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# Welcome!

The Papillion-La Vista Schools Foundation Board and Kids Club staff would like to welcome you to Kids Club. We strive to serve the Papillion-La Vista community by providing quality and convenient child care at an affordable price. We hope that this handbook will assist you in understanding our policies and procedures. Please let us know if you have any additional questions. We would be happy to help in any way we can.

Sincerely,

Jayne Weinert  
Program Administrator  
Papillion-La Vista Kids Club

## Contact Information and Program Locations

**Papillion-La Vista Schools Foundation Office**      **829-1340**  
1201 Golden Gate Drive  
Papillion, NE 68046

**Anderson Grove Kids Club**      **898-0499**  
11820 South 37<sup>th</sup> St.  
Bellevue, NE 68123

**Bell Kids Club**      **TBA**  
7909 Reed St.  
Papillion, NE 68046

**Carriage Hill Kids Club**      **898-0492**  
400 Cedar Dale Road  
Papillion, NE 68046

**G. Stanley Hall**      **898-0493**  
7600 South 72<sup>nd</sup> St.  
La Vista, NE 68128

**Golden Hills Kids Club**      **898-0494**  
2912 Coffey Avenue  
Bellevue, NE 68123

**Golden Hills Pre School Kids Club**      **898-1270**  
Trailer

**Hickory Hill Kids Club**      **898-0497**  
307 Rogers Drive  
Papillion, NE 68046

**La Vista West Kids Club**      **898-0495**  
7821 Terry Drive  
La Vista, NE 68128

**Parkview Heights Kids Club**      **898-0490**  
7609 South 89<sup>th</sup> St.  
La Vista, NE 68128

<b>Patriot Kids Club</b> 1701 Hardwood Drive Papillion, NE 68046	<b>898-0489</b>
<b>Portal Kids Club</b> 9920 Brentwood Drive La Vista, NE 68128	<b>898-0438</b>
<b>Rumsey Station Kids Club</b> 110 Eagle Ridge Drive Papillion, NE 68046	<b>898-0498</b>
<b>Tara Heights Kids Club</b> 700 Tara Road Papillion, NE 68046	<b>898-0491</b>
<b>Trumble Park Kids Club</b> 500 Valley Road Papillion, NE 68046	<b>898-0496</b>
<b>Walnut Creek Kids Club</b> 720 Fenwick St. Papillion, NE 68046	<b>898-9633</b>

## **Program Information**

### **Licensing**

Kids Club is licensed for childcare by the State of Nebraska, Department of Health and Human Services. Each license is posted publicly at each site. If you are interested in reading a copy of the Childcare Licensing Standards please contact the Kids Club Program Administrator at 829-1340.

### **Hours and Days of Operation**

#### **Regular Hours of Operation**

The hours of operation are: 6:30 a.m. until 8:00 a.m. (when school begins) and from 3:00 p.m. (school dismissal) until 6:00 p.m. Monday through Friday. Kids Club is open from 6:30 a.m. - 6:00 p.m. during the summer and on in-service days. The Papillion-La Vista Schools Foundation's office hours are from 8:00 a.m. until 4:30 p.m.

PLEASE NOTE: Parents who arrive after closing time will be assessed a fee of \$1.00 for every minute after 6:00 p.m., to be billed on their account for that week. Only two occurrences of late pick up may be allowed per year, after which the child (ren) may no longer be allowed to attend Papillion- La Vista Kids Club.

### **Holiday Closings**

Kids Club observes the following 10 holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, and New Years Day. Kids Club will be closed on these holidays. If the holiday falls on a weekend, Kids Club will observe the holiday during the week. All parents will be notified in advance of the dates Kids Club will be closed for observance. If dates of closing change due to district closings we will notify parents as soon as possible.

### **Children and Youth Served**

Child care is provided for children kindergarten through sixth grade, with the exception of the Golden Hills Preschool program. Kids Club will accept children the summer before entering Kindergarten when a sibling is already enrolled in the summer program and there is space at the site.

Kids Club is a group childcare program and cannot provide individual child care. The state required ratio is one staff to every 15 children.

