



## **Family Handbook**

### ***Pre-K Before & After Care Program***

**Kansas City Public Schools**  
Early Learning

(816) 418-PREK

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Greetings Parents and Caregivers,

The Kansas City Public Schools' Pre-K family is honored to serve you and your scholar. We have an exciting year ahead of us and we cannot wait to partner with you and your child. Our "Pre-K Care" Before & After Care Program is a fee-based program available for five full-day pre-k program students, from August to May, based on staffing availability. The Pre-K Before & After Care program will engage your child in play-based extended day learning. Play-based learning allows scholars to explore their world through free play and guided play. Free play is child-directed, child motivated, enjoyable, and voluntary. Educators intentionally design guided play to set or expand additional learning opportunities within the play itself. Research has shown that play helps scholars learn creative expression, literacy, math, science, fine and gross motor, and social skills that are important for kindergarten readiness. Albert Einstein said, "Play is the highest form of research." In addition to providing high-quality early learning experiences, we look forward to partnering with you on your child's educational journey!

Please reach out if you have any questions.

Here's to a great year! Welcome aboard!

*Early Learning*

Main: (816) 418-5258 & Pre-K Care (816) 418-6988

Email: [PreKCare2@kcpublicschools.org](mailto:PreKCare2@kcpublicschools.org)

## Introduction

**The Pre-K Before & After Care program is a fee-based program operated and staffed by KCPS employees and is separate from the LINC program. Families of students enrolled in our full-day Pre-K Programs, where this service is currently available, may apply for acceptance into the Pre-K Before & After Care Program.** Parents/Caregivers will pay a monthly fee for their student(s) in order to attend the program. *\*Sliding fee upon requests and based on verification of income.*

The information in this **Pre-K Before & After Care Family Handbook** is provided to assist our staff and your family work together to answer your questions, build communication between our program staff and your family, and support you in understanding our policies and procedures to best serve your family's needs.

Please review this handbook carefully & contact the Kansas City Public Schools Early Learning Department if you have questions regarding this information or the Pre-K Before & After Care program. The Kansas City Public Schools Early Learning Team looks forward to working with you and your student in the Pre-K Before & After Care program and wishes to thank you for choosing Kansas City Public Schools for your child's early education experience.

KCPS Pre-K Before & After Care Program reserves the right to limit program participation (accept or deny) to families at KCPS staff discretion. \*Families with unpaid balances from prior program years will not be eligible to participate until unpaid balance due is paid.

### **Kansas City Public Schools Vision Statement:**

Kansas City Public Schools (KCPS) envisions its schools as places where every student will develop a deep understanding of the knowledge and skills necessary to pursue higher education, obtain family-supporting employment, contribute to the civic well-being of the community, and have the opportunity for a rewarding and fulfilling life.

### **Kansas City Public Schools Mission Statement:**

The mission of KCPS is to achieve, in a way that is unencumbered by excuses, our vision for education by ensuring that all children benefit from teaching and learning.

## Contact Information

Pre-K Care Teacher: \_\_\_\_\_ Pre-K Teacher: \_\_\_\_\_  
 Classroom phone #: \_\_\_\_\_ Classroom phone #: \_\_\_\_\_

### EARLY LEARNING

<b>Director of Pre-K Programs</b>	<b>Peyton Snowden</b>	<a href="mailto:psnowden@kcpublicschools.org">psnowden@kcpublicschools.org</a> Office: (816) 418-5258
<b>Assistant Director of Pre-K Programs</b>	<b>Erika Gibbs</b>	<a href="mailto:egibbs@kcpublicschools.org">egibbs@kcpublicschools.org</a> Office: (816) 418-1719
<b>Pre-K Programs Specialist</b>	<b>Aaliyah Williams</b>	<a href="mailto:awilliams7@kcpublicschools.org">awilliams7@kcpublicschools.org</a> Office: (816) 418-6988
<b>Pre-K Mental Health Consultant</b>	<b>Jami Evans Arreola</b>	<a href="mailto:jevansarreola@kcpublicschools.org">jevansarreola@kcpublicschools.org</a> Office: (816) 418- 2674
<b>Early Learning Department Support Assistant</b>	<b>Morgan Schoob</b>	<a href="mailto:mschoob@kcpublicschools.org">mschoob@kcpublicschools.org</a> Office: (816) 418-5213
<b>Before and After Care Contact Emails</b>		<a href="mailto:PreKCare2@kcpublicschools.org">PreKCare2@kcpublicschools.org</a> <a href="mailto:PreKPayments@kcpublicschools.org">PreKPayments@kcpublicschools.org</a>

