



kidswest
A WDMCS Community Education Program

KIDS WEST HANDBOOK

RESOURCES FOR ALL WDMCS KIDS WEST FAMILIES

2023-24

Handbook Language Statement

| | |
|-------------------|---|
| English | The handbook includes important information about your student's school. You can request oral translation or interpretation of this information. Contact Natalie French, WDMCS ESOL Director, at 515-633-5173 or frenchn@wdmcs.org . |
| Arabic | يتضمن الكتيب معلومات مهمة حول مدرسة الطالب. يمكنك طلب ترجمة شفوية أو كتابية. اتصل ب نطالي فرينج المسؤولة عن برامج متحدثي اللغة الانكليزية كلغة ثانية، على 5156335173 او frenchn@wdmcs.org |
| Dinka | Athör ë thöñjë käj anɔŋɔc thön/wël thiekiic në biäkke thukul ë menhdun-thukul. Yin lëu ba thiëc në wërë yic ë wël cike göt ci geriic ka/wälë wël ë thok ci luel cike wariic e thön kënë. Yuöpë/cɔl Natalie French, Bëny ë WDMCS ESOL, në 515-633-5173 ic ka/wälë frenchn@wdmcs.org |
| French | Le manuel comprend des informations importantes sur l'école de votre élève. Vous pouvez solliciter une traduction orale ou une interprétation de ces informations. Contactez Natalie French, Directrice de WDMCS ESOL, au 515-633-5173 ou frenchn@wdmcs.org . |
| Hakha Chin | Hi handbook ahhin abiapi mi na fa sianginn kong a tial. Tamdeuh theih na duh holhlet na herh ahcun; Natalie French, WDMCS ESOL Director, at 515-633-5173 or frenchn@wdmcs.org ah request tuah khoh a si. |
| Somali | Buug-gacmeedkan waxaa ku jira macluumaad muhiim ah oo ku saabsan dugsiiga ardaygaaga. Waxaad codsan kartaa turjumaan afka ah ama turjumaada macluumaadkan. Kala xiriir Natalie French, Agaasimaha WDMCS ESOL, lambarka 515-633-5173 ama frenchn@wdmcs.org |
| Spanish | El manual incluye información importante sobre la escuela de su estudiante. Puede solicitar traducción o interpretación oral de esta información. Comuníquese con Natalie French, Directora de WDMCS ESOL, al 515-633-5173 o frenchn@wdmcs.org . |
| Swahili | Kitabu cha mwongozo kinajumuisha maelezo muhimu kuhusu shule ya mwanafunzi wako. Unaweza kuomba tafsiri ya usemi au ukalimani wa maelezo haya. Wasiliana na Natalie French, Mkurugenzi wa WDMCS ESOL, katika 515-633-5173 au frenchn@wdmcs.org . |
| Tigrinya | እቲ ናይ መምርሒ መጽሓፍ ብዛዕባ ቤት ትምህርቲ ተምሃራይ/ሪትኩም ኣገደስቲ ሓበሬታ ዘማለእ እዩ። ናይዚ ሓበሬታ ናይ ቃል ትርጉም ወይ መስተርጓሚ ክትሓቱ ትኽእሉ ኢኹም። ን ናታሊ ፍረንች (Natalie French)፣ ዳይሬክተር WDMCS ESOL፣ ብ 515-633-5173 ወይ frenchn@wdmcs.org ርኽብዎ። |
| Vietnamese | Cẩm nang bao gồm những thông tin quan trọng về trường học của con em bạn. Bạn có thể yêu cầu dịch thuật qua miệng hoặc bằng văn bản thông tin này. Liên hệ với Natalie French, Giám đốc ESOL WDMCS, theo số 515-633-5173 hoặc frenchn@wdmcs.org |



Eddy Cisneros

Spanish Family Engagement
P: 515-633-4660
E: cisnerose@wdmcs.org



Angelica Moreno-Rangel

Spanish Family Engagement
P: 515-633-4793
E: morenoa@wdmcs.org



Abdiel Quiroga

Spanish Family Engagement
P: 515-633-5906
E: quirogaa@wdmcs.org



Biak Thang

Hakha/Burmese Family Engagement
P: 515-633-5729
E: thangb@wdmcs.org

Table of Contents

West Des Moines Community Schools (WDMCS) Overview

Mission
Vision
Portrait of a Graduate
Boundaries

About Kids West

Kids West Contacts
Educational Non-Discrimination Statement

General Kids West Information

Program Overview

Mission Statement
Organization
Office and Site Staff

Registration

Enrollment Qualifications
Registration Procedures

Program Operation

School-Year Program Hours
Full-Day Care Dates
Summer Day Camp
Nutrition Policy
Field Trips
Transportation
Parents/Guardians Access Policy
Access Policy
Family/Employee Relationships
Discharge Policy

Tuition

Weekly Rates
Online Payments
WDMCS Employee Discount
Financial Assistance
Kids West Fee Reductions

Payment Policies

Payment Due Dates
Methods of Payment
Cash Payments
Returned Checks
Late Payments
Past Due Payment Procedures
Credits

Miscellaneous Information

- Accounting Statements
- Earned Income/Child and Dependent Care Credit
- Federal Tax ID Number
- Pets/Service Animals
- Vacations

Attendance

- Arrival and Departure
- Secure Building
- Absentee Reporting
- Extracurricular Activities
- Late Pick-Up
- Authorized Pick-Up
- Custody/Visitation Agreements
- Non-Registered Students

Discontinuation of Service

- Temporary Discontinuation
- Extended Discontinuance

Student Conduct

- Behavior Guidelines
- Cell Phones and Communication
- Student Dress and Appearance
- Toys and Electronics from Home

Safety and Health

Safety

- Communicating Student Safety Concerns
- Safety Policy
- Weather

Health

- Health Screening
- Medication
- Illness
- Medical Emergency
- Dental Emergency
- Hand Washing
- Hold Harmless
- Mandatory Reporters and Mandatory Child Abuse Reporting
- Special Needs

Special Section — West Des Moines Community Schools Districtwide Handbook

West Des Moines Community Schools (WDMCS) Overview

Mission

Working in partnership with each family and the community, it is the mission of the district to educate responsible lifelong learners so that each student possesses the skills, knowledge, creativity, sense of self-worth, and values necessary to thrive in and contribute to a diverse and changing world.