Children must meet the following criteria to be enrolled in Kids Club:

- Be between the grades of kindergarten through 6<sup>th</sup> grade for school-age and 3-5 years old for Pre-School.
- Must be toilet trained (non-diapered) and able to meet toileting needs independently
- Must be able to move independently to and from the stool in restroom
- Must have independent eating skills
- Must have independent dressing skills (remove and/or put on coat or boots, re-dress self after restroom use)
- Must have independent hygiene skills (washing hands or face)
- Must be able to adhere to the discipline policy and the indoor and outdoor rules

The Papillion-La Vista Schools Foundation Kids Club does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities.

To ensure a successful placement with Kids Club, it is mandatory that parents list on the registration form at the time of registration if their child has any special needs or has a need for any accommodations.

If a child is identified by the parent as having special needs, or may need special accommodations, or if a staff member recognizes that a child may have such needs, Kids Club will conduct an individualized assessment of the child to determine if the child may be integrated successfully into the center's child care program. An individualized assessment may take place whenever a child exhibits behavior or special needs that may require individualized accommodations. Kids Club staff will talk to parents and any other professionals who work with the child in other contexts to complete the assessment. The assessment will include a review of possible accommodations needed to ensure a successful experience at Kids Club.

Kids Club will make reasonable efforts to integrate children with special needs into the program, however, children will be excluded if their presence would pose a direct threat to the health or safety of the child or to others or require a fundamental alteration of the program, which is a large-group childcare program with a staff to child ratio of 1:15. Kids Club cannot provide services if additional staff would be required or if a child requires one-to-one supervision.

The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies: Papillion-La Vista Schools Foundation Kids Club Program Administrator, 1205 Golden Gate Drive, Papillion, NE 68046 (402) 829-1340.

## **Enrollment & Registration Procedures**

### **Registration**

Registration packets are located at the Papillion-La Vista Schools Foundation Office. Parents who wish to enroll their child(ren) must complete the appropriate registration

forms. All the forms must be completely filled out and signed by the parent or legal guardian. These forms must be turned into the Foundation office. A completed set of registration forms is required for each child enrolled in the program. Kids Club expects the information to be kept current. The parent must provide new information to the Site Director regarding information on forms such as: emergency contacts, names, employers, phone numbers, email, addresses, and the authorized pick-up list.

A \$25.00 annual registration fee will be due at the time of registration and covers each family, regardless of the number of children attending Kids Club.

Children will be allowed to attend Kids Club only after all the forms have been completed, returned, and payments have been submitted.

Parents receiving Title 20 assistance must follow the same registration guidelines. Title 20 does not pay for the registration fee and it is, therefore, the responsibility of the parent. The first week of childcare fees will be the responsibility of the state to pay. Parents are responsible for any co-pay if applicable. All co-pays will be deducted on the fourth Friday of each month.

### **Incoming Siblings**

All incoming kindergarten siblings of current Kids Club students will be guaranteed a spot in the program as long as there are available openings after all current students have had the opportunity to re-register. If the site is at capacity and there is no room for siblings they will be placed at the top of the current waiting list.

### **Transfer Students**

All current Kids Club students who are transferring to a new school within the district will be guaranteed a spot in the Kids Club program provided that there are available openings. If the site is at capacity and there is no room for transfer students they will be placed at the top of the current waiting list.

### **Waiting list:**

When the program is filled to capacity, the Site Director will maintain a current list of children who are waiting to enroll in the program. A parent or legal guardian will be called when an opening occurs. Waiting lists are maintained on a first come first serve basis. Transfer students, followed by siblings of current Kids Club students hold priority over all other individuals on the waiting list.

### **Drop-In or Part-time Enrollment**

Children who are not enrolled in Kids Club may be able to attend on in-service days if space allows. However, proper registration paperwork must be on file to do so. Please contact the Program Administrator for procedures.

Any child dropped off without having the proper registration forms completed will be considered abandoned and the proper authorities will be notified

## **Payment & Fees**

### Kids Club Rate Schedule

The Kids Club rates are as follows. Discounted rates are available when there is more than one child in the same family. The Kids Club rates are subject to change. In the event of a change in rates parents will be notified in advance. All fees are deducted from a checking or savings account on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month.