## Pre-K Before & After Care Program Information

### Enrollment and Fees and Payment Policies

The Pre-K Before and After Care Program is a fee-based extended day program for families of children enrolled in Kansas City Public Schools' full-day Pre-K programs. In order to continue to offer the Pre-K Before and After Care Program, fees are charged for participation. Pre-K Before and After Care Program may not be available at all locations based on available staffing.

Eligibility for the program is reserved for families who are working or in school full-time, or a combination thereof. The fee is \$2000 per program year. Families may spread program cost over (10) ten \$200 payments, or in (4) four \$500 payments. The total program fee is based on the total cost of ensuring staffing. Pre-K Care is not a drop-in program, therefore cost is due regardless of attendance, illness or inclement weather. \*KCPS may determine refund of costs due to extenuating circumstances, at such time costs will be reduced from total program fee due. The Early Learning Office processes applications and enrolls students in the program. Fees are charged for participation in order to offer the Pre-K Before & After Care program.

**FEE payment must be received before students are allowed to start the program.**

### APPLY

Applications for Pre-K Before and After Care Program can be completed submitting an Application Form at <https://tinyurl.com/PreKBAInterestForm>. Contact our office for more info (816) 418-6988



QR Code:

If you have questions about completing application documents email [PreKCare2@kcpublicschools.org](mailto:PreKCare2@kcpublicschools.org)

## FEES

Fees are charged for participation in order to offer the Pre-K Before & After Care program. Fee Payment must be received before starting the program. \*First payment is due before your child can participate in the program. **The full fee amount is due by the 15th of each month.** **Payments made after the 15th of the month will accrue a \$25 late fee on their account, and students may be removed from program participation until fee and payment are made.**

- Full Pay is \$2000 for the full year program. Payment may be made over 10 months at \$200 per month. Payment for September through May are due no later than the 15th of each month.
- Sliding Scale fee is available for income qualifying families meeting state & federal eligibility criteria based on household size & income. Contact the Early Learning Department if you have questions about the sliding scale at [PreKPayments@kcpublicschools.org](mailto:PreKPayments@kcpublicschools.org) . *Refer to MO DESE Free & Reduced Lunch income guidelines for eligibility.*
  - Partial Pay: 75% Sliding Scale rate is \$1500. Payment may be made over 10 months at \$150 per month.
  - Half Pay: 50% Sliding Scale rate is \$1000. Payment may be made over 10 months at \$100 per month.

## PAYMENT

Payments of complete monthly increments can be made online, by mail, or in-person. Payments made in person or by mail need to include your child's name and school site.

### Pay Online:

**\*Make first payment In Person on by Mail if fee is not showing as set up in your Parent Portal**

***Infinite Campus** - newly enrolled families will see a delay in online payment availability. Credit & Debit card transactions are subject to a service fee, e-check transactions are subject to a service fee. Click her: [Link to: How to Pay Fees in Infinite Campus](#)*

**In Person:** In-person fee payment is only accepted at the KCPS Board of Education Treasury Office: 2901 Troost Ave Kansas City, MO 64109 (816) 418-7000. **Include your child's name and school site when making an in person payment.**

The Treasury Office accepts the following payment options:

- Cash (exact change ONLY)
- Check made out to KCPS
- Money order

**By Mail:** Checks may be made out to KCPS and mailed to KCPS. **Include your child's name and school site when making a payment by check.**

Attn: Treasury  
2901 Troost Avenue  
Kansas City, MO 64109

- ❖ **Schools or Pre-K Staff may not accept Pre-K Before and After Care Program enrollment fees or late pickup fees.**

KCPS assesses late fees for the care of children whose parents pick up **after the end** of the Pre-K Before and Aftercare Program Day. Late fees are **\$1.00 for every minute (per child) past the close time of the program.**