Vision

WDMCS will be a caring community of learners that knows and lifts every child. We will inspire joy in learning. Our schools will excel at preparing each student for their life journey.

Portrait of a Graduate

A West Des Moines Community Schools graduate will possess the essential skills and integrity to communicate, collaborate, and solve problems as a confident citizen, embracing our diverse and changing world.

Boundaries

Covering 36.6 square miles, our district boundaries are rather irregular but generally lie:

- north of Warren and Madison County lines,
- south of Urbandale Avenue,
- east of the Dallas County line, and
- west of 63rd Street.

The following is a list of schools in our district that provide — or feed — our secondary schools with students as they progress in their education. These are called “feeder schools.”

- Indian Hills Junior High: Clive, Crestview, Crossroads Park, and Westridge
- Stilwell Junior High: Fairmeadows, Hillside, Jordan Creek, and Western Hills
- Valley Southwoods Freshman High School: serves grade 9
- Valley High School: serves grades 10-12
- Walnut Creek Campus: alternative high school, serves grades 9-12

For information about elementary school boundaries or a map of the district, please [visit the district website related to boundary information](#).

About Kids West

Kids West Office

Learning Resource Center
3550 Mills Civic Parkway, West Des Moines, IA 50265

Main Office Staff

| | Phone | Email |
|---------------------------------|--------------|--------------------|
| Amy Dvorak, Program Supervisor | 515-633-5017 | dvoraka@wdmcs.org |
| K.J. Yaeger, Program Specialist | 515-633-5020 | yaegerkj@wdmcs.org |
| Kris Gardner, Program Assistant | 515-633-5018 | gardnerk@wdmcs.org |

Social-Emotional and Behavior Specialists

| | Phone | Email |
|-----------------|--------------|----------------------|
| Nate Evans | 515-633-5002 | evansn@wdmcs.org |
| Mallory Johnson | 515-633-5003 | johnsonmal@wdmcs.org |

Kids West Locations

| | Phone | Email |
|---|--------------|----------------------|
| Clive — 1600 73rd St., Windsor Heights | 515-577-6849 | clkidswest@wdmcs.org |
| Crestview — 8355 Franklin Ave., Clive | 515-577-6856 | cvkidswest@wdmcs.org |
| Crossroads Park — 1050 50th St., WDM | 515-577-6857 | crkidswest@wdmcs.org |
| Fairmeadows — 807 23rd St., WDM | 515-577-6870 | fmkidswest@wdmcs.org |
| Hillside — 713 Eighth St., WDM | 515-577-6882 | hdkidswest@wdmcs.org |
| Jordan Creek — 4105 Fuller Rd., WDM | 515-577-6873 | jckidswest@wdmcs.org |
| Western Hills — 600 39th St., WDM | 515-577-6906 | whkidswest@wdmcs.org |
| Westridge — 5500 E.P. True Pkwy., WDM | 515-577-6908 | wrkidswest@wdmcs.org |

You can contact your child's site cell phone during Kids West hours. You can send an email, or you can leave a message at any time, day or night, by calling your Kids West site's cell phone. Please note: The school secretaries do not take and deliver messages for Kids West, so please use only the numbers listed above. During full-day care days, please use the number for the site your child is attending that day, even if it is not your child's regular Kids West site. Staff will be carrying phones for only the sites we are at on full days.

Educational Non-Discrimination Statement

The West Des Moines Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, military service, familial status, and socioeconomic status 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. Dau Jok, Executive Director of Equity, Inclusion, and Diversity, [3550 Mills Civic Parkway, West Des Moines, IA 50265](#); Phone: 515-633-5040; Email jokd@wdmcs.org. (Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory.)

General Kids West Information

Program Overview

Welcome to Kids West! Kids West provides safe, affordable, and convenient before- and after-school care for elementary (K-6) school children in the West Des Moines Community Schools (WDMCS). Children are able to play, create crafts, learn new team games, and make friends of all ages.

We believe children need a chance to relax at Kids West and to choose their leisure-time activities. We offer opportunities to grow, develop, and socialize. Kids West staff members plan activities, crafts, and games designed to involve and challenge the children in a variety of fun and enriching ways. Activity plans are posted at each Kids West site.

During our summer program, children are split into age groups from 8 a.m. to 5 p.m. each day. The curriculum includes, but is not limited to, social education, group games and projects, crafts and exploration, and science, math, and reading activities. We also plan to go on field trips three days per week.

Mission Statement

Our mission is to establish a fun and safe environment that promotes creativity, guidance, mutual respect, and interaction among children, parents/guardians, and staff.

Organization

Kids West is a program of WDMCS Community Education. Our office is open from 8 a.m. to 4:30 p.m., Monday through Friday, and is located at 3550 Mills Civic Parkway, West Des Moines, Iowa 50265.

Site Staff

Each site includes a team leader, assistant team leader, and child care providers. Staff-student ratio is maintained at 1:15 and follows state guidelines. Communication with the staff is important to the quality and success of our program in serving your child. Please contact the on-site staff members or the Kids West office with questions or concerns.

Registration

Enrollment Qualifications

Any K-6 child attending school in the WDMCS may be enrolled in Kids West. Enrollment is limited at each site due to staff-student ratio guidelines and space availability.

Registration Procedure

Please contact the office at 515-633-5018 for instructions on the registration process. Returning participants will be enrolled first. Registration for new participants is on a first-come, first-serve basis.

Program Operation

School-Year Program Hours (Monday-Friday)

Kids West is open from 6:30 a.m. until school begins and after school until 6 p.m. Child care for scheduled early school dismissals is also available and is included in the weekly tuition.

The exception to this is the kindergarten early dismissal offered during the beginning of the school year. Kids West charges an additional fee for this care because we have to bring our staff in early.

Full-Day Care Dates

Full-day care is available from 6:30 a.m. to 6 p.m. for current participants during teacher in-service days, conference days, selected days during winter break, and each day of spring break.

