Office, 515-252-8490 with questions.

## KTC will be CLOSED on the following dates:

<b>Thursday-Fri., Mon.-Thurs., August 15-22, 2024</b>	<b>KTC Staff Training</b>
<b>Monday, September 2, 2024</b>	<b>Labor Day- Legal Holiday</b>
<b>Thursday, November 28, 2024</b>	<b>Thanksgiving Day-Legal Holiday</b>
<b>Friday, November 29, 2024</b>	<b>KTC Offices &amp; KTC Sites Closed</b>
<b>Tuesday, December 24, 2024</b>	<b>KTC Offices &amp; KTC Sites Closed</b>
<b>Wednesday, December 25, 2024</b>	<b>Christmas Day-Legal Holiday</b>
<b>Tuesday, December 31, 2024</b>	<b>KTC Offices &amp; KTC Sites Closed</b>
<b>Wednesday, January 1<sup>st</sup> 2025</b>	<b>New Year's Day-Legal Holiday</b>
<b>Monday, May 26, 2025</b>	<b>Memorial Day-Legal Holiday</b>

# THREE HOUR EARLY DISMISSALS / FULL-DAY CARE (Non-School Days, NSD)

## Three Hour Early Dismissals (NSD):

- **The first day of the school year, August 23, is a three hour early dismissal, NSD.**
- **November 14 and March 6** are three hour early dismissals, NSDs.
- The fee for three-hour early dismissals are **\$31.50 per child**.
- Three-hour early dismissals are non-school days, NSD days, on Eleyo. You have to register for them **separate** from your contract.
- Registration for three-hour early outs must be registered for **ten days** prior to the date.
- Once invoiced three-hour early outs cannot be canceled.
- Drop In, not scheduled, for a three-hour early dismissal is **\$41.50 per child**.
- Due to safety reasons, we ask that you wait to pick up your child from KTC inside the building after early dismissal field trips, instead of taking them directly off of the bus.

## Full-Day Care (NSD):

- Our KTC full-day fees are **\$50 a day per child**.
- Full-Day care are non-school days, NSD days, on Eleyo. They are separate from the contract.
- Drop in, not scheduled, for full-day care, NSD, is **\$60 per child**.
- Full-day care rates are for non-school days such as conference days, teacher in-service days, winter and spring break.
- A breakfast and an afternoon snack are included in your price. This fee does not include lunch or a lunch drink. Your child must bring a lunch and a drink with their name on the outside of the sack, unless you are notified otherwise.
- Once NSD days are invoiced they cannot be canceled. Once you pay for a full day there will be **NO REFUNDS** issued!
- Non-school days must be registered for **10 days** prior to the date.
- Please Note: Field trip schedules will be posted on the Johnston Community School District website: <http://www.johnstoncsd.org/programs/community-education/kids-connection/field-trips/>.

## Viewing Non-School Day Registration Requests

- Log into your Eleyo account.
- Click on Your Accounts, Kids Connection >. Click on the contract >, under Current and Upcoming Contracts.
- The Non-School Days are in a list below the schedule calendars.
- There is a 'Remove' button beside the ones that are not approved yet as only those can be removed. The approved ones cannot be removed online. Once a request is approved, you must contact the office to make a change, 515-252-8490.

# THANKSGIVING WEDNESDAY, WINTER BREAK & SPRING BREAK (Non-School Days, NSD)

Children must be registered for KTC on Eleyo in order to attend Thanksgiving Wednesday (Nov. 27), Winter Break, and Spring Break. You can register with the Non-School Day Only contract if those are the only times needed during the school year. You will still need to register for the non-school days, NSD, separate from the Non-School Day Only contract. Thanksgiving Wednesday (Nov. 27), Winter and Spring break fees are \$50 a day per child. A **\$20.00** late fee will be charged if payment has not been submitted by the deadline on your Eleyo invoice. A drop in, not scheduled, non-school day, NSD, is \$60. **No Refunds will be issued after payment is made.** The winter and spring break registration deadlines are listed below:

**Registration for Thanksgiving Wednesday, November 27**                      **Deadline: Sunday, November 17<sup>h</sup>, 2024**