**1st Late Pick-Up: Late Dismissal Warning (if more than 15 minutes late fees will be assessed)**

**2nd Late Pick-Up: \$10 Late Fee charged to account**

**3rd Late Pick-Up: Possible Dismissal Notice**

## CANCELLATION POLICY

- ❖ A written cancellation form must be provided. The cancellation form can be found in the Appendix under “Pre-K Before and After School Program Information”. **The cancellation form must be sent to the Pre-K Programs Specialist two (2) weeks in advance of the effective last date of attending.**
- ❖ If a child has not been in attendance for one month they will be automatically withdrawn from the Before and After Care until notification has been received from the parent(s)/guardian(s).

Pre-K Before and After Care Program staff members are unable to remain on-site after the closure of the program for activity updates or consultations about children.

Families are welcome to call and/or email to schedule a meeting with the Pre-K Programs Specialist or Assistant Director of Pre-K Programs for additional family support and/or any concerns or questions.



## Pre-K Before & After Care Program Arrival/Dismissal & Authorized Release

### Arrival / Dismissal

Children's safety is very important to us. Upon arrival, a **parent/ guardian and/or approved adult (16 or older)** must park in the designated location and follow the school location's arrival and dismissal procedure. The authorized person dropping off MUST walk their child/children to the designated location and sign in and then at pick up sign out, the child/children in the Sign in/out Binder for the classroom. Details on the school location arrival procedure will be provided at the individual school site. If children are in another location in the building, the adult must sign them in and/or out prior to taking them from the program. Children may **not** be dropped off before the Pre-K Before and After Care Program start time (7 AM ) and must be picked up by closing time (6 PM). At the end of the program day, an adult must sign the child out. **Failure to do this may result in losing the privilege of the Pre-K Before and After Care Program.**

The enrollment application contains written authorization provided by the parent(s) and/or legal guardian(s) with the name, address, and phone number of the people who are approved to take the child from the school. In order to ensure the safety of children enrolled, parent(s) and/or guardian(s) are required to notify program staff when contact information changes. **Children cannot be released to any people who are not listed on the Pre-K Before and After Care Program Application/ Emergency Contact List.**

Children may only exit the school with a parent/guardian or other designated adult. *NOTE: By law, either parent named on the child's birth certificate is permitted to pick up the child unless KCPS has on file a legal court document stating otherwise.* Any person other than the parent(s) and/or guardian(s) picking up the child must present photo identification. Children **will not be released** to an adult not on the approved list **without prior arrangement and photo identification.**

***The person responsible for signing out a child must be sixteen (16) years old or older and have photo identification.***

**When children have not been picked up at the closing time of program hour (6 PM) and the family and/or emergency contacts cannot be reached, a child abandonment report will be made to local law enforcement officials and/or the Children's Division (CD).**

## CHANGES IN DISMISSAL

- If there are any changes in the dismissal procedures for your child/ children, the parent/caregiver must notify the Pre-K Programs Specialist and/or Pre-K Programs Assistant Director in writing immediately. This will help ensure the safety of the child.
- A child will not be released to anyone who is not listed on the enrollment form and/or emergency contact form unless the Pre-K Programs Specialist and/or Pre-K Programs Assistant Director is notified in writing by the parent or caregiver that an additional person is picking up the child. A copy of the parent's driver's license will be required attached to the email notification regarding the new adult for pick up.

## Pre-K Before & After Care Program Locations

### **African- Centered College Prep Lower**

6410 Swope Parkway, KCMO 64132

**Pre-K Program Hours:** 9:15-4:15

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 4:15 PM - 6:00 PM

### **Border Star Montessori**

6321 Wornall Road, KCMO 64113

**Pre-K Program Hours:** 8:20-3:20

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 3:20 PM - 6:00 PM

### **Primitivo Garcia Elementary**

1100 E 17th Street, KCMO 64108

**Pre-K Program Hours:** 8:20-3:20

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 3:20 PM - 6:00 PM

### **Garfield Elementary**

436 Prospect Ave, KCMO 64124

**Pre-K Program Hours:** 8:20-3:20

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 3:20 PM - 6:00 PM

### **John T. Hartman Elementary**

8111 Oak Street, KCMO 64114

**Pre-K Program Hours:** 8:20-3:20

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 3:20 PM - 6:00 PM

### **Harold Holliday Montessori**

7227 Jackson Avenue, KCMO 64132

**Pre-K Program Hours:** 8:20-3:20

**Before & After Care Program Hours:** 7:00 AM - 8:20 AM / 3:20 PM - 6:00 PM

*\*Pre-K Before & After Care Available at select locations\* Pre-K Before & After Care hours vary from site to site.*