### **2009-2010**

Annual Registration:	Per family	<b>\$25.00</b>
Weekly Rate:	1 Child	<b>\$100.00</b> 2x a month
	Additional Child(ren)	<b>\$96.00</b> 2x a month
Morning only Rate:	1 Child	<b>\$66.00</b> 2x a month
	Additional Child(ren)	<b>\$62.00</b> 2x a month
Afternoon only Rate:	1 Child	<b>\$79.00</b> 2x a month
	Additional Child(ren)	<b>\$75.00</b> 2x a month
In-Service & Snow Day Rates:	1 Child	<b>\$23.00</b>
	Additional Child(ren)	<b>\$22.00</b>
Summer Rates:	1 Child	<b>\$115.00</b> (per week)
	Additional Child(ren)	<b>\$110.00</b> (per week)

### **Tuition**

Papillion-La Vista Kids Club will automatically deduct tuition from a checking or savings account. Charges are only deducted on the second and fourth Friday of each month. Charges for in-service days and snow days are an additional cost. If you sign your child up for in-services days the additional charge will be added to your regular deduction amount. Tuition is based on the enrollment category in which you have registered for, and is due regardless of attendance. Please review the enclosed rate schedule for current tuition rates. All changes regarding enrollment categories and tuition must be made at the Foundation office.

### **How is my tuition deduction amount determined?**

Each enrollment status has an annual amount. The annual amount is then divided into equal deductions throughout the school year. Deductions will occur on the second and fourth Friday of each month. Deductions will occur regardless if Kids Club is not in session or school is closed. If for any reason the second or fourth Friday would fall on a holiday, the deduction would draft from your account on the following Monday. Please review the enclosed Rate Schedule for the deduction dates.

### **Tuition Express**

Through Tuition Express Papillion-La Vista Kids Club automatically deducts the tuition from either a checking or savings account. This is a safer way to pay your child's tuition rather than writing a check.

At the beginning of the school year or when your child is first registered into the program, your Site Director will provide each family with their own Tuition Express ID number. With this number and the last four digits of your checking or savings account, families have the capability to register their account through Tuition Express. By doing so, you can receive emails and reminders when tuition is debited, as well as print monthly receipts. The Tuition Express system can only hold three months worth of account information. It is our recommendation that families access their account once a month and print of a receipt. The website is [www.tuitionexpress.com](http://www.tuitionexpress.com) .

### **Tuition Express Agreement Form**

All families registered in the Papillion-La Vista Kids Club program are required to have their account set up on automatic tuition deductions through Tuition Express. At the time of initial registration, families will complete a Tuition Express Agreement Form and provide a voided check. Your current Tuition Express Agreement Form will be kept on file from year to year. Families will only need to complete a new form if you are changing account information. ALL changes must be made through the Foundation Office. It takes approximately 10 business days from the time the office receives the new account information before the account is active.

### **Return Payment**

A \$30.00 return payment fee will be assessed to your account if Kids Club receives notification of a return payment from your financial institution. If Kids Club receives more than three returned payments within a school year, your child may be removed from the program.

When Kids Club receives notification of a return payment, a letter will be sent out by the Business Manager notifying you of the return. At that time payment must be made to the Kids Club office by the due date specified in the letter, or the amount will be added to the next scheduled deduction.

If two (2) consecutive payments are returned, the Kids Club office will then send a certified letter notifying you of the return. Payment must be made to the Kids Club office by the due date specified in the letter or your child will be immediately removed from the Kids Club program. The account will then be submitted to a collection agency. All charges and costs associated with collections will be the parent or guardian's responsibility. If your child is removed from the program and your account is paid in full, the child will eligible for re-enrollment into the Kids Club program provided the site does not have a waiting list. New registration paperwork may be required.

### **Title 20 Co-Pays:**

All families on Title 20 that are required to pay a monthly co-pay will need to fill out a Tuition Express form at the time of registration. All monthly co-pays for Title 20 will be deducted from a checking or savings account on the fourth Friday of each month. All Kids Club policies regarding tuition will apply.

### **Dual Accounts:**

Kids Club does have the capability to deduct tuition from more than one checking or savings account per family. In divorce situations, we are able to split the tuition between two accounts as written in the divorce decree. Should one account no longer be valid, 100% of the tuition amount will be taken from the valid account.