Kids West will be closed and full-day care is *not* available on the following district holidays:

- Fourth of July Holiday
- Labor Day
- Thanksgiving vacation
- two days over Winter Break
- New Year district holiday
- Memorial Day

Full-day care requires advanced registration up to three weeks before the actual payment is due. You will be charged for all full-day care days you preregister for, and fees are not refundable. We must do this in order to provide the best possible care for all children in the program. Children who are not pre-registered may not be able to participate based on space availability and will be charged a late enrollment fee of \$5 per child per day if allowed to participate.

Summer Day Camp

Kids West is open from 6:30 a.m. until 6 p.m. The start date of summer day camp will vary based on the number of snow days that students and/or staff members have to make up. Families will be informed of the start date in mid-April.

Nutrition Policy

Breakfast and snacks are provided by WDMCS Nutrition Services and are prepared and served according to Child and Adult Care Food Program standards. Exceptions to these standards will be allowed for religion, allergies, and medical conditions. If your child needs diet modifications, a physician needs to complete the [Diet Modification Request form](#), which can be found on the WDMCS website or requested from the Kids West office. When completed, return the form to the Nutrition Services Department. Menus will be posted online and at the site.

Parents/guardians must provide lunch on full-day care days. Refrigerators are not available for lunches, so please plan accordingly when packing your child's lunch.

Field Trips

Field trip admissions and transportation are included in your full-day care fee. **If your child will not be participating in a field trip, you are responsible for making alternate child care arrangements in advance.** All field trips are subject to change due to weather or other circumstances. The Kids West staff will post notices at the site if changes are known in advance.

Transportation

WDMCS buses are used to transport Kids West 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.

Parents/Guardians Access Policy

Parents/guardians are welcome to visit their child at any time, unless restricted by a court order. Visitors must check in with staff when entering the child care area. People not listed on the registration and consent forms will not be allowed to visit the child unless previously arranged by the parent/guardian. In a custody situation, please note that the procedure listed in the Custody/Visitation section will be followed.

Parents/guardians can contact Kids West staff while on-site or via the cell phone numbers and email addresses provided in this handbook. Parents/guardians wishing to speak at length about their child are asked to schedule a meeting with the Kids West staff.

Access Policy

Kids West is responsible for ensuring the safety of children in our care and preventing harm by being proactive and diligent in supervising not only the children, but other people present in our proximity.

1. Any person in the building who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care **will 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. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care. **It is imperative that sites not allow people who have not had a record check to assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to our program.**
2. People 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. “**Supervision**” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly. “**Monitoring**” means to be in charge of ensuring proper conduct of others.
3. Kids West staff will approach anyone who is in the proximity of the children in our care to ask what their purpose is. If staff is unsure about the reason, they will contact their Site Leader 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” procedures. Other district staff, or those contracted by the district 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 the premises.

4. 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 center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their Department of Human Services 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.

Family/Employee Relationships

Kids West seeks to build positive relationships between children, families, and staff members. Your child's experience in Kids West will be most positive when parents/guardians and Kids West staff members cultivate mutual respect and trust. Kids West staff members and parents/guardians are expected to be respectful towards one another. Shouting and profanity are not allowed, and persons engaged in disruptive behavior will be asked to leave and may be dismissed from the program.

Discharge Policy

Kids West has the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to:

- failure to comply with the rules and expectations set forth in this handbook,
- failure to comply with the fee agreement and/or payment arrangements,
- circumstances which pose a threat to the health or safety of the child, other children, or Kids West staff, and which cannot be otherwise satisfactorily resolved.

All decisions to terminate services shall be handled by the program supervisor in consultation with appropriate district staff where necessary. When possible, the Program Supervisor shall ensure that the parent/guardian is notified of the reason for possible removal prior to any decision to remove the student from Kids West and the student and parents/guardians are given a reasonable opportunity to respond to avoid removal. Written notice of the decision to terminate shall be provided by the program supervisor to the parent/guardian.

Tuition

Weekly Rates

The Kids West weekly rates can be found on the WDMCS website at <https://discover.wdmcs.org/kids-west>. Any additional children should pay the discounted additional child rate. There is not a discounted additional child rate for summer day camp.

The minimum payment per week is for one time scheduled. If your child will not attend Kids West during a week school is in session, you may use your vacation time. After two weeks of non-attendance, you must pay the weekly minimum to hold each child's place in the program.

There is no extra charge for collaboration/early school dismissal days. Full-day care rates are for non-school days (conference days, teacher in-service days, and winter and spring breaks) and must be reserved and paid for in advance. You will receive notices of full-day care payment due dates.

Full-Day Care Payment — When a week includes a full-day care day, you will need to include the *additional* fee in your regular weekly payment. **Payment for full-day care is non-refundable.**

Online Payments

Credit/debit card payments can be made online through the WDMCS Community Education registration and payment platform — www.wdmcs.ce.eleyo.com. Accounts are created through the Kids West office. *If you are a new participant, please call for account set-up instructions.* Once you have an online account, you may enter your child's Kids West schedule and make your weekly payment.

WDMCS Employee Discount

WDMCS employees are eligible for a 5% discount on their weekly tuition payments for before- and after-school care. The employee discount does not apply to the summer day camp program. If you would like to pay online, please contact the office for information on how to receive the employee discount.

Financial Assistance

Financial assistance is available through the Iowa Department of Health and Human Services. To find information or complete an application, call 866-448-4605 or visit www.dhs.iowa.gov.

Kids West Fee Reductions

A reduction in Kids West fees is available through the WDMCS Community Education office. Kids West follows the same income guidelines as Free and Reduced Lunch. Please call 515-633-5018 for an application or more information.

Payment Policies

Payment will be expected for every child each week school is in session. Full-day care days are optional and do not count as payment toward a regular school week.

Kids West is a self-supporting program financed by weekly fees. Kids West does not receive any funding from the school district.

Communication regarding payment is important. If you cannot make a payment, call 515-633-5018. Payment plans and financial assistance may be available (see Financial Assistance section). However, the ultimate responsibility for payment lies with the parent/guardian. Failure to make payment may result in termination of child care services.

