Kids/Teen Connection 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.

Dear Kids/Teen Connection Families,

Welcome to Kids/Teen Connection (KTC) School-age Child Care! KTC is a program of the Community Education Department in the Johnston Community School District (JCSD). We offer year round childcare for kindergarten through fifth 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 and visit any of the KTC program sites. We appreciate your interest! Siblings and other children may visit if accompanied by an adult. When you do visit, please check in with the On-site Coordinator upon entering the childcare areas. 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”, the Johnston School District newsletter distributed four times yearly to every household in the JCSD.

Our KTC staff members include Steve Conlan-Youth Services Coordinator, Lori Meyer-KTC Specialist, Diane Ross-Bookkeeping and Accounting, On-site Coordinators, Child Care Providers and Child Care Providers In-training. Please contact your Kids/Teen Connection staff member or the KTC office, 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  Lori Meyer  Diane Ross
Youth Services Coordinator  KTC Specialist  KTC Accountant

District Policy:

Kids/Teen Connection 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.johnston.k12.ia.us. We encourage you to review these policies and procedures for further reference.
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Disclaimer: Changes may be made to policies or operations after printing
KTC ATTENDANCE

Arrival and Departure: To insure the safe arrival and departure of your child, please sign your child in and out each day on the weekly sign in/out sheet. We ask that you do not allow your child to sign in or out each day. This sheet is located on a table as you enter the KTC site. Please check the sign in/out table for important information such as newsletters, special event information, payment forms, signed receipts and flyers. **We will be charging a $10.00 penalty for anyone not signing your child in and out daily.** If you pick up your child to take him/her to a doctor’s appointment, you MUST let a staff member know that you are leaving. If your child will be returning to KTC, you MUST walk your child into KTC and inform a staff member of your child’s re-arrival. **We will be charging a $10.00 penalty for anyone not informing a staff member of your child’s re-arrival.**

Absentee Reporting: If your child will not be attending KTC as scheduled, please notify the On-site Coordinator between the hours of 6:15-8:50 a.m. and/or 3:00-6:00 p.m. On-site Coordinator’s phone numbers are listed on page 14. 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 designated people on the registration form. Please notify the Community Education/KTC office with authorized pick-up changes at 252-8490.

Custody/Visitation Agreements: Communication with the KTC staff on custody or visitation issues is very important. Therefore, for the safety of your child, a written copy of the custody/visitation agreement **MUST** be included with your KTC registration form if such an agreement affects your child’s release from KTC. If your custody/visitation agreement changes or problems occur with the eligibility of the person to whom the child can or cannot be released, notify the KTC Office and/or your On-Site Coordinator. Documentation of court-ordered changes should be given to one of the above within 24 hours. Legally, the KTC staff cannot hold children from the biological or adoptive parent(s) if there is not a court order specifying otherwise on file at KTC. The staff, as well as the local police department, will follow the court order regarding release of the child.

Late Pick-up Fees: KTC pick up time is by 6:00 p.m. If you are 1-10 minutes late you will be charged $20.00. You will also be charged $1.00 for each minute after the first 10 minutes (i.e. 6:01-6:10 p.m., $20.00; 6:11 p.m., $21.00; 6:12 p.m., $22.00). The late charge will be billed on your next statement and you will be required to sign a late pickup form at pickup time. If you are more than one hour late and the KTC staff has not heard from you, and if the staff cannot reach the emergency contact person(s), a staff member will call the local police department for assistance. Childcare services may be terminated in the event of recurring or extreme lateness.

Non-registered Participants: Due to limited space in the KTC program, friends of KTC participants will not be admitted to the program on a drop-in basis. This includes, but is not limited to, your child’s visiting relatives or friends.
**Temporary Discontinuance:** If you wish to discontinue services temporarily, but want to hold a place for your child, please notify the KTC office. Your child’s place in the program will be held as follows:

1. Once you begin attendance with KTC, you are allowed two weeks of non-participation per school year at no charge. After two weeks of non-participation you must pay the $40 per child registration fee to return to the program.

2. Winter or spring break full day care and the week of Thanksgiving are optional and payment is not required, if your child is not scheduled to attend. The two weeks of non-participation at no charge are in addition to non-participation in winter and/or spring break and the week of Thanksgiving.