**Registration for Winter break in December 2024**                      **Deadline: Saturday, December 14<sup>th</sup>, 2024**

**Registration for Spring break in March 2025**                      **Deadline: Tuesday, March 4<sup>th</sup>, 2025**

## **WEDNESDAY, NOVEMBER 27, 2024 (Day before Thanksgiving) LOCATION\*:**

Grades K-5: Wallace Elementary, 6207 NW 62<sup>nd</sup> Ave., Johnston, IA 50131

## **WINTER BREAK LOCATION\*:**

Grades K-5: Wallace Elementary, 6207 NW 62<sup>nd</sup> Ave., Johnston, IA 50131

## **SPRING BREAK LOCATION\*:**

Grades K-1: Timber Ridge Elementary, 7370 NW 54<sup>th</sup> Ave., Johnston, IA 50131

Grades 2-5: Horizon Elementary, 5905 NW 100<sup>th</sup> St., Johnston, IA 50131

**\*Full day sites may be combined and are subject to change.**

# KTC SCHOOL CLOSING PROCEDURES

In the event of a school closing, the following policies procedures will be in effect:

## Announcements:

Announcements regarding KTC operation related to school closings will be shared via email and text messages to KTC parents. Whenever possible, the JCSD message that announces changes to the school day will include KTC information. District announcements are posted on JCSD web pages and social media outlets, shared via Parent Square, and distributed to local media outlets. Parents may also contact KTC/Community Education by phone at 515-282-8490 (KTC) or 515-278-0552 (Community Education).

## School Cancellation:

If school is cancelled due to inclement weather, dangerous travel conditions, or other emergency situations, KTC will be closed as well. In situations where school is closed but it remains safe for students and staff to travel to and remain at KTC sites (example: cold temperatures), KTC may remain open.

- **If school is cancelled and KTC does not operate, no credit will be given for KTC.**
- If school is closed and KTC operates the following will apply:
  1. KTC will operate at **Timber Ridge** and **Wallace**. (*Locations subject to change*)
    - Beaver Creek, Horizon and Timber Ridge students will go to **Timber Ridge**.
    - Wallace and Lawson students will go to **Wallace**.
  2. Parents may drop off their child (ren) starting at **7:00 a.m.**
  3. Students who attend will need to bring a lunch and a drink with their name on it.
  4. Parents must pick up their child (ren) by **5:00 p.m.**
    - Child(ren) not picked up by 5:00 p.m. will be charged the Late Pick-up Fee.
    - **Late Pick-up Fee:** 1-10 minutes late will be charged \$20.00. An additional fee of \$1.00 for each minute after the first 10 minutes will be charged (i.e. 5:01-5:10 p.m., \$20.00; 5:11 p.m., \$21.00; 5:12 p.m., \$22.00).
  5. Child(ren) already scheduled to attend the day school is cancelled will not be charged an additional fee.
  6. Child(ren) registered for KTC in Eleyo, but not scheduled to attend the day school is cancelled may attend KTC at the Full Day Care rate of **\$50.00** a day per child.

## School Early Dismissal:

If school dismisses early, KTC begins at time of dismissal.

- Parents are asked to pick up their child(ren) as soon as possible so that they, and the staff, may travel home safely.
- KTC will close **2 hours\* after the school early dismissal time**. \*KTC may alter the pick-up time based on weather conditions.
  1. Child(ren) not picked up by the designated pick up time will be charged the Late Pick-up Fee.
  2. See '**Late Pick-up Fee**' above
- **No refunds will be given to those who choose not to attend KTC these days.**

## School 2-Hr Late Start:

If the start of the school day is delayed by 2 hours, the start of the KTC day will be delayed by **2 hours** at each school childcare location and continue care until school begins.

- The 'AM Drop-In' rate will be charged for a child that attends KTC on a late start date and was not scheduled to attend that morning.
- **No refunds will be given to those who choose not to attend KTC these days.**

## BREAKFAST AND SNACKS

**Before and After School:** 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. 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 on the district web page, <http://www.johnstoncsd.org>. At the top of the page choose Quick Links and click on Nutrislice Menus. Select your elementary school - Choose a Menu - KTC Breakfast & Snack. **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 8:00 a.m. and includes milk, fruit or juice and a breakfast item. Breakfast will be offered at 9:00 a.m. on any late start days that occur. An afternoon snack is served and includes a beverage. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program.