Payment Due Dates

Kids West services are provided on a pre-pay basis. Payments for Kids West are due on *Monday*, one week in advance of the week your child will attend. Accounts are invoiced on Friday, prior to the Monday due date.

Methods of Payment

Payments can be brought to the Learning Resource Center between 8 a.m. and 4:30 p.m., Monday through Friday. After-hour payments can be made in the drop box outside the WDMCS Community Education door. Online payments are always accepted. The Learning Resource Center is located at 3550 Mills Civic Parkway, West Des Moines.

Cash Payments

Cash is only accepted at the Kids West office between 8 a.m. and 4:30 p.m., Monday through Friday. Cash should not be mailed or left in the drop box. Kids West will not assume responsibility for cash payments if mailed or left in the drop box. **Please note:** Kids West office staff are not able to make change for cash payments.

Returned Checks

If your personal check is returned for insufficient funds, you must make payment within three banking days. A \$35 returned check fee will be charged to your account. If Kids West receives three returned checks, you will no longer be able to pay by personal check. Once personal check privileges have been lost, they will not be reinstated. Kids West reserves the right to suspend or terminate child care services if problems with personal checks are not corrected.

Late Payments

A \$5 fee will be charged for late payments. Kids West reserves the right to suspend or terminate child care services if payments are chronically late or unpaid. Late payments for full-day care will be accepted only as space permits. All past due balances, including late fees, must be paid before registration for school breaks, summer day camp, or the school-year program.

Past Due Payment Procedures

Kids West accounts must be current to continue child care services. **If your weekly fees are unpaid for three weeks, Kids West services will be suspended.** Your child will not be eligible to attend Kids West until the past due balance, late fees (\$5 per week), and regular advance payments are paid up to current week due. Kids West services may be terminated for repeated late payments. If service for the child is terminated, payment of the past amount is required, or the account will transfer to an external collections agency.

You may check your balance at any time using your online account. The Kids West office will also send you a statement if you have debit on your account when invoiced. It is best to correct seemingly small amounts of credit or debit so that your account remains at a zero balance.

Credits

Advance payment and scheduling is necessary to ensure accurate food count, staff-student ratio, and other preparations. Fees are not pro-rated or refunded for days your child is absent. Your account will be credited only if the Kids West office is notified of schedule changes one week in advance or if Kids West is canceled due to inclement weather or other circumstances.

Payment for full-day care is non-refundable. The only exception is when a scheduled day of care is canceled by the school district due to weather or other emergencies. Then credit will be applied to your account.

Miscellaneous Information

Accounting Statements

Accounting invoices are emailed each Friday. A letter showing balance due will be emailed monthly to families with a past due balance on their account. You may also access your account information through your [online Kids West account](#), where you can see and pay your account balance, view statements, and print year-end tax information. Call our Program Assistant at 515-633-5018 with any questions regarding your account.

Earned Income/Child and Dependent Care Credit

Families may be eligible for Earned Income Credit or Child and Dependent Care Credit through the federal government if their earnings are within certain federal guidelines, and if they have one or more qualifying children. For more information and income guidelines, call 1-800-TAX-1040, or contact the local Volunteer Income Tax Assistance (VITA) clinic for assistance.

Federal Tax ID Number

The Kids West federal tax ID number is 42-6004027. This number is printed on your printable invoice/receipt.

Pets/Service Animals

Student safety and the cleanliness of the building are put at risk when animals accompany their owners for a drop-in visit at school. Other than a few exceptions, pets are not allowed in WDMCS buildings. In keeping with state and federal law, WDMCS recognizes there may be a need for employees or students to use or have access to qualified service animals. Students who need service animals, which are defined by law as “animals that are individually trained to do work or perform tasks for persons with disabilities,” are welcome to consult with their building administrator.

Vacations

Your child is allowed two weeks of vacation per school year. Vacation would include a week of care that your child does not attend at all. After two weeks of non-attendance, you must pay the weekly one-time rate per child to hold each child’s place in the program.

Attendance

Arrival and Departure

Parents/guardians must sign their children in and out each day to ensure safe arrival and departure. For this purpose, iPads are located at the Kids West sign-in table.

Secure Building

All Kids West sites are secured. Doors to the building remain locked.

Absentee Reporting

If your child will *not* be attending Kids West as scheduled, you must notify the site by cell phone. The school office *does not* contact the Kids West staff if your child leaves school early due to illness, doctor appointments, etc. No refunds will be given once the week begins.

Children are not eligible to attend Kids West on days they are absent from school or when sent home due to illness or behavior.

If a child does not report to the Kids West site after school as scheduled, and if the parent/guardian has not notified the site, Kids West will check with the school office and then call the parent/guardian. If the parent/guardian is not available, the emergency contact person(s) will be notified. The local police department will be contacted for assistance if necessary.

Extracurricular Activities

Kids West encourages participation in school and community activities. Please give the site a written schedule of the activities and method of transportation if your child is to leave for the activity during a Kids West session. Your child can only be released to adults designated on the registration forms.

Your child can attend WDMCS Community Education school year and summer programs only if the class is held at your child's school, or if you arrange transportation to the school where the class is held. Please provide this information to the Kids West staff. Kids West staff are unable to transport or escort children to and from extracurricular activities.

Late Pick-up

Please respect the Kids West closing time of 6 p.m. After 6 p.m., a late fee of \$1 per child per minute will be charged for late pick-ups. This fee will be added to your account.

If you are more than one hour late and the Kids West staff has not heard from you, and cannot reach your emergency contact person(s), a staff member will call the local police department for assistance.

Child care services may be terminated in the event of recurring or extreme lateness.

Authorized Pick-up

Your child will be released only to adults designated on the registration forms. Please notify the site team leader, in writing, if there are changes to who is authorized to pick up your child. **Please inform adults picking up your child that they will be asked to show a picture ID before the child will be released to them.**

Custody/Visitation Agreements

For the safety of your child, a notarized copy of the custody/visitation agreement *must* be included with your Kids West registration forms if such an agreement affects your child's release from Kids West.