*For more information, see Pre-K Before & After Care*  
[kcpublicschools.org/schools/early-learning](http://kcpublicschools.org/schools/early-learning)

## KCPS Pre-K Program Calendar

KCPS Neighborhood Pre-K Program follows the KCPS SY2024 District Calendar

Click Here: [KCPS District Calendar Link](#)



# 2024-2025 School Calendar

FOR MORE INFORMATION FOLLOW US ON OUR SOCIAL MEDIA    @KCPublicSchools

2024	2025																																																																																				
<p style="text-align: center;"><b>July</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		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				<p style="text-align: center;"><b>January</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>6 ..... Teachers PD DAY (No School for Students)</li> <li>7 ..... Students Return</li> <li>10 ..... Q2 Ends</li> <li>13 ..... Q3 Begins</li> <li>17 ..... Q2 Report Cards Available</li> <li>20 ..... Holiday - MLK Day</li> </ul> <p>• Second Semester: January 13 - May 28 • Third Quarter: January 13 - March 14</p>	Su	Mo	Tu	We	Th	Fr	Sa				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	
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<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>5 ..... Teachers Return</li> <li>5-16 ..... Teacher PD/Prep Days</li> <li>19 ..... First Day for Students</li> </ul> <p>• First Quarter: August 19 - October 18</p>	<p style="text-align: center;"><b>February</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td><td></td></tr> </table> <p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>13 ..... Parent-Teacher Conferences 10 am - 6 pm (No School for Students)</li> <li>13 ..... Midterm Progress Reports Available</li> <li>14 ..... PD DAY (No School for Students)</li> <li>17 ..... Holiday - President's Day</li> </ul>	Su	Mo	Tu	We	Th	Fr	Sa							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																																												
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<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>2 ..... Holiday - Labor Day</li> <li>3 ..... PD DAY (No School for Students)</li> <li>27 ..... Midterm Progress Reports Available</li> </ul>	<p style="text-align: center;"><b>March</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>7 ..... PD DAY (No School for Students)</li> <li>14 ..... Q3 Ends</li> <li>17-21 ..... Spring Break</li> <li>24 ..... Q4 Begins</li> </ul> <p>• Fourth Quarter: March 24 - May 28</p>	Su	Mo	Tu	We	Th	Fr	Sa							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																																								
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<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>4 ..... PD DAY (No School for Students)</li> <li>18 ..... End of Q1</li> <li>21 ..... Start of Q2</li> <li>24 ..... P&amp;T Conferences (No School for Students)</li> <li>25 ..... Teacher Workday (No School for Students)</li> </ul> <p>• Second Quarter: October 21 - January 10</p>	<p style="text-align: center;"><b>April</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>4 ..... Midterm Progress Reports due</li> <li>4 ..... PD DAY (No School for Students)</li> <li>18 ..... Spring Holiday</li> </ul>	Su	Mo	Tu	We	Th	Fr	Sa							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																																								
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<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>5 ..... PD DAY (No School for Students)</li> <li>25-29 ..... Fall Break</li> </ul>	<p style="text-align: center;"><b>May</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p><b>MAY</b></p> <ul style="list-style-type: none"> <li>2 ..... Senior Grades Due</li> <li>2 ..... Midterm Progress Reports Available</li> <li>26 ..... Memorial Day</li> <li>28 ..... End of Fourth Quarter / and Final Grades Due</li> </ul> <p><b>Last Day for Students &amp; Teachers (.5 day for students)</b></p>	Su	Mo	Tu	We	Th	Fr	Sa						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																																										
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2901 Troost Ave., Kansas City, MO 64109 | (816) 418-7000 | [www.KCPublicSchools.org](http://www.KCPublicSchools.org) | [communications@kcpublicschools.org](mailto:communications@kcpublicschools.org)