**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 promote a “No Food Trading” and “No Utensil Sharing” policy. Lunchroom tables will be cleaned after each lunch shift.

## SPECIAL PROGRAMS

**Field Trips:** Field trips are typically planned for three-hour early dismissal days and full-day care and are included in your fee. Any additional cost would be for treat money (optional) for your child when suggested by KTC or when admission fees are substantial.

If your child is registered for KTC for three hour early dismissal or full-day care, the field trip location, date and expected time of departure and return will be posted at your KTC site, emailed to parents and on the KTC website. Most of the three-hour early dismissal field trips depart by 1:15 pm and return by 4:30 pm. The no school/full day field trips depart by 12:30 pm and return by 4:00 pm. It is important for you to check regularly for such information, and read notices posted near the sign in/out sheet table at your KTC site.

If your child will not be participating in a field trip, you are responsible for making alternate child care arrangements in advance. Our staff will not be able to remain at the KTC site during the field trip because they are needed with the group.

**Transportation:** Student Transportation of 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 school year. The parent or guardian would then be responsible for alternative transportation arrangements.

**Community Education Programs:** Please note that your child can attend youth programs, only if the class is held at your child’s KTC 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 youth program and is to be released at class time and if he/she is to return to KTC after the class.

# SETTING UP ACCOUNT ON ELEYO

KTC uses an online registration system called Eleyo. This 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.

## 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-

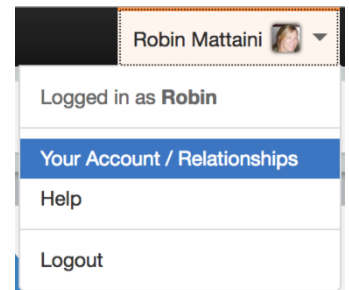
Continue to Step 3 in Add Family Members and Emergency Contacts (below).

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

**Verify Your Email Address**

## 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 showing a blue button with a plus icon and the word "Add". Below it is a form field with the label "First Name". The field contains the text "sam" and a dropdown menu below it shows "Sample Jones".

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.

Pick A Child ▾

**Copy Emergency Contacts**



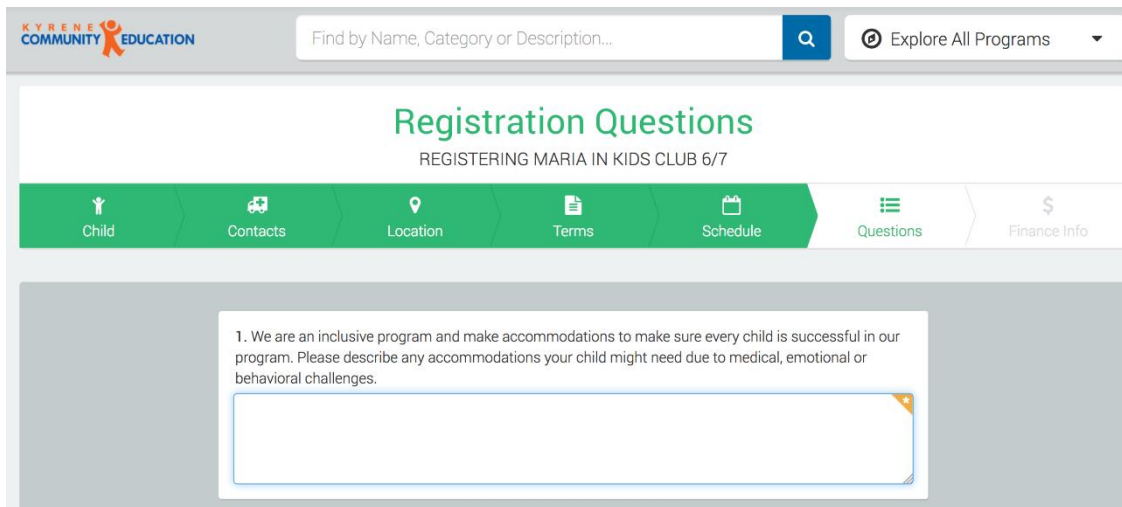
5. After you have finished setting up your profile, select the **Community Education** link in the upper left area of the screen and select *Explore All Programs* and then select *Your Dashboard*. This will populate your contact information within our Community Education system.
6. You have completed the Account Profile set-up process and are ready for future online registrations!