If your custody/visitation agreement changes, notify the Kids West office and your site team leader as soon as possible. Notarized documentation of court-ordered changes should be given to one of the above within 24 hours. Legally, the Kids West staff cannot hold children from parents/guardians without a notarized court order. The staff and police department will follow the court order.

Communication with the Kids West staff on custody or visitation issues is very important. If an extended meeting is needed to explain details of the custody or visitation situation, please arrange an appointment to meet with your Site Team Leader before or after Kids West hours.

Non-Registered Students

All children attending Kids West *must* be registered in advance for the program. Friends of participants cannot be admitted to the program on a drop-in basis due to staff-student ratio requirements and liability concerns. This includes, but is not limited to, your child's visiting relatives or friends. In addition, registration information and emergency forms must be on file before a student is admitted as a Kids West participant. Non-registered siblings may not attend on full-day care days.

Discontinuance of Service

Temporary Discontinuance

If you wish to discontinue service temporarily but want to hold a place for your child, please notify the Kids West office. Your child's place in the program will be held under the following conditions:

- **For two weeks of non-participation per school year at no charge.** After two weeks of non-participation (vacation), you must pay the minimum weekly payment per child to hold a place in the program. This policy continues through the last day of the school year (see Vacations section).
- **During winter or spring break full-day care.** Kids West full-day care is optional, and payment is not required if your child is not scheduled to attend. These weeks are not considered vacation weeks.
- **During family emergencies.** Please notify the Kids West office if there is a family emergency that will temporarily impact your child's participation in Kids West. Examples of family emergencies include the child's extended illness or hospitalization, parent/guardian's sudden unemployment, and funerals.

Extended Discontinuance

To discontinue service for an extended period of time, contact the Kids West office. You must begin paying the minimum weekly payment to hold a place after two weeks of non-participation. If you choose not to pay the fee, your child will be placed on a waiting list and readmitted to Kids West as space allows. A new registration fee will be charged at that time.

Student Conduct

Behavior Guidelines ([Board Policy 503.01](#))

Kids West strives to provide a positive, supportive environment for each child. The staff support the development of healthy social, emotional, and relationship building skills in all participants. Kids West staff will set clear expectations and use positive guidance and redirection as needed to assist children in developing socially appropriate behavior and emotional controls. When needed, appropriate consequences will be used based on the age and development of the child. See Item B below for further explanation.

Maintaining a positive environment also involves the support of parents/guardians. Parents/guardians are strongly encouraged to review the following behavior expectations with their child and work in partnership with Kids West staff to resolve any concerns that may arise during their child's participation in Kids West.

- A. **Behavior Expectations** — The following behaviors are considered inappropriate or unsafe for children participating in Kids West:
 - Profanity, abusive language, and racial slurs.
 - Verbal or physical threats to others.
 - Physically aggressive behavior or unwelcome/inappropriate physical contact with others.
 - Behavior that constitutes bullying or harassment in violation of [Board Policy 502.02](#).
 - Leaving the Kids West premises without permission.

- B. **Response to Behavior** — The following interventions may be taken if inappropriate behavior occurs. The determination of intervention or response to behavior will be at the discretion of Kids West staff.
 - **Redirection**
 - Identify or reinforce positive behavior and redirect to another activity.
 - Encourage social skills by discussing resolutions to confrontation.
 - Intervene and introduce the child to an activity with a new perspective.

 - **Take a Break**
 - Take a short break away from the group or activity.
 - The time period will not exceed one minute per year of age of the child.
 - Identify the child's behavior and discuss possible alternatives to the situation.

 - **Take a Break Away from the Group**
 - Utilized if redirection or taking a break within the area are not appropriate under the circumstances, or where previous efforts have been ineffective.

 - **Send Child Home**
 - Utilized if a child fails to respond to the previous measures taken by the Kids West team and/or when the behavior creates an unsafe environment for the child or others.

- The decision to send a child home is within the sole discretion of Kids West leadership staff.

- **Prohibited Methods of Discipline**

Kids West staff will never use as a form of discipline:

- Corporal punishment, defined as intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force, or physical contact made with the intent to harm or cause pain. Examples include, but are not limited to, spanking or shaking a child.
- Punishment which is humiliating or frightening, or which causes pain or discomfort to the child.
- Children will not be punished due to illness.
- Children will not have food taken away as a punishment.
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

C. **Written Documentation** — Whenever a child's behavior results in taking a break away from the group, or when a student has received three or more breaks in one week, a written notice documenting the incident(s) will be provided to the child's parent/guardian.

D. **Behavior Intervention Meeting** — If a student's inappropriate behavior continues, a behavior intervention meeting may take place with the parents/guardians, social emotional and behavior specialist, site team leader, and a member of the leadership team. If the student has an IEP or 504 Plan, the district's Special Education director or designee will be consulted.

- The meeting will discuss actions that may be taken to aid in the child's success. For children with a disability affecting their behavior, the team, including the parent/guardian, will discuss whether accommodations are needed to enable the child to successfully participate in Kids West.
- A behavior contract may be developed by the team, including the parent/guardian. The contract will be individualized based on the student's needs and will include the expectations for the child and responses/consequences if the child does not meet expectations.

Parent/guardian participation and support is very important where a child's behavior poses a significant disruption to the Kids West environment. Parent/guardian refusal to participate in a behavior intervention meeting may result in the child's removal from Kids West.

E. **Suspension** — A child may be suspended from the Kids West program if the child's behavior constitutes a serious violation of the behavior guidelines set forth in Section A of this policy, or if the child's continued presence constitutes a threat to the health or safety of the child or others. A parent/guardian will be notified of the suspension in writing. Prior to the student returning to Kids West, a behavior intervention meeting will be held as described in Section D, above.

F. **Termination of Services** — Kids West staff is committed to meeting the needs of all students. However, there may be situations where Kids West cannot meet an individual child's needs. Kids West may terminate services if:

- The student is unable to successfully meet the behavior expectations set forth in Section A above, following the implementation of a behavior contract and/or any accommodations required because of the student's disability;
- The child's continued presence constitutes a threat to the health or safety of the child or others; or
- Kids West is otherwise unable to meet the individual child's needs.

In the event of termination, the parent/guardian will be provided with written notice of the decision to terminate services.