3. Family Emergencies. Please notify the KTC Office as soon as possible if your child or a primary caregiver (parent or guardian) is hospitalized and your child will not be attending KTC. Other family emergencies include the child’s hospitalization or extended illness, the child’s mother’s maternity leave, loss of employment and funerals.

**Extended Discontinuance:** To discontinue service for an extended period of time, please call Diane at the KTC office at 252-8490. Your child’s name will be placed on a waiting list and readmitted to KTC as space allows. You will have to pay the $40.00 registration fee per child to be allowed back into the program.

**BEHAVIOR GUIDELINES**

**Discipline Policy:** A serious disciplinary problem at KTC is one in which a child is hampering the smooth flow of the childcare program. This might include a child requiring constant one-on-one attention, inflicting physical or emotional harm to other children, abusing staff, or not conforming to the behavior guidelines. KTC reserves the right to suspend a child from KTC if the child is endangering him/herself, other children or a KTC staff member.

**Termination of Services:** If a child is not able to adjust to the KTC program, the On-site Coordinator will notify the parents regarding the situation and request that a meeting be arranged to discuss a solution. If the child does not improve his/her behavior, the Youth Services Coordinator may recommend childcare services be terminated. Before such a decision is finalized, the Youth Services Coordinator will discuss the situation with the parent(s) in a conference setting.

**BREAKFAST AND SNACKS**

**Before and After School:** Breakfast and snacks are provided to the KTC participants. A monthly menu is available to each participant in advance and is posted at the program site and on the KTC web page, [http://www.johnston.k12.ia.us/jce/ktc/index.html](http://www.johnston.k12.ia.us/jce/ktc/index.html). 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 8:10 a.m. and includes milk, fruit or juice and a breakfast item. An afternoon snack is served and includes a beverage.
EARLY DISMISSALS/FULL-DAY CARE

**Three Hour Early Dismissals:** Fees for early dismissal are $7.00 extra per child, in addition to your weekly fee. You will need to make a payment online or fill out a payment form at the site by **7:30 am Thursday the week before the early dismissal**. 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:** Our KTC Full-day fees are $28 a day for the first child, $23 for the second child, and $18 for the third child. Full-Day care payments are due 2 weeks in advance. Please check your registration packet for the KTC Payment Deadline flyer (Golden paper). 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 you pay for a full day there will be **NO REFUNDS** issued! Please Note: Field trip schedules will be posted on the Johnston Community School District website [www.johnston.k12.ia.us/jce/ktc/index.html](http://www.johnston.k12.ia.us/jce/ktc/index.html).

**FULL DAY CARE LOCATIONS:** Full day care will be held at two of the elementary schools. Full day care will not be held at each elementary school.

- Full day care will be at **Beaver Creek Elementary** for Beaver Creek and Horizon students. 
- Full day care will be at **Lawson Elementary** for Lawson, Wallace, and Timber Ridge students.

**Beaver Creek Elementary 8701 Lyndhurst Street Johnston, IA 50131 278-6668**
**Lawson Elementary 5450 NW 62nd Ave. Johnston, IA 50131 278-4889**

**WINTER BREAK/SPRING BREAK**

Winter and Spring break fees are $28 a day for the first child, $23 for the second child and $18 for the third child. A **$20.00** late fee will be charged if payment and schedule have not been submitted by the deadline listed below. **No Refunds will be issued after payment is made.** The winter and spring break payment deadlines are listed below:

- Payment for Winter break in December 2012 **Thursday, December 6th, 2012** by 7:30 a.m.
- Payment for Spring break in March 2013 **Thursday, February 28th, 2013** by 7:30 a.m.

**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. 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.
Iowa Department of Human Services: The Iowa Department of Human Services 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 or remaining expenses. It is important to call the Human Services office at 515-725-2600 to determine eligibility. Eligible parties meet with a Human Services staff member to fill out forms. Notification of eligibility from the Department of Human Services will be sent to the KTC office. You are responsible for submitting weekly or monthly schedules to the KTC office using the payment-schedule form and return all forms as required for payment. KTC will work with other established agencies regarding financial assistance. Authorization from the agency and the KTC office is required before childcare services begin.