**Registering for Kids Connection Child Care Program on Eleyo:** Johnston Kids Connection uses an online registration system called Eleyo. These instructions will walk you through the process for registering a student for Kids Connection.

After registering online, you will receive an email summary of your student’s pending contract request. Once the contract has been reviewed by Kids Connection staff, you will receive a 2nd email confirming your student’s start date.

**Log in**

1. Browse to <https://johnston.ce.eleyo.com> and login with your email address and password by selecting the Log In button **Log In**. (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 **Community Education** 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.




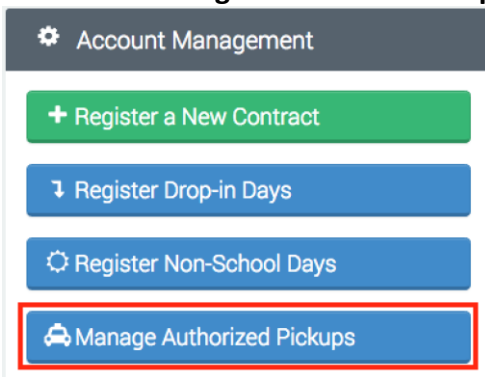
*You will receive a Pending Contract Request email.  
 A 2<sup>nd</sup> confirmation email will be sent when your student’s contract is approved and your payment account will be charged. This 2<sup>nd</sup> email will indicate your student’s start date.*

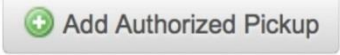


**Eleyo is your child(ren)’s child care account. It is very important that you keep schedules, payments and information up to date on your Eleyo account. Eleyo works best on a computer or tablet. It does not work well on a cell phone.**

# EDITING AUTHORIZED PICK-UPS

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

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*.



1. Select  under child's name to add a pick-up. Use the  button to remove a pick-up.
2. When finished adding an authorized pick-ups, select 

## PAYMENT INFORMATION

KTC is a self-supporting program financed by parent's 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 the KTC office at the District Office 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:** Invoices and payment information is available to you on your KTC account on Eleyo. On Eleyo go to View Your Dashboard>Your Invoices.

**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 received after 4:15 p.m. (11:59 p.m. online) on the due date are late. 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 to setup. Owners will each receive an email when a new invoice has posted to the account. Since each owner will have his/her own login credentials, stored payment information will not be available to either party. Failure by either party to satisfy payment obligations may jeopardize the child's participation in the program.

**Account Owners:** The adult who sets up an account is considered the owner. The owner is responsible for keeping the account current. Account owners are the only authorized persons with access to KTC account information. Owners can request schedule changes, initiate payments, update contract information and add or remove authorized persons and emergency contacts. Account owners will receive program information from the KTC office via the email provided by the account owner. Accounts can have multiple owners. Owners are entered into Eleyo during registration. If at some point you wish to add an additional owner to the account, the existing owner must call or email the KTC office at 515-252-8490. Each owner will have their own login credentials.

**Separate Accounts:** If both parents want separate accounts, then they can set up their own account. However, each will have to pay a separate 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.

**KTC Tax Statements/Federal Tax ID Number:** KTC year-end tax statements are available on Eleyo after January 1. Log onto your Eleyo account. Click on your Kids Connection Account under Your Accounts. On the left under

“Account Management” click “Download Tax Information”. Select the 2024 Tax Statement and download the document. The KTC **Federal Tax ID number is 42-6002176**.

**Method of Payment:** KTC payments can be made online on Eleyo by electronic payment from checking or savings account (ACH) or credit card (Discover, Master Card, Visa or American Express). Apple Pay can also be used. 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 sites.** Payments can only be made online or at the KTC main office, 6510 NW 62nd Ave. 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. Once personal check privileges have been taken away, they will not be reinstated. KTC reserves the right to suspend or terminate childcare services if problems with personal checks are not resolved.