Cell Phones and Communication

- If there is a family emergency, please contact Kids West, and they will reach your child. If there is an emergency at school, we will call the parent/guardian.
- If a phone or other device becomes a distraction, a Kids West staff member may keep the device until the student is picked up.
- WDMCS is not responsible for lost, damaged, or stolen cell phones or communication devices.

Student Dress and Appearance ([Board Policy 502](#))

Students and their parents/guardians hold the primary responsibility for what a student chooses to wear to school each day. When a student is comfortable in what they wear, including expressing their individuality and/or personal and family culture, they can better focus on learning. WDMCS expectations for student dress and appearance are based on safety and showing respect for others.

- Students are asked to dress appropriately for the weather, including coats, hats, gloves, and boots. Any family who needs support in obtaining clothing or shoes should contact the school office.
- Shoes must be worn at all times for student safety.
- Clothing or other apparel promoting products illegal for use by minors or displaying obscene material, profanity, or reference to prohibited conduct are not allowed. If worn, a student will be asked to change or be given something different to wear for the day.

Toys and Electronics from Home

Please do not send toys or electronics from home. We cannot guarantee the safety of toys and electronics brought from home. Staff will take the toys and electronics brought from home and keep them until the parent/guardian arrives for pick up.

Safety and Health

Safety

Communicating Student Safety Concerns

Student safety is a top priority. A parent/guardian, student, staff, or community member who becomes aware of a student safety issue should contact Amy Dvorak, the Kids West program supervisor. If the concern is urgent, call 911.

Safety Policy

All measures will be taken to ensure that all team members are well-trained in all emergency procedures. Fire and tornado drills will be completed once per month. Other emergency procedures will be covered periodically at the discretion of the Program Supervisor. All team members will receive and maintain training in CPR, first aid, mandatory child abuse reporting, and infectious disease control. As another measure of safety precautions, it is the responsibility of the parents/guardians to ensure that their child's file is current with phone numbers, emergency contacts, and pick up permission forms.

Weather Guidelines

District Guidelines

Kids West uses West Des Moines Community School district buildings and abides by the district's weather policy regarding school closings. In the event of severe weather or weather-related emergencies, the following policies are in effect:

School Cancellation

If school is canceled for the day, Kids West will be canceled. District school buildings are not available for our use if school is closed.

School Late Start

If school starts late, Kids West will also start late. For example, with a two-hour late school start, Kids West will open at 8:30 a.m. instead of 6:30 a.m. and continue until school begins.

School Early Dismissal

If school is dismissed early, Kids West begins at time of dismissal. Parents/guardians are asked to pick up their child(ren) as soon as possible so that they and the staff may travel home safely. Kids West will announce closure time based on anticipated weather conditions.

Outdoor Play and Field Trips

Kids West office and on-site staff will monitor extreme weather conditions when making decisions regarding outdoor play and field trips.

Full-Day Care Cancellation

If weather is severe, or an emergency arises during full-day care, the decision to cancel Kids West or Kids West Summer Day Camp will be made at 5:30 a.m. We will credit your account for any session Kids West cancels.

Closing Announcements

Up-to-the-minute information about cancellations, dismissals, and closings is available on the district website (www.wdmcs.org), Facebook page (www.facebook.com/wdmcs), and Twitter account (@WDMCS).

The district's emergency notification system will also be used to notify families of unplanned cancellations, early dismissals, or other emergencies. Calls are made to home phone numbers, cell phone numbers, and/or work numbers as provided to the school and entered into the Infinite Campus data system. Information may also be provided on the district website and social media accounts and through local media outlets. This information is provided as a service for students, families, staff, and community members when school must be canceled or dismissed early due to weather conditions or other emergencies.

Health

Health Screening

In accordance with the Department of Human Services (DHS) policies, Kids West staff will perform a health screening as children enter the Kids West area in the mornings. A temperature check will be performed and children will be asked how they are feeling. Parents/guardians are asked to stay until their child's health is verified.

Medication

You must give a written release form to the site team leader if your child is to be given prescription or non-prescription medication during a Kids West session. These forms are available from the Kids West staff. According to WDMCS regulations, the medication must be in its original container with instructions for its use written on the outside. The Kids West staff will administer all medications.

Illness

If your child becomes ill while at Kids West, you will be called to pick them up as soon as possible. Your child will be kept in a quiet area until you arrive. Kids West follows school guidelines for your child's return to school and Kids West as outlined below:

Students should stay or go home if they have one or more of these symptoms:

- fever over 100.4 within the last 24 hours
- **new** loss of taste or smell
- vomiting two or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious
- conditions that suggest the possible presence of a more serious illness, including
 - fever
 - rash
 - sluggishness
 - persistent crying
 - irritability
 - difficulty breathing
- diarrhea (*must be diarrhea free for 24 hours prior to returning to school*)

- impetigo (*must stay home until 24 hours after treatment has started*)
 - Impetigo is a skin infection with erupting sores usually under the nose or by the lips. This drainage is generally described as “a golden crust.”

You can help prevent the spread of infectious diseases by keeping your child home from school or child care until the illness is no longer infectious. Tuition credit is not given when your child is ill.

Medical Emergency

Kids West staff hold current first aid/CPR certificates and will follow recommended procedures if a medical emergency arises. Student injury reports are completed on all injuries that occur during Kids West. Parents/guardians will receive a copy of these reports.

A Kids West staff member will contact you if your child is seriously injured. If you or your child's emergency contacts cannot be reached and emergency care is considered necessary, the staff member will call 911. Please refer to the emergency procedure outlined on the registration/consent forms which you, as parent/guardian, signed at the time of enrollment.

Dental Emergency

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth), a staff member will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in whole milk until further arrangements are made. The parent/guardian will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents/guardians or emergency contacts cannot be reached, the child's dentist will be contacted by a staff member.

Hand Washing

Kids West staff members must wash their hands or use hand sanitizer at the following times to prevent or minimize the transmission of illness or disease: upon arrival at school, immediately before eating or participating in any food service activity, before leaving the restroom, before and after administering first aid, and after handling animals. Children will be expected to wash their hands or use hand sanitizer 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, changing from one activity to another, and after handling animals.