### **Withdrawal from the Kids Club program (by the family):**

Families who wish to discontinue child care services provided by the Papillion-La Vista Kids Club program must give a two week (14 days) written notice of withdrawal. This must be done by completing the Kids Club "Change of Status" form. Parents must also complete a "Parent/Sponsor Withdrawal" form. This will enable us to remove your account from the Tuition Express Program. These forms are available at the Foundation Office. The two week period begins from the time the office receives the completed forms. Parents are obligated to continue payment of tuition until that two week period is finished, regardless of attendance. Any additional charges incurred during this time will be non-refundable.

### **Schedule Change**

When a child's schedule changes or he/she is withdrawn from our program confusion may arise regarding that child's attendance. It is vital that parents make the Site Director aware of permanent schedule changes and withdrawals from the program. This will reduce the chance of miscommunication and avoid the perception that a child is lost.

To change a child's attendance status:

- Fill out a "Change of Status" form AT THE FOUNDATION OFFICE.
- The form must be completed in its entirety.
- Submit the form to the Program Administrator for a signature.
- If a child attends in the morning or afternoon only and needs to move to a weekly status, please check with the Foundation Office to make sure there is space available.
- ALL FORMS MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE CHANGE. ALL PARENTS WILL BE BILLED AT THE OLD STATUS FOR UP TO TWO WEEKS AFTER THE FORM IS SUBMITTED.

**Withdrawal from the Kids Club program (by the program):**

If the Kids Club program can no longer provide care for your child due to disciplinary reasons (please see “Behavior Policy”) you will be immediately notified. You will not be refunded for any payments that have already been drafted from your account.

# Your Child's Day

## **Daily Schedule**

All schedules vary by location and are subject to change. Please reference the posted schedule at each site. Below is an example of a site schedule.

### **Morning Schedule:**

6:30	Open
6:30-7:45	Board games, puzzles and homework and cartoons
7:45-Bell	Group Game/Activity

Breakfast is served at the same time each morning. Please check the breakfast schedule at each site. Any child arriving after breakfast time will be given a breakfast bar or something comparable.

### **Afternoon Schedule:**

3:05	School out
3:05-3:15	Arrival/Attendance
3:15-3:45	Wash-up/Snack
3:45-4:15	Supervised Homework Time
4:15-5:00	Indoor Free time/Outside games Craft Day and Movie Day will be held once each week. Please see the schedule at each site
5:00-5:45	Group Games
5:45-6:00	Clean Up
6:00	Site Closes

### **In-service day Schedule**

6:30	Open
6:30-7:45	Board games, puzzles and cards and cartoons
7:45-8:00	Clean up toys, wash hands/restrooms
8:00-8:30	Breakfast snack served
8:30-10:30	Structured Activity
10:30-11:15	Group Game
11:15-11:30	Wash hands/ Clean up toys
11:30-12:30	Lunch/clean-up
12:30-2:30	Free play
2:30-3:00	Group Game
3:00-3:30	Wash up/snack
3:30-5:00	Rest time/movie time (rest time required by State law)
5:00-5:45	Group Game/Outside
5:45-6:00	Clean Up
6:00	Close

Please reference the monthly newsletter for the snack menu and special activities.

### **Preparation and Attire**

Please be sure to provide children with appropriate clothing for indoor and outdoor playtimes. Both the winter and summer seasons provide changes to the indoor and outdoor temperatures. Please dress children in layers that could either be removed or added for comfort.

During summer sessions, Kids Club will provide SPF 50 sunscreen. If a child requires a higher SPF, it must be provided by the parent.

Shoes are required at all times while either inside or outside. Socks may be required for special activities such as bowling, skating, etc.

### **Personal Property**

Children's personal property, coats, clothing, school bags, etc. should be labeled with the child's name. Any personal property remaining after the session will be stored until the next program session. Children should not bring money, toys, food or other items not necessary for school activities. Kids Club and the Papillion-La Vista Schools Foundation are not responsible for any items brought to the program that become lost or stolen. If something is lost, please contact the Site Director to check the lost and found. Items not claimed in 3 weeks will be donated to charity.

## **Supervision and Safety**

### **Attendance and Absences**

The ability to effectively monitor absences of children at Kids Club is vital to track and identify missing children. This policy is in place to greatly reduce the chance of a missing child and to aid in response time in the unlikely event of a missing child.

#### **Attendance:**

The parents/guardians of the child(ren) will be responsible for keeping the staff informed of schedule changes and absences.