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 4 for information regarding extended absences.

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, Childcare Providers and Providers In-Training hold current First Aid/CPR certificates and will follow recommended procedures, if a medical emergency arises. All injuries are recorded in the injury log kept on site. 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.

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.

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 Steve Conlan by calling 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: The Johnston Community School District and its employees assume no liability for injury to any child during his/her participation in KTC. The parent or guardian will be responsible for paying all costs and fees contingent on an emergency medical care and/or treatment of the child (ren). Also, we cannot be responsible for the safety of your child if you are late with payments or do not attach your child’s attendance schedule to your payment.
REGISTRATION

**Enrollment Policy:** Any child attending school in the Johnston Community School District, grades K-5 may be enrolled in KTC. You must register your child two business days prior to using our services. 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. Children must be enrolled in kindergarten-fifth grade to enroll in Summer Day Camp, but may be enrolled in a different school district.

**Registration Dates/Procedures:** You may register for KTC Summer Day Camp 2012 and/or KTC for the 2012-2013 school year according to the following schedule: Registration Packets will be available at the KTC Office (Administrative Resource Center, 5608 Merle Hay Road) Monday-Friday, 7:45 a.m.-4:15 p.m. beginning **Monday, March 26, 2012.** Registration forms are also available on the Johnston school website.

**Current Participants** can register at their individual school sites (Lawson, Wallace, Beaver Creek, Timber Ridge and Horizon) during the week of March 26-March 30, 2012. After March 30th, everyone must register in the KTC Office.

*(2011-2012) tuition payments must be current before registrations are accepted and there will be NO phone or online registrations accepted.)*

**New Participants** can register beginning **Monday, April 2, 2012** during normal office hours 7:45 a.m.-4:15 p.m. at the **KTC office.** Call 252-8490 for more information.

To register for KTC complete the following forms and return to the KTC Office:
- Registration Form (purple)
- Emergency Form (yellow) (One for each child)
- Social Profiles (blue) (Please complete for new participants)

**Registration Fee:** Early Bird registration will be $25 through April 25th, 2012. Regular registration will be $40 after April 25th, 2012. Make checks payable to **Johnston Community Education (JCE).** The registration fee is non-refundable.

**2012-2013 School Year Registration:** Registration for the 2012-2013 school year **MUST** be done by **Monday August 13th** to start attending KTC the first day of school on **Thursday, August 16th.**

**Bring all forms or make payments to:**
Johnston Community Education/KTC
PO Box 10
5608 Merle Hay Road
Johnston, IA 50131

If you have any questions call the KTC Office at 252-8490. KTC office hours are 7:45-4:15.
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. Please contact Diane at 252-8490, if you cannot make a payment. Failure to make payment or arrangements may result in termination of childcare services.

**Accounting Statements/Federal Tax ID Number:** The office will distribute monthly accounting statements for you at your site. These statements reflect any activity on your account since the last statement. Statements will be distributed at the sites on the third Monday of every month. The KTC federal tax ID number is 42-6002176 and is on the payment form and online. Year-end tax statements will be distributed by the end of January. Call the KTC office if you have any questions about your statement.

**Additional Documents:** A $10 fee will be assessed for copies of additional documents produced 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, we regret that there can be NO pro-rating of fees or refunds for days your child is absent.*

Once you make a payment for an all day program there will be NO REFUND issued! On normal school days, your account will be credited or refunded only if you talk directly to Diane at 252-8490, *Wednesday one week in advance of attendance.* If Diane is out of the office, you must leave a message regarding a credit or not attending a specific day. You will need to leave the time and date of when you left the message and she will return your call. Please call us as soon as possible, if your child is hospitalized or if a family emergency arises. Credit may be given for family emergencies if notification is given. Your child is allowed *two weeks per school year of non-attendance* at no charge for family vacations, visiting relatives, etc. After two weeks of non-attendance, you must pay the registration fee again when you return to the program. We cannot provide a drop-in service.

**Charge Slips (Balances):** If you receive a pink Charge Slip, this means you either didn’t pay for a week, or you came more times than you paid for. These balances need to be paid immediately.