Hold Harmless Agreement

Participation in WDMCS Community Education's Kids West program is entirely voluntary. WDMCS and its directors, officers, employees, and agents assume no liability for injury to any child during their participation in Kids West. The parent/guardian will be responsible for paying all expenses associated with any emergency medical care and/or treatment of the child relating to the child's participation in Kids West. The parent/guardian releases WDMCS and its directors, officers, employees, and agents from any liability in connection with the child's participation in Kids West, to the fullest extent permitted by law.

Mandatory Reporters

All Kids West and other WDMCS 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 by caretakers as stated below:

Mandatory Child Abuse Reporting

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services. Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and parents/guardians believed to be responsible for the child's care
2. The child's present whereabouts if not the same as the parent/guardian's home address
3. The child's age
4. The nature and extent of the child's injuries, including any evidence of previous injuries
5. The name, age, and condition of other children in the same home
6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child
7. The name and address of the person making the report

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages approximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

Special Needs

If your child requires medication administration, restroom assistance, or otherwise has special needs, please notify the Kids West program supervisor at 515-633-5017 at the time of enrollment in Kids West. Please notify the program supervisor of any changes in the care your child requires at Kids West as soon as possible. Some children may require accommodations or modifications to the Kids West program or rules in order to enjoy an equal opportunity to participate in Kids West. Accommodations will be provided to

qualified students with disabilities on a case-by-case basis, in accordance with applicable federal and state law.

Table of Contents

West Des Moines Community Schools Board of Education & Learning Resource Center

General Information

Area Education Agency (AEA) Services
West Des Moines Community Schools Foundation

Departments

Administrative Services
 Business Services
 Nutrition Services
 Operations
 Transportation
Communications
Community Education
Diversity, Equity, and Inclusion (DEI)
Human Resources
Teaching and Learning Services
 Curriculum
 English for Speakers of Other Languages (ESOL)
 Gifted/Talented (GT) Program
 Youth Who Are Experiencing Homelessness
 Home Schooling
 Special Education
 Technology

Annual Notices and Board Policies

West Des Moines Community Schools Board of Education & Learning Resource Center

West Des Moines Community Schools Board of Education

The West Des Moines Community Schools Board of Education holds regular meetings usually at 7 p.m. on the second and fourth Mondays of each month. Most meetings are conducted in the Community Room at the Learning Resource Center, 3550 Mills Civic Parkway, West Des Moines. All meetings are open to the public unless the Board calls for a closed session. For an item to be considered for placement on the agenda, interested citizens must submit the item in writing to the Superintendent's Office by noon on the Wednesday preceding the regular meeting. Most meetings are streamed on the district's YouTube channel — <https://www.youtube.com/@wdmcs>.

During each meeting, an open forum time is conducted when citizens may speak to the Board. Individuals have up to five minutes to speak.

Seven elected members serve four-year terms without pay on the School Board. Elections are held in odd-numbered years. A new president and vice president are elected every September. In addition, up to three high school students are elected each spring to serve their senior year as non-voting members.

[View current Board of Education information online.](#)

West Des Moines Community Schools Learning Resource Center

3550 Mills Civic Parkway
West Des Moines, Iowa 50265-5556
Phone: 515-633-5000

Superintendency

Superintendent Dr. Matt Adams
Chief Human Resources Officer Josie Lewis
Associate Superintendent of Teaching and Learning Services Michelle Lettington
Chief Financial Officer Paul Bobek
School/Community Relations Director Laine Buck

General Information

Area Education Agency (AEA) Services

Heartland Area Education Agency (AEA) 11 supports educators, families, and the community to improve student learning. Heartland is one of nine area education agencies in Iowa created to ensure educational opportunities for children from birth to age 21. Support to local schools is provided in three areas: educational services, media services, and special education services (assessment, consultation, speech-language, hearing screenings, and others). Visit the [Heartland AEA website](#) for more information.

West Des Moines Community Schools Foundation

The West Des Moines Community Schools Foundation benefits the students, teachers, and school district by offering quality fundraising resources for WDMCS.

The Foundation began in 1988 as an independent, nonprofit organization that works closely with the school administration, staff, and community to provide resources for students. They strive to encourage student participation, creative teaching, and community-school partnerships by making funds available to all 13 schools in the district. [Learn more about the WDMCS Foundation online.](#)

Departments

Administrative Services

Administrative Services oversees the Business Services, Nutrition Services, Operations, and Transportation departments. The WDMCS Chief Financial Officer (CFO) leads a talented group of individuals who support Business Services, Nutrition Services, Operations, and Transportation.

Business Services

The learning that occurs in our classrooms is supported by quality facilities and sound financial management. The department works with representatives in the community and staff to ensure our buildings and funding support student learning. The department oversees the District's budget, manages accounting, and generates financial reporting to provide transparency to its stakeholders. [Learn more about WDMCS budgets online.](#)

Nutrition Services

Nutrition Services participates in the United States Department of Agriculture (USDA) Child Nutrition Programs. Meals and snacks must meet the standards set forth by the USDA. The department oversees breakfasts and lunches throughout the school year and helps provide a summer food service program to ensure children continue to receive nutritious meals. [Learn more about nutrition services, free and reduced meal qualifications, and meal pricing online](#)

Operations

Operations provides maintenance and custodial services for more than 1.5 million square feet of space, including more than 500 classrooms. It also provides services that support the delivery of education to our students. [Learn more about current projects online.](#)

Transportation

Transportation strives to serve the needs of our students by providing safe, efficient transportation to school and school-related activities. Free transportation is provided to the following groups meeting the listed criteria (Iowa Code Section 285.1):

- Grades K-8 students living more than two miles from their assigned schools as determined by their primary residence.
- Grades 9-12 students living more than three miles away from their assigned schools as determined by their primary residence.
- Involuntary Transfers, who are students transferred by the district to a school other than their designated attendance center.

Students who do not qualify for free transportation and live outside the walk zone for their assigned school are eligible for paid transportation. Transportation is not available for families who live inside the walk zone.

Any student who lives in the paid transportation area and qualifies for the free and reduced-priced meal program may also apply for free and reduced-priced bus pass fees. Please contact your school's office to apply.