## 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 at the District 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. Please contact the KTC main office at the District Office, 515-252-8490, if you have questions about scholarship.

**Iowa Department of Health and Human Services:** The Iowa Department of Health and Human Services (HHS) 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 HHS issues them.** It is important to call the Health and Human Services office at, 515-725-2600 to determine eligibility. Eligible parties meet with a Health and Human Services staff member to fill out forms. Notification of eligibility from the Department of Health and Human Services will be sent to the KTC office at the District Office.

KTC will work with other established agencies regarding financial assistance. Authorization from the agency and the KTC office is required before childcare services begin. (military, veteran’s affairs, etc.)

## KTC ATTENDANCE

**Arrival and Departure:** 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 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 monthly calendars, special event information and any KTC information.

**Absentee Reporting:** If your child will not be attending KTC as scheduled, please notify the On-site Coordinator between the hours of 6:15-8:30 a.m. and/or 3:00-6:00 p.m. On-site Coordinator's phone numbers are listed on page 2. If a child does not report to the KTC site right after school and if the parent has not notified the On-site Coordinator, a staff member will check the school office, the classroom teachers and then call the parent. If the parent is not available, emergency contact person(s) will be notified. The local police department will be contacted for assistance, if necessary.

**Authorized Pick-Up:** Your child will be released only to the authorized pickup people listed on your family Eleyo KTC account. Staff may request identification of any authorized pick-up. **Siblings listed must be 16 years of age or older.** Please keep your authorized pick up list updated regularly on your family KTC account on Eleyo. Make sure to list the person's relationship to your child and a phone number if they can be contacted as an emergency contact.

## KTC DOOR SECURITY

The KTC exterior doors at each building will be locked. The KTC door has a reader with a numeric punch pad. A family account on Eleyo 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. **Only adults should use the pin pad. Please do not allow children to enter the code.** Pin numbers will work during set hours of operation during KTC and at buildings where you have a child attending. They will lock at 6 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 p.m. If you do not have a pin number, please contact the KTC Main Office at 515-252-8490. If you have attended KTC school year 2023/2024 or summer 2024, your same KTC door pin number will work at the building attending.

# 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).
  - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
  - b. Shall not be on the property of the child care center without the written permission of the KTC Child Care Manager, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
    - i. The On-site Coordinator is not obligated to provide written permission and must consult with their DHHS licensing consultant first.
    - ii. 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.

# BEHAVIOR GUIDELINES

Students and participants of Community Education programs are expected to conduct themselves in a manner that contributes to a safe, positive, respectful, and productive environment.

Students and participants who behave in a way that disrupts or interferes with this environment may be disciplined. Consequences for misconduct will be fair and developmentally appropriate. Disciplinary measures may include, but are not limited to, time away from a class or activity, loss of privilege or reward, being sent home for the day, suspension from the program, and/or removal from the program. (See JCSD School Board Policy 503.1, Student Conduct)

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:

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

2. *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.

## **Types of Behavior:**

1. *Minor/Age-Appropriate Behavior:* These behavior choices are common, cause minor disruptions, and are often age-appropriate for students and youth participants.

- Examples:
  - Students/participants fail to follow school and/or program norms, rules, or expectations
    - *Failing to keep hands to self*
    - *Not following directions / Not on-task*
    - *Disobeying classroom rules*
- Staff Response:
  - Expectations are stated in clear, positive, age-appropriate language
  - Student/participant is encouraged to self-evaluate behavior
  - Acceptable behavior alternatives are provided
  - Time away from program/activity may be used
  - Loss of privileges or rewards may be used
- Staff Documentation & Follow-Up:
  - Not required

2. *Disruptive Behavior:* These behaviors disrupt the ability of program leadership to provide a safe, positive, respectful, and productive environment.