**Late payments:** Payments and schedules received after 7:30 a.m. on Thursday, one week in advance of the scheduled childcare week are late. A *late charge of $20.00 per week/family will be charged to your account.*

KTC reserves the right to suspend or terminate childcare services if payments are chronically late or withheld. All childcare services that are *three weeks late* will be subject to immediate discontinuation and termination from the program.
**Method of Payment:** KTC payments can be made by personal check, money order, credit card, cashier’s check or cash. 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. A $6.00 return check fee will be assessed to your account. Once personal checks 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 corrected.

**There are four methods of making payments:**
(1) Payments and payment forms with schedules may be dropped off at the childcare site with any staff member. (2) Payments and payment forms with schedules may be mailed, or brought in person to the Community Education/KTC Office. (3) Payments with schedules may be charged with a debit/credit card online through RevTrak. RevTrak accepts MasterCard, Visa and Discover. RevTrak is accessed through a quick link on the district website [www.johnston.k12.ia.us](http://www.johnston.k12.ia.us) (4) After hours: Use the drop box at the Community Education Office/Administrative Resource Center location, 5608 Merle Hay Road. The gray box looks like a mail collection box. If you enter through the north drive and circle around the lot, the box is on the island at the west end of the parking area.

Mailing Address: Johnston Community Education/KTC-P.O. Box 10 Johnston, IA 50131

**Weekly payments and schedules are due by 7:30 a.m. Thursday one week in advance of scheduled childcare.** The summer KTC funds must be kept separate from the school year KTC funds. We must receive two separate payments for those utilizing both programs and wishing to take advantage of the four-week payment discount.

**KTC School Year Credit Card Payments:**
To make an online payment, please follow these steps:
1. Go to the Johnston Schools website at [www.johnston.k12.ia.us](http://www.johnston.k12.ia.us). On the right side of the Johnston Schools home page under Quick Links click RevTrak.
2. On the RevTrak page click Online KTC Payments button.
3. Click the Kids/Teen Connection School Year Payment button: This page includes instructions for payment, the KTC fee schedule and a calendar of special days for the school year 2012/2013.
4. At the bottom of this page use the drop down box to select your child(s) school.
5. In the box enter your child(ren)’s name(s), week(s) of attendance(date) and days(AM/PM) schedule. Please make sure to include all of this information in the box. (There are only 240 characters available in the box, so please abbreviate and avoid unneeded spaces/dashes when you can.) (Ex: John Smith wk 10/10 M-Th AM/FM)
6. Figure your amount using the KTC fee schedule. Remember if paying for 4 weeks or more in advance you deduct a 5% discount. If your payment is late, please add the $20 late fee. Enter the payment amount in the amount box. Click Buy Now. This will show you your amount and what you typed in the message box. (If what you see is not correct, click Empty and then click Kids/Teen Connection on the left side of the page to start over.)
7. If you **have** used RevTrak to pay school fees or Blaze fees and have a log in and password, use it to access your account. Enter your email address. Click I am a returning customer and my password is. Enter your RevTrak password. Click sign in using our secure server. (If you have forgotten your password click Forgot Your Password? Click here.) Complete Account info by entering your credit card number, cardholder name and
expiration date. Click verify my info. Click Complete Order. Your order will then be complete and you can print a copy if you want.

8. If you **have not** used RevTrak you will have to create an account and password. Enter your email address and click I am a new customer. Click sign in using our secure server. Complete Billing Info and Account Info. (You will complete your password here and your password will be used to access RevTrak ) Click Continue. Enter your credit card number, cardholder name and expiration date. Click Verify my Info. Click Complete Order. Your order is then complete and you can print a copy if you want.

9. Once your RevTrak account is created you can make KTC payments as well as access your RevTrak account to view payments that have been made. You can access your payment activity on the left side of the RevTrak page under Services, My Account. Click My Account This will show you all payments that you have made on RevTrak.