A voluntary transfer is a student who attends a school other than the assigned school within the district due to a family request granted by the district. Voluntary transfer students may ride a district school bus if they meet the established criteria.

For more detailed information on transportation, including registration and payments, [visit the transportation section of the WDMCS website.](#)

Communications

[School/Community Relations](#) supports WDMCS districtwide and school-specific communication. From weather alerts and crisis notifications to event reminders and sharing student success stories, School/Community Relations provides timely, relevant information to district staff, students, families, and the broader community.

When school must be canceled, delayed, or dismissed early because of weather conditions or other emergencies, the School/Community Relations Department works to inform district families and staff in a timely manner. [Learn more about specific cancellation and closings procedures online.](#)

Community Education

Community Education supports and serves students, families, and community through classes, before and after school care, intercultural outreach, service opportunities, and facility rentals. [Learn more about the opportunities available through Community Education online.](#)

Diversity, Equity, and Inclusion (DEI)

In partnership with students, staff, and the community, WDMCS is committed to providing a welcoming and inclusive learning environment where each student and staff can belong and thrive. Diversity, equity, and inclusion efforts in WDMCS are centered on the humanity of our stakeholders.

The WDMCS Diversity, Equity, and Inclusion Department partners with students, staff, and families to co-create and support Affinity Groups. There are currently two affinity groups in WDMCS: Families of Students of Color and LGBTQIA+ Family Support Group. Please reach out to your school administrator for more information.

The district is actively engaged in ongoing equity training and learning opportunities for students and staff. Equity work is supported by equity leads and teams at each of our school buildings. [Learn more about our DEI work online.](#)

Human Resources

Human Resources oversees one of our district's greatest resources — its employees. The department strives to provide students and parents with a talented, knowledgeable, and dedicated workforce by:

- reaching out locally and nationally to recruit quality and diverse staff members.
- supporting professional development and training.
- fostering an engaging and caring work environment.

Human Resources leads a talented group of individuals who support more than 1,900 employees, district substitutes, and a retiree recognition program. [Learn more about the Human Resources Department and available career opportunities online.](#)

Teaching and Learning Services

WDMCS offers a comprehensive education with variety, depth, and rigor. The associate superintendent of Teaching and Learning Services leads a talent group of individuals who oversee the following areas:

Curriculum

WDMCS curriculum is embedded in sound, successful, and researched-based perspectives, yet continues to be a fluid, dynamic instrument of the present.

Teachers endeavor to implement ideas and skills that reflect the ever-changing technology and cultural changes of our society and needs of our learners. [Learn more about WDMCS curriculum online.](#)

English for Speakers of Other Languages (ESOL)

At WDMCS, English for Speakers of Other Languages (ESOL) is designed instruction that supports English Learners (ELs) in developing and enhancing their English language skills in order to acquire academic content and language. ESOL instruction is primarily in English.

All new students to WDMCS are required to fill out a Home Language Survey which is completed through the online enrollment process. If it is evident the student has a native language other than English, the child and family are referred to the child's designated school for registration and assessment for possible language services. [Learn more about ESOL services online.](#)

Gifted/Talented (GT) Program

The West Des Moines Gifted/Talented Program is a comprehensive K-12 program designed to identify and serve students who possess outstanding abilities, talents, and potential for high performance when compared with same-aged peers such that they require special provisions to meet their educational programming needs. In addition to differentiated classroom experiences, students meet in small groups in their own buildings with specially trained teachers to work on group and individual projects according to their needs, abilities, and interests. [Learn more about GT online.](#)

Youth Who Are Experiencing Homelessness ([Board Policy 501.16](#))

West Des Moines Community Schools (WDMCS) believes all students should have access to a free, appropriate public education. WDMCS will ensure that youth who are experiencing homelessness and youth have equal/equitable access to the same free, appropriate public education as other children and youth.

"Youth who are experiencing homelessness" means an individual who lacks a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children may qualify if they are living in circumstances described above.

[Learn more about enrollment procedures and support services available online.](#)

Home Schooling

The WDMCS Home School Assistance Program (HSAP) has been offering support to families who wish to educate their children at home since the early 1990s. Today, more than 125 home-schooled students are enrolled in grades K-12. Teacher assistance and enrichment classes like writing, science, physical education, Spanish, drama, and art are provided to supplement parents' home schooling efforts. Additionally, a wide array of field trips are provided throughout the year. [Learn more about home schooling support online.](#) Visit the [HSAP website](#).

Special Education

The goals for our Special Education program are aligned with state law and the federal Individuals with Disability Education Act (IDEA) law, which:

- Assures all children with disabilities are provided a free, appropriate, public education designed to meet their unique needs.
- Protects children's rights and the rights of their parents or guardians.
- Assists state and local districts in providing education that assesses students' strengths and weaknesses and assures the effectiveness of the educational efforts.

Families who move to the West Des Moines Community Schools and have a child with an Individual Education Plan (IEP) will find similar student-focused programming and services at each of our schools. [Learn more about Special Education support services online.](#)

Technology

West Des Moines Community Schools strives to create a technology-rich environment for its entire learning community. It has been a state and national leader in making a wide range of technologies available to students, staff, and other learners.

In order to provide cost effective and reliable services, the district utilizes a fiber optic wide area network that connects all district facilities. The creation of this network was created through WestNET, a cooperative partnership between the West Des Moines Community Schools, City of West Des Moines, City of Clive, City of Urbandale, and the Iowa Communications Network.

[Learn more about WDMCS technology services online.](#)

Annual Notices and Board Policies

Annual Notices

State and federal regulations, as well as some district policies, require the district to annually post certain notifications to the public. Please reference the list of annual notices on the WDMCS website at <https://discover.wdmcs.org/annual-notices>.

Board Policies — <https://discover.wdmcs.org/board-policies>

- [502.02 Equal Educational Opportunities: Prohibition of Discrimination, Harassment, Bullying, and Sexual Misconduct Toward Students](#)
- [503.01 Discipline](#)



3550 Mills Civic Parkway | West Des Moines, IA 50265
515-633-5000 | www.wdmcs.org