## Pre-K Before and After Care Code of Conduct

KCPS has the following expectations for KCPS Early Learning families and staff:

- To ensure a safe environment for all children, parents, and visitors will exhibit patience and self-control in managing their child's behavior as well as any complaints or grievances they or their child may have.
- To provide a safe environment, adults will supervise children at all times while on school property.
- To ensure safe passage during pickup and drop-off, parents will park in the assigned areas of the school grounds and parking lot.
- To ensure maximum program benefits, parents will adhere to all attendance policies and ensure their children arrive and depart school on time.
- To ensure an environment that treats all children and adults with respect and dignity, visitors and staff will refrain from loud talking or shouting, cursing, name-calling, quarreling, verbal or physical fighting, displays of anger, or making rude remarks to staff, children, or other visitors/parents.
- To provide the best possible role models for the children in our care, parents and visitors are encouraged to dress with care when visiting the school, volunteering in the classroom, or bringing and picking up their children. (e.g. refrain from wearing clothing with obscenities or that make reference to drugs/alcohol, or clothing that is of a revealing nature) and to refrain from excessive displays of affection.
- To ensure a healthy environment, visitors will not smoke; will not bring alcohol or any other drugs, firearms or weapons onto the school property including the parking lot area.
- To ensure parents are aware of important program guidelines and regulations parents will review and adhere to the Early Learning Parent Handbook as well as sign the Acknowledgement Page located in the Before and After Care Family Handbook. All questions and concerns can be directed to the Office of Early Learning.
- To provide a means for addressing a concern or complaint, parents and visitors will follow the KCPS grievance procedures provided at the end of this handbook.
- To maintain a safe and educational environment for the children, parents, and visitors will follow the directions of the KCPS staff and employees, including administrators, teachers, custodial and kitchen staff, bus drivers, and aides.
- To support children's social, emotional, and intellectual growth, parents agree to be supportive of the goals of the classroom and the school in assisting their child.

**Link to KCPS Student Code of Conduct:** [KCPS Student Code of Conduct](#)

## Conscious Discipline

Young children deal with many of the same emotions adults do. Children get angry, sad, nervous, happy, or embarrassed, but they often do not know the words to express how they are feeling.

Sometimes, they may act out these emotions in physical or inappropriate ways.

Learning to understand and identify their feelings is the best way to help children develop healthy social-emotional skills and positive self-concepts.

The KCPS Pre-K Before and After Care Program uses a comprehensive social-emotional and classroom management program called Conscious Discipline. All Pre-K Before and After Care

Staff are trained in this program and the same information and language are used in all areas of the school. Using the latest brain research information, we teach children to understand their feelings, how to express themselves and how to behave/act in difficult situations. For more information on how to use Conscious Discipline, please visit <https://consciousdiscipline.com/>. Conscious Discipline is our trauma-informed and researched-based social-emotional curriculum. It empowers our teachers to be conscious of brain-body connections in themselves and in children and provides us with the practical skills we need to manage our thoughts, feelings, and actions.

With this ability to self-regulate, we are then able to teach children to do the same. Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive and prone to aggressive, shutting down, or bullying behaviors. Conscious Discipline uses the connection to encourage impulse control while teaching self-regulation skills in context.

### Challenging Behaviors

Pre-K Before and After Care Program staff will model and provide an environment of acceptance and kindness, using positive approaches to build a child's self-regulation skills. Parents and staff will work together as a team to support children.

- ❖ **Children who exhibit challenging behavior that does not respond to parent and staff efforts may be refused participation in the Before and After Care program.**

### Clothing

Each student should have two (2) complete changes of clothing in the classroom in the event of an illness or accidental spill. Staff will call the parent(s) and/or guardian(s) to pick up your student if replacement clothing is not available. Provide replacement clothes the next day after soiled items are sent home.

### Transitions

Teachers are responsible for both visually and verbally documenting the location of each child in their care during the Pre-K Before and After Care Program hours. Program staff regularly conduct visual head counts and require children verbally respond when their name is read from the program roster.