Please email or call Lori or Diane if you have questions about RevTrak. lori.meyer@johnston.k12.ia.us or dross@johnston.k12.ia.us 252-8490

**KTC Summer Credit Card Payments:** Please refer to the Summer Day Camp section on page 17.

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**Payment Due Dates:** Payments and schedules for winter and spring break full-day care are due two or three weeks in advance, so the staff and field trips can be scheduled and transportation arranged, based on the number of prepaid participants. **If you miss the deadline for the sign-up, you will be charged an additional $20.00 late fee.**
Payment Deadlines:

Please see the KTC Payment Deadline Flyer (Golden Paper)

1st payment for summer May 2012
1st payment for fall August 2012
Payment for the week of November 26th
Payment for winter break in December 2012
Payments for the week of December 31st
Payment for spring break in March 2013

Thursday, May 10th, 2012 by 7:30 a.m.
Thursday, August 2nd, 2012 by 7:30 a.m.
Tuesday, November 20th, 2012 by Noon
Thursday, December 6th, 2012 by 7:30 a.m.
Thursday, December 20th, 2012 by 7:30 a.m.
Thursday, February 28th, 2013 by 7:30 a.m.

School Year Fee Schedule:

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<th>Times/Week</th>
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<th>2nd Child</th>
<th>3rd Child</th>
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<td>$41.00</td>
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Full-day care | $28.00 | $23.00 | $18.00

Weekly Rates: The KTC weekly rates for the 2012-2013 school year are listed in the fee schedule on the previous page. The first child rate applies to the child in the family attending the greater number of times per week, regardless of the child’s age or position in the family. Second child rates are at a $5.00 discount and apply to the child attending the same or less number of times per week as the first child.

The minimum payment per week is $41.00 for three or fewer times scheduled for the first child, $36.00 for the second child and $31.00 for the third child. We understand that sometimes your child may attend less than three times per week. However, we are holding your child’s place in the program for the entire week (morning and/or afternoon sessions) and a minimum payment is needed. We allow part-time attendance in an attempt to be as flexible as possible, while being able to cover expenses incurred by that flexibility. Program fees are funded entirely by the parents.

Once you pay for a full day of care, there will be NO REFUNDS issued! If your payment is late, we cannot be sure of your child’s schedule for the following week and the staff will not know whether to expect him or her.

Please note that KTC does not check on children who aren’t on the weekly attendance schedule. Therefore, if you know your payment will be late, please call the KTC Office with your child’s schedule, so it can be included on the attendance sheet. An accurate count is needed for ordering breakfast, snack and craft supplies for your child. An accurate count is also necessary for scheduling staff for the proper staff-children ratio and for following district and state guidelines for bussing limits on full-day care field trips. Please complete and include the payment form with each payment. Forms will be available at the KTC Office and each childcare site.
TUITION

Completing the payment form:
To complete the form, mark with an "X" the mornings and/or afternoons your child will attend KTC. Count the number of times scheduled and refer to the weekly fee schedule for your rate. Two or more children may be included on the same form. If they have different schedules, please use their first name initials to determine which child is coming when. Each week is considered Monday through Friday and is counted and totaled separately. You may pay for as many weeks in advance as you wish. Please keep the yellow copy of your payment form as a record of payments made, a reminder of your child’s schedule and next payment due date. Hand all payments to a childcare staff member, don’t leave on the table or turn in by your child.

Discount for advance payments: You can take a 5% discount when you pay for four weeks in advance. Your child must be scheduled to attend each of the four weeks. If your child will not be attending a week of KTC and you wish to take the discount, you will need to include five weeks on your form for a total of four scheduled weeks. If a payment is late, it will not be included in the 5% discount. You will need to include another week in order to receive the discount.

The example shown illustrates a summer payment and a school year payment. Please note that the payment forms show the rates for the Summer of 2012 and the School Year of 2012-13. This example is for 4 consecutive weeks. Two of these weeks are considered summer fees and two of these weeks are school year fees. You can take a 5% discount when you pay for four consecutive weeks in advance. We would need two separate checks written for this particular payment, one for $199.50 and one for $109.25. Both payments would be made out to Johnston Community Education (JCE). Any questions please call the KTC office @252-8490.
PROGRAM OPERATION

School Year Program Hours: KTC program hours are Monday-Friday, 6:30-8:40 a.m. and 3:35-6:00 p.m. at the elementary schools. Childcare for scheduled three hour early dismissals is also available at an extra charge of $7.00 per child. 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, 252-8490 with questions.