#### **Scheduled Absences:**

- Parents should notify the Site Director in advance if your child will not be attending the program because of a scheduled appointment, vacation or other planned absence.
- Please notify Kids Club of absences due to illness just as the school is notified. All Kids Club sites have voicemail for your convenience.
- Absences without prior notification may be mistaken for a missing child and cause for unnecessary concern and time spent in searching for the child.
- If a child is chronically absent without notification to the Site Director, the child may be suspended or child care services terminated.

#### **Unexcused Absence:**

If a child is scheduled to attend Kids Club and does not arrive within 15 minutes of the school bell, the following procedure will be followed.

- Check with the school
- Call parent or emergency contacts on enrollment forms
- If a parent or emergency contact is unreachable, then the appropriate law enforcement agency will be called for assistance.

#### **Late pick up**

If for any reason a parent is running late to pick up their child, please do one of the following:

- Call someone authorized to pick up the child.
- Call the staff and let them know you or your authorized person will be there shortly.

If no parent or authorized person has arrived by 6:15 p.m. to pick up the child, the following procedures will be followed:

The other parent or another authorized pickup will be contacted. If arrangements for pick up have not been made by 6:30 p.m. or emergency contact individuals can not be reached, the appropriate law enforcement agency will be called.

### **Authorized Pickup**

An authorized pickup is anyone designated by the parent or legal guardian to pick up their child from Kids Club care. Anyone the parent wishes may be added or removed from this list at any time. All changes should be submitted in writing. Please be sure to keep this list updated with the Site Director.

If for any reason the custodial-parent does not want the non-custodial parent to pick up the child from our care, then official court documents must be provided. Unless official court documents or restraining orders are on file, Kids Club cannot deny a parent the right to pick up their child.

### **Staff Qualifications**

Each site is required by law to have a staff to child ratio of 1/15.

The State of Nebraska also requires annual physicals for all staff.

All Administrators, Directors, and Assistant Directors are certified in CPR and First Aid.

#### **Qualifications for Directors**

1. High School Diploma.
2. Two successful years experience in the child care field.
3. Strong leadership and planning skills.
4. Possess good communication skills both oral and written.
5. Possess positive work habits including good personal hygiene, punctuality, and attendance.
6. Be at least 19 years of age
7. Meets CPR and First Aid Requirements.
8. Has not been convicted of a felony.

#### **Qualifications for Assistant Directors**

1. High School Diploma.
2. One successful year of experience in the child care field.
3. Strong leadership and planning skills.
4. Possess good communication skills, both oral and written.
5. Possess positive work habits including personal hygiene, punctuality and attendance.
6. Be at least 19 years of age.
7. Meets CPR and First Aid requirements.
8. Has not been convicted of a felony.

#### **Qualifications for Teens Assistants and Substitutes**

1. Must be 16 years of age or older.
2. Must have positive work habits including good personal hygiene, punctuality and attendance.
3. Anyone who works under 20 hours per week must meet child care regulations for physicals, in-service hours, etc.
4. Has not been convicted of a felony

## Health and Safety

### Smoking Policy

All facilities and grounds used by Kids Club are Tobacco-Free Environments.

According to Nebraska state law, “Staff shall not smoke in the presence of children”. Alcohol or controlled substance, as defined in Section 28-401 through 403 and 28-439, Nebraska Revised Statutes, must not be consumed on the premises during the hours of operation of the center.”

Smoking by any person for any reason while in the presence of children or on Papillion-La Vista School Grounds is strictly prohibited.

### Medication and Special Health Needs

#### **GUIDELINES FOR DISPENSING MEDICATION**

It is the policy of the Papillion-La Vista Schools Foundation Kids Club that all students’ medication be administered at home. If under exceptional circumstances a student is required to take oral medication during Kids Club hours, only the Director or Assistant Director will administer the medication in compliance with the regulations that follow:

1. Medications must be in the prescription container, properly labeled, including the student’s name, physician’s name, and directions for administration. A written statement from a physician must accompany the medication before it will be administered.
2. The Papillion-La Vista Schools Foundation retains the discretion to reject requests for administration of medicine.
3. It is suggested that parents consult the physician on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.
4. Over the counter medication (i.e. aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without written orders from a physician. (Taken from policies and procedures recommended by the State Department and State Health Department.