## Severe Weather Closing

Pre-K Before and After Care Program closes when KCPS announces school is closed for weather or other urgent reasons. Information on school closings is available through the radio, television, phone calls, text messaging, and the KCPS website. If school is in session and severe weather closing occurs, children must be picked up as quickly as possible after the announced school closure time.

The KCPS district calendar outlines holiday observances, winter, spring, and summer breaks. The calendar is located at [www.kcpublicschools.org](http://www.kcpublicschools.org). Individual schools may close on additional days to accommodate parent conferences, home visits, and/or professional development.

## Nutrition

During Pre-K After Care Program hours, a snack or light meal is served. ***Children may eat only food provided by the program during program hours.*** Children with a medical dietary diagnosis and the **documented Medical Statement for Students Requiring Special Meals** completed by a medical professional may receive food items appropriate to their dietary needs. Pre-K Before & After Care Program staff members do not use food as a reward or punishment; eating is not required nor denied based on behavior.

## Health

Children enrolled in the Pre-K Before and After Care Program must be current on all age-required immunizations. In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the school, unimmunized children are **excluded** from the Pre-K Before and After Care Program per the KCMO Health Department.

The KCPS Early Childhood Programs require the following:

- from school following the control measures instituted by the KCMO Health Department.
- Students are required to be self-sufficient when toileting. Pre-K Before & After Care

staff and classrooms are not equipped for assisting children wearing diapers or disposable underwear. *Frequent toileting issues over a longer period may result in dismissal from the program.*

- An afternoon snack is served to all students. Foods served are high in nutrients and low in fat, sugar, and salt. Students are not forced to eat nor denied food for any reason and food is not used as a reward or punishment.
- Children with medical dietary needs are provided snacks as required by appropriate documentation filled out by the student's physician in order to bring outside food.  
Please have your child's doctor fill out the Medical Statement for Students Requiring Special Meals. Please work with the program staff members in the event of your child's needs.
- To ensure the safety of children and/or staff members who suffer from food allergies, only food provided by the school cafeteria is allowed in the Pre-K Before & After Care classroom. With the exception of meal times, children and staff will drink only water during the school day.

## HANDWASHING

Healthy habits practiced daily emphasize habits that help reduce the spread of illness. Adults model proper handwashing with and for children multiple times per day. Adults and children entering the classroom must wash their hands upon entry. Hand washing procedures are on display in each classroom and restroom to assist with proper hand washing processes.

## ILLNESS

Children who arrive for the Pre-K Before and After Care Program with signs of illness are not accepted into care. If children become ill during program hours, Missouri Child Care Licensing regulations require staff to send the student home and may require a note from the child's physician before the child can return to school if the child exhibits any of the following symptoms:

- **Diarrhea:** More than one (1) abnormally loose stool. *Diarrhea is defined as a watery stool.*
- **Fever:** Have a temperature of over 100° Fahrenheit by mouth or, 99° Fahrenheit under the arm or higher. Children must be fever-free **without medication** for 24 hours before coming back to school.
- **Infected skin patch:** Crusty, bright yellow, dry, or gummy areas of the skin.
- **Pinkeye:** Tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
- **Severe Coughing:** Red or blue in the face or makes high-pitched croup or whooping coughing sounds.
- **Sore throat or trouble swallowing**
- **Vomiting:** More than one occurrence within a 24-hour period.



## MEDICATION

Parents must inform the school nurse of any medications their child is taking or any special health care needs, which may necessitate specialized care by KCPS staff. Only prescription

medication can be administered at school. If a child is on prescription medication, a Medication Administration Consent form and a current copy of an IHCP (Individual Health Care Plan) must be provided to the school nurse before a child is allowed to attend school. Prescription medication will only be administered when the rules for giving medication at school, established by the Board of Education, are followed. If it is necessary for the child to take medication during school hours, parents must follow the process outlined below:

- For any child with health care needs (diagnosed by a physician) which necessitates specialized care by KCPS staff (i.e. asthma, allergies requiring an epi-pen, seizures, ADHD medication), an IHCP (Individual Health Care Plan) must be completed by a physician or professionally qualified individual and provided the school nurse, classroom teacher and the Office of Early Learning.
- Children with chronic health conditions not requiring medications at school must also have an IHCP (Individual Health Care Plan) to keep staff informed of the child's condition in the event any related issues arise.
- A Medication Administration Consent form with dated, written permission of the parent(s) giving school personnel authorized to administer medication must be completed. Forms are available at the school. The top portion of the Medication Administration Consent form must be completed, signed, and dated by the parent/guardian, and the bottom section must be completed, signed, and dated by the physician.