KTC will be closed on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
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<tbody>
<tr>
<td>Wed.-Friday, August 13-15, 2012</td>
<td>Staff Training</td>
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<tr>
<td>Monday, September 3rd, 2012</td>
<td>Labor Day- Legal Holiday</td>
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<tr>
<td>Thursday, November 22nd, 2012</td>
<td>Thanksgiving Day-Legal Holiday</td>
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<tr>
<td>Friday, November 23rd, 2012</td>
<td>KTC Offices &amp; KTC Sites Closed</td>
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<tr>
<td>Monday, December 24th, 2012</td>
<td>KTC Offices &amp; KTC Sites Closed</td>
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<tr>
<td>Tuesday, December 25th, 2012</td>
<td>Christmas – Legal Holiday</td>
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<tr>
<td>Tuesday, January 1st, 2013</td>
<td>New Year’s– Legal Holiday</td>
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</table>

SPECIAL PROGRAMS

Field Trips: Field trips are typically planned for early dismissal days and full-day care and are usually 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 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 and on the KTC website. Most of the 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: Johnston Community School District 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.
SITE INFORMATION

**Kids/Teen Connection Locations:**
You may contact the On-site Coordinator by telephone at your KTC school site from 6:15-8:50 a.m. and/or 3:00-6:00 p.m. or leave a message at the CE/KTC Office. Please use only the numbers listed.

**Henry A. Wallace Elementary School**
Phone: 278-0137  
6510 NW 62nd Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the main east entrance near the cafeteria.

**Beaver Creek Elementary School**
Phone: 278-6668  
8701 Lyndhurst Street, Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the southwest entrance near the cafeteria.

**Horizon Elementary School**
Phone: 986-1321  
5905 NW 100th Street, Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the southwest entrance near the cafeteria.

**Lawson Elementary School**
Phone: 278-4889  
5450 NW 62nd Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the northwest entrance near the cafeteria and gym.

**Timber Ridge Elementary School**
Phone: 331-6594  
7370 NW 54th Ave., Johnston, IA 50131  
Cafeteria, Gym and other areas as designated.  
Please use the northwest entrance near the cafeteria and gym.

**Support Staff: Community Education/KTC Office Staff:**
Community Education/KTC Office hours are 7:45 a.m.-4:15 p.m. year-round. Phone: 252-8490

- Steve Conlan  
  (sconlan@johnston.k12.ia.us)
- Lori Meyer  
  (lori.meyer@johnston.k12.ia.us)
- Diane Ross  
  (dross@johnston.k12.ia.us)
WEATHER POLICY

In the event of severe weather or weather-related emergencies, the following policies are in effect:

**Media Announcements:** Announcements regarding weather related or emergency in Kids/Teen Connection normal hours of operation will be made on the following radio stations: KIOA, KRNT, KGGO, WHO, KEZT, KFMG; television stations KCCI, WHO, WOI and Mediacom. You may check for weather related information by calling the Community Education Office at 278-0552 and follow the menu selection or the Administrative Resource Center Office at 278-0470 and push extension 199 for weather information.

**NOTE:** If you pay the KTC Registration Fee, you are eligible to attend any snow days at the Full Day Care rate of $28.00 a day for the 1st child, $23 for the 2nd child, and $18 for the 3rd child.

**School Cancellation/KTC Operates:**
We will be providing childcare at Beaver Creek Elementary for Beaver Creek and Horizon students.

We will be providing childcare at Lawson Elementary for Lawson, Wallace and Timber Ridge students.

Students who attend will need to bring a lunch and a drink with their name on it.

Beaver Creek Elementary 8701 Lyndhurst Street Johnston, IA 50131 278-6668
Lawson Elementary 5450 NW 62nd Ave. Johnston, IA 50131 278-4889

**School Cancellation/KTC Closed:** If weather were so severe that program operation is not possible, like any business we would be forced to close. We ask that you make arrangements for your child’s care if KTC is not in operation. We apologize for any inconvenience this causes you and we know you will understand that your child’s and KTC staff’s safety is of great importance. If you have any questions please call the CE/KTC Office at 252-8490. When KTC closes for severe weather your KTC account will be credited if you paid in advance for that particular day.