- Examples:
  - Students/participants are disrespectful to staff or other students/participants
    - *Inappropriate or disrespectful language or gestures (middle finger, crude language)*
  - Minor/age-appropriate behaviors can become disruptive when they are repeated

- *Repeated refusal to follow directions*
    - *Repeated breaking of classroom rules*
  - Students/participants display a lack of self-control
    - *Emotional outbursts*
    - *Impulsive physical reactions*
  - Students/participants disrupt staff's ability to be available for other students or to deliver program content
    - *Requires nearly constant 1 on 1 direction/supervision/support*
  - Students/participants disrupt others' ability to participate in program
    - *Repeatedly distracting other students*
    - *Encouraging/influencing negative behavior choices in other students*
  - Students/participants disrupt staff's ability to provide a safe environment
    - *Physical, emotional, etc.*
- Staff Response:
  - Response steps from Minor/Age-Appropriate Behavior above will be used to redirect Disruptive Behavior
  - Disruptive Behaviors may also result in:
    - student/participant being sent home for the remainder of the day
    - suspension from the program
    - supervised participation requirement
    - removal from the program
- Staff Documentation & Follow-Up:
  - Incident will be documented using the Community Education Behavior Incident Report form
    - Accident Report also required if someone is injured
  - Parents are notified at the time of the incident or at pick-up whenever the Community Education Behavior Incident Report is completed
  - On-site supervisor is notified immediately. Off-site supervisor is notified within 24 hours.

3. *Inappropriate and/or Harmful Behavior*: These behaviors are inappropriate in all Johnston Community School District settings and/or are harmful to those involved.

- Examples:
  - Violence or threats of violence
    - *Biting\*, hitting, kicking, throwing objects at someone with intent to injure*
    - *Threats to hurt someone or themselves*
  - Bullying or Harassment
    - *Electronic, written, verbal, or physical*
    - *Racist language, Hate speech*
    - *See JCSD School Board Policy 104 for definition and criteria for Bullying & Harassment*
  - Intentional destruction of property
    - *Property belonging to school, staff, or other students*
  - Sexual misconduct
    - *Potential Title IX violations (harassment, misconduct, violence, discrimination based on sex)*
    - *Inappropriate exposing and/or touching body parts*
  - Child leaving area or refusing to remain with group/designated area
    - *Leaving program area without permission*
- Staff Response:
  - Staff will notify their supervisor as soon as they become aware of an Inappropriate and/or Harmful Behavior incident.



- Inappropriate and/or Harmful Behavior incidents warrant investigation which will be completed by professional program staff.
- Community Education staff will refer to 'JCS D Discipline Matrix and Responses' document to ensure that consequences for the behavior delivered by Community Education are consistent with the JCS D practices.
- Inappropriate and/or Harmful Behaviors will result in the student/participant being sent home for the remainder of the day and may also result in suspension from program and/or loss of ability to participate in the program, reviewable after 1 year by program leadership.
- Documentation & Follow-Up:
  - Incident will be documented using the JCS D Student Incident Report
    - Accident Report also required if someone is injured
  - Additional documentation will be completed as required to complete the investigation (witness statements, communication log, etc.)
    - JCS D Board Policy 104 Forms – will be used as needed, See JCS D ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES No. 104.R1
  - KTC Suspension Report (KTC Only) will be used as needed and in addition to JCS D Student Incident Report to document program suspensions.

**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:

- For a surface bite, ice will be applied to reduce any swelling or bruising.
- 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!

**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 DHHS 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.

**Suspension Policy:** 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 Childcare 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 Childcare 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 Childcare Manager.
3. Parents/guardians who display disrespectful or belligerent behaviors towards the staff, children or other participating families may result in termination.
4. Termination of services can be reviewed one full year after termination date upon parent request and a parent meeting scheduled with the KTC Childcare Manager.

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.

# EMERGENCY PROCEDURES

**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 or the KTC Childcare Manager.
4. Notify parents.
5. The KTC Childcare Manager or building principal will contact the District Administrative Office.
6. The KTC Childcare 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 if they an intruder on site:

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. If a trespasser arrives before 6:30 am or after 6:00 pm 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, Childcare 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 if they an intruder is aggressive, armed, or otherwise dangerous:

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-DHHS 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 Child Care Manager or 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 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.

## 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. If your child is unable to attend school due to an illness, they are also unable to attend KTC. Please follow school guidelines for your child's return to school and KTC. **CREDIT IS NOT GIVEN WHEN YOUR CHILD IS ILL.** Please refer to page 12 for information regarding extended discontinuance or family emergencies.