The Health Assistant will maintain a written log of all medication administered while a child is at the Pre-K Program. If it is necessary for the child to take medication during school hours, parents must follow the process outlined below:

1. For any child who may have special health care needs, diagnosed by a physician, which necessitates specialized care by KCPS staff (i.e. asthma or allergies requiring an epi-pen, seizures), an IHCP (Individual Health Care Plan) must be completed by a physician or professionally qualified individual.
2. Children with chronic health conditions not requiring medications at school must also have an IHCP (Individual Health Care Plan) to keep staff informed of the child's condition in the event any related issues arise.
3. The top portion of the Medication Administration Consent form must be completed, signed, and dated by the parent/guardian.
4. Prescription medication must be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages, and the physician's name. All medication will be checked in and approved by the Health Assistant.
5. The prescription medication must not be expired.
6. All medications kept at school must be stored in a locked container, away from the child's access at all times. Medication shall be returned to the locked storage immediately after use.
7. Medication needing refrigeration shall be kept in the refrigerator in a container separate from food.

8. Medication shall be returned to the parent(s) or disposed of immediately when expired, no longer needed or at the end of the school year.

## COVID Policy

### COVID-19 PROTOCOLS

- KCPS will add COVID-19 to the student illness exclusionary list. A student who tests positive for COVID-19 must remain home for 5 days and can return on day 6 so long as symptoms are improving and 24 hours fever free.

## Birthday/Special Celebrations

### BIRTHDAY

Pre-K Before and After Care Program classrooms will **not** celebrate birthdays during before/after school hours.

### END OF YEAR CELEBRATION

Pre-K Before and After Care Program classrooms will **not** celebrate the end of the school year during before/after school hours.

## Procedures for Complaints and

### Concerns

“Any parent or caregiver who has a concern pertaining to the Pre-K Before & After Care Program is encouraged to first discuss the concern with KCPS staff at the student’s Before & After Care site. If the concern is not promptly resolved, they are encouraged to inform either the Early Learning Family & Community Engagement Liaison or the Early Learning Programs Manager. If these informal attempts to resolve any concern are unsuccessful, or if the parent or caregiver prefers to initiate a formal concern and complaint resolution processes, the formal policies and procedures which will be followed can be found on the district’s website at

<https://www.kcpublicschools.org/about/policies-and-procedures/non-discrimination-and-harassment-policy> “

## Pre-K Before & After Care Program FAQs

### 1. How can I apply for the Pre-K Before & After Care Program?

You can apply via this **Pre-K Before & After Care Interest Form- Application**.

<https://tinyurl.com/PreKBAInterestForm> or



QR Code:

### 2. What is the cost of the Pre-K Before & After Care Program?

- Full Pay is \$2000 for the full-year program. Payment may be made over 10 months at \$200 per month. Payment for September through May is due no later than the 15th of each month.
- Sliding Scale fee is available for income-qualifying families meeting state & federal eligibility criteria based on household size & income.
  - Partial Pay: 75% Sliding Scale rate is \$1500. Payment may be made over 10 months at \$150 per month.
  - Half Pay: 50% Sliding Scale rate is \$1000. Payment may be made over 10 months at \$100 per month.

\*Sliding Scale requests will be reviewed in September via PreKCare2 email. \*Submit income verification to Parent Portal.

\*First payment may need to be paid in person if assigned fee not present in Parent Portal.

### 3. What are the hours of the Pre-K Before & After Care Program?

- Signature Pre-K schools- African Centered Elementary, Holliday and Border Star Montessori schools - From 7:00 am until the start of the educational portion of the school day and from the end of the school day until 6:00 pm.
- Neighborhood Pre-K schools - From 7:00 am until the start of the educational portion of the school day and from end of the school day until 6:00 pm.