**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. No refunds will be given to those who choose not to attend these days.

**School Late Start:** We will operate our normal opening time of 6:30 a.m. on late start days at each school childcare location and continue care until school begins. No refunds will be given to those who choose not to attend these days.
SUMMER DAY CAMP

Attendance: To ensure the safe arrival and departure of your child, please sign him or her in and out each day on the weekly sign in/out sheet. **We will be charging a $10.00 penalty for anyone not signing your child in and out daily.** This sheet 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 weekly calendars, special event information and any changes in the field trip schedule. **If your child will not be attending KTC as scheduled,** please notify the On-site Coordinator by the number listed after 6:15 a.m. Because of field trip schedules, plan to have your child in attendance from 9:00 a.m. to 4:00 p.m. We know that your child must sometimes leave KTC with a parent during the above hours for doctor appointments, music lessons, etc. In such cases, you must coordinate your child’s return schedule with the KTC field trip schedules. If you pick up your child to take him/her to a doctor’s appointment, you MUST let a staff member know that you are leaving. If your child will be returning to KTC, you MUST walk your child into KTC and inform a staff member of your child’s re-arrival. **We will be charging a $10.00 penalty for anyone not informing a staff member of your child’s re-arrival.**

Breakfast, Lunch and Snacks: Breakfast and snacks are provided to the KTC participants. A monthly menu is available to each participant in advance and is posted at the program site. 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 8:30 a.m. and includes milk, fruit or juice and a breakfast item. The afternoon snack is served at approximately 4:00 p.m. and includes a beverage. Please **send a lunch and a drink each day, unless noted otherwise on the field trip schedule,** with your child’s name marked on the outside. All lunches, if needed, will be kept in a refrigerator. The KTC menu can be found on the Johnston Community School District website.

Busing: Please note that your child can attend youth programs, only if the class is held at your child’s school 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. Please let the KTC staff know if your child will be walking to attend any youth programs.

Childcare Locations:

**Horizon Elementary School (Grades K-1)**  
(Students going into Grades K-1 Fall 2012)  
5905 NW 100th St., Johnston, IA 50131  
Please use southwest entrance near the cafeteria.  
Summer phone number: 986-1321

**Timber Ridge Elementary School (Grades 2-3)**  
(Students going into Grades 2-3 Fall 2012)  
7370 NW 54th Ave. Johnston, IA 50131  
Please use the NW entrance by the cafeteria/gym.  
Summer Phone Number: 331-6594

**Beaver Creek Elementary School (Grades 4-5)**  
(Students going into Grades 4-5 Fall 2012)  
8701 Lyndhurst Dr, Johnston, IA 50131  
Please use the SW entrance by the cafeteria.  
Summer phone number: 278-6668
Summer Fee and Payment Information:

<table>
<thead>
<tr>
<th>Days/Week</th>
<th>1st Child</th>
<th>2nd Child</th>
<th>3rd Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>$130.00</td>
<td>$125.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>4 days</td>
<td>$120.00</td>
<td>$115.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>3,2,1 days</td>
<td>$105.00</td>
<td>$100.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

The weekly payments and schedules are due by 7:30 am Thursday, one week in advance of the week of service. Payments can be made at your site or at the Community Education/KTC Office during office hours. Weekly fees cover most of the field trip admissions, supplies, snacks, staff salaries, and transportation costs. There is not an alternative schedule for field trips. There will be no refunds or credits for any payment made during the summer, regardless of one week’s notice or not.

KTC Summer Credit Card Payments:
To make an online payment, please follow these steps:
1. Go to the Johnston Schools website at [www.johnston.k12.ia.us](http://www.johnston.k12.ia.us). On the right side of the Johnston Schools home page under Quick Links click RevTrak.
2. On the RevTrak page click Online KTC Payments button.
3. Click the Kids/Teen Connection Summer Payment button.
4. At the bottom of this page use the drop down box to select your child(s) grade.
5. In the box enter your child(ren)’s name(s), week(s) of attendance(date) and days. Please make sure to include all of this information in the box. (There are only 240 characters available in the box, so please abbreviate and avoid unneeded spaces/dashes when you can.) (Ex: John Smith wk 6/18 M-Th)
6. Figure your amount using the KTC fee schedule. If paying for 4 weeks or more in advance you deduct a 5% discount. Remember, there will be no refunds or credits for any payment made during the summer. If your payment is late, please add the $20 late fee. Enter the payment amount in the amount box. Click Buy Now. This will show you your amount and what you typed in the message box.
7. Enter your email address and RevTrak password. Click sign in using our secure server. (If you have forgotten your password click Forgot Your Password? Click here.) Complete Account info by entering your credit card number, cardholder name and expiration date. Click verify my info. Click Complete Order. Your order will then be complete and you can print a copy if you want.

Program Schedule and Hours: Important dates regarding KTC Summer Day Camp 2012 are:
- First day of KTC Summer Day Camp Monday, May 21st, 2012
- KTC is CLOSED for Memorial Day Monday, May 28th, 2012
- KTC is CLOSED for the 4th of July holiday Wednesday, July 4th, 2012
- Last day of KTC Summer Day Camp Friday, August 10th, 2012
- (Due to staff training)
- 1st day of school Thursday, August 16th, 2012
KTC will be open Monday-Friday (with the exception of the dates listed on the previous page) from 6:30 a.m.-6:00 p.m. Please respect these opening and closing hours because staff members are not available before 6:30 a.m. to supervise the children and must be paid overtime after 6:00 p.m. Late pick-up fees will be charged as explained in this handbook, page 3.

Field Trips: A variety of field trips are scheduled each week. Your child will have a chance to swim, eat out, learn new skills and try new activities this summer! All field trips are carefully planned and well supervised. Transportation will be on a JCSD bus, driven by a trained district driver who meets school transportation requirements. All fieldtrip changes will be posted on lime green paper. Please be aware that field trip schedules are subject to change. Field trip schedules will be posted on the Johnston Community School District website - www.johnston.k12.ia.us/jce/ktc/index.html.

KTC Adventureland Trip: Every summer, KTC takes all of the participants to Adventureland for one day. To offset the Adventureland expense, KTC does require an additional fee of $30.00 per child with your regular weekly payment. This will include admission into Adventureland and lunch for the day. If your child attends this field trip, it is optional for you to send up to $10.00 in cash to the site for your child to have treat money. You must let the KTC office know if your child has an Adventureland pass. The cost with an Adventureland pass is $15.

KTC Adventureland Trip will be on:
Friday, June 8th, 2012

Suggested Attire and Supplies: Your child should dress appropriately for active indoor and outdoor activities, crafts and games. We recommend that your child wear tennis shoes to participate in gym activities. Your child will need to bring a swimming suit and towel weekly. We recommend sunscreen, insect repellent, a sweatshirt for the air-conditioned rooms we are housed in and a change of clothing, which may be kept at the site. The KTC staff will assist participants with application of sunscreen and insect repellent if needed. Please mark all personal items with your child’s name.

Swimming Lessons: Swim lessons will be available through KTC and Community Education this summer at Summit Pool located inside Summit Middle School. We will be offering registration for three sessions for the KTC participants. The levels of swimming lessons that will be offered are Intro to Swim through Level 5.

Registration for Swimming Lessons will be:
Monday, May 7, 2012
6:00-7:30 p.m.
@ Community Education Office-(Board Room)
**Look for the Green Flyer in your handbook**

The swimming lessons will be offered Monday through Thursday at the following times:
9:30 a.m.-10:00 a.m. & 10:05 a.m.-10:35 a.m.
June 18th - 28th
July 2nd - 12th *No lessons Wed. July 4
July 16th - 26th
All registrations and questions are to be made directly through KTC. Registration for swimming lessons is on a first come basis! No registrations will be accepted at the KTC sites, online or over the phone. These are the only sessions that we will be able to transport for this summer. We realize this may not meet the needs of all of the KTC participants wanting swim lessons and we are very sorry. But, this is the best we are able to offer. Swim lesson registration must be paid by cash or check.

We would like to thank you for choosing the Kids/Teen Connection program to serve your childcare needs. If you have any questions, concerns or comments please feel free to call us at 252-8490.

**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 Equity Coordinator Dr. James Casey, Associate Superintendent, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470, jccasey@johnston.k12.ia.us.