**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, KTC Assistant 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.

Student injury reports are completed on all injuries that occur during KTC. Parents or guardians should receive a copy of this report.

**Minor injury reporting procedure:** A KTC staff member will communicate with you upon arrival at site if your child had a minor injury.

**Serious injury reporting procedures:** A KTC staff member will contact you if your child is seriously injured. If you or your child's other parent or guardian cannot be reached, staff will call emergency contacts listed on your Eleyo account. **If emergency medical care is considered necessary and the above cannot be reached, the staff member will call 911.** Please refer to the Emergency Authorization Statement on your Eleyo registration questions which you, as parent or guardian agreed to at the time of enrollment.

**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 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 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 sharp's 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 the KTC Child Care 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.

## **TECHNOLOGY 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.



**Johnston Community School District  
2024-25 Academic Calendar**

**August 2024**

S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**January 2025**

S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2024**

S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**February 2025**

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	

**October 2024**

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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

**March 2025**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2024**

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

**April 2025**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**December 2024**

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


**May 2025**

S	M	T	W	T	F	S	
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11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

S	M	T	W	T	F	S
1	2	3	4	5	6	7

Aug. 12-14	New Teacher Orientation
Aug. 15-16, 19-22	Staff Professional Development Days
Aug. 23	<b>FIRST DAY K-12 —3 Hour Early Dismissal</b>
Aug. 27	NO SCHOOL for Kindergarten
Aug. 30	<b>FIRST DAY OF PRESCHOOL</b>
Sept. 2	NO SCHOOL - Labor Day
Sept. 30	NO SCHOOL - Staff Professional Development
Oct. 14	NO SCHOOL - Fall Break - Columbus Day, Indigenous People's Day
Oct. 25	End of First Quarter
Oct. 28	NO SCHOOL - Staff Professional Development
Nov. 11-22	Grades 6-12 P/T Conference Appointments
Nov. 12	K-5 P/T Conferences 4:30-8 pm. JELA No School; Pre-K Conferences 8 am-8 pm
Nov. 14	Grades K-12 P/T Conferences 1:30-5 pm; 5:30-8 pm. 3 Hour Early Dismissal
Nov. 14	JELA No School; PreK Conferences 8 am-8pm
Nov. 14	End of 1st Trimester
Nov. 15	NO SCHOOL - P/T Comp Day
Nov. 27-29	NO SCHOOL - Thanksgiving Break
Dec. 9	NO SCHOOL - Staff Professional Development
Dec. 23 - Jan. 1	NO SCHOOL - Winter Break
Jan. 2	NO SCHOOL - Staff Professional Development
Jan. 3	<b>STUDENTS RETURN FROM BREAK</b>
Jan. 17	End of 1st Semester, End of 2nd Quarter
Jan. 20	NO SCHOOL - Martin Luther King Jr Day Service / Staff Professional Development
Feb. 17-18	NO SCHOOL - Presidents Day Staff Professional Development
Feb. 24 - March 7	Grades 6-12 P/T Conference Appointments
Feb. 26	End of Second Trimester
March 6	Grades K-12 P/T Conferences 1:30-5 pm; 5:30-8 pm. 3 Hour Early Dismissal
March 6	JELA No School; Pre-K Conferences 8am-8pm
March 11	K-5 P/T Conferences 4:30-8 pm. JELA No School; Pre-K Conferences 8 am-8 pm
March 14	NO SCHOOL - P/T Comp Day
Mar. 17-21	NO SCHOOL - Spring Break
Mar. 28	End of 3rd Quarter
Apr. 7	NO SCHOOL - Staff Professional Development
Apr. 24	NO SCHOOL - Staff Professional Development
Apr. 25	NO SCHOOL - Break Day
May 26	NO SCHOOL - Memorial Day
May 30	<b>LAST DAY OF SCHOOL</b> End of 2nd Semester, 3rd Trimester & 4th Qtr
June 2-3	Teacher Work Days
June 2 - 6	Reserved as Potential Snow Make Up Days

Dates in red denote significant start or end date

 No School Day
  Staff Professional Development