### 4. How many children and adults will be in the classroom?

- Each classroom will serve a maximum of twenty (20) children and will be staffed with Pre-K Before and After Care Program Staff Members.

**5. How will the building and classrooms be cleaned?**

Custodial services will thoroughly clean the school building twice per day and will do periodical cleaning of high-touch services throughout the day (handrails, restrooms, door knobs, etc.). In addition, each classroom will be equipped with supplies for cleaning shelves, tables, and toys as they are used.

**6. How will my child get to their classroom?**

Upon the arrival at the school location, parents/guardians and/or authorized persons over the age of 16 years old picking up, will park in the designated location and follow the school location's arrival and dismissal procedure. The authorized person picking up MUST walk their child/children to the designated location and sign in the child/children in the Sign in/out Binder for the classroom. Details on the school location arrival procedure will be provided at the time of enrollment.

**7. How will I pick up my child from the Pre-K Before and After Care Program?**

Upon arrival of the school location, parents/guardians and/or authorized persons over the age of 16 years old picking up, will park in the designated location and follow the school location's arrival and dismissal procedure. The authorized person picking up MUST sign out the child/children in the Sign in/out Binder for the classroom. Details on the school location dismissal procedure will be provided at the time of enrollment.

**8. Who can pick up my child/children?**

- Parents/Guardians will complete the section on the Pre-K Before and After Care Program and the Emergency Contact Form to include the name, address and phone numbers of the people who are approved for picking up the child/children from the school.
- Children cannot be released to any people who are not listed on the Pre-K Before and After Care Program Application/ Emergency Contact List and/or anyone under the age of 16 years old.

***NOTE: By law, either parent named on the child's birth certificate is permitted to pick up the child unless KCPS has on file a legal court document stating otherwise.***

**9. What items do authorized people need in order to pick up the child/children?**

Authorized people who are picking up your child/children will need the following when picking up:

- Photo identification
- Authorized person on the Emergency Contact Form/Authorized Pick up

**10. Will my child/children's teacher be required to wear a mask?**

KCPS has made masks optional for staff members to wear.

**11. Will my child/children be required to wear a mask?**

KCPS has made masks optional for children to wear.

**12. How do I cancel the Pre-K Before and After Care Program?**

Parents/guardians may fill out the Pre-K Before and After Care Program's Cancellation Form. Then turn the form into PreKCare2 ([PreKCare2@kcpublicschools.org](mailto:PreKCare2@kcpublicschools.org), ATTN: Before & After Care Cancellation).

## Receipt of Parent Before & After Care Handbook Acknowledgement

I understand that by signing this document I, and all individuals associated with me, agree to abide by the KCPS Code of Conduct and certify that I have received a copy of the **KCPS Pre-K Before & After Care Program Family Handbook**.

I also understand that failure by me (or anyone associated with me) or my child to follow these guidelines may result in KCPS taking action, including, but not limited to, the following:

- Restricting my access to the school building;
- Removing my child from the Pre-K Before & After Care Program; or
- Any other action the KCPS deems appropriate.

**Student Name:**

**School Location:**

---

**Parent Signature:**

**Date:**

---

**Print Name:**

**Date:**

---

## Pre-K Before and After School Program Cancellation Form

### Cancellation Form

A written cancellation form must be provided. The cancellation form must be sent to the Pre-K Programs Specialist two (2) weeks in advance of the effective last date of attending. If you have any additional questions regarding cancellation contact the Office of Early Learning at [prekcare2@kcpublicschools.org](mailto:prekcare2@kcpublicschools.org)

DATE: \_\_\_\_\_

PARENT(S): \_\_\_\_\_

\_\_\_\_\_ CHILD(REN)

NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

SITE LOCATION:

\_\_\_\_\_ LAST DAY IN

PROGRAM: \_\_\_\_\_

REASONS FOR CANCELLATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT/ GUARDIAN PRINT NAME

DATE

\_\_\_\_\_

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE

DATE

\_\_\_\_\_

\_\_\_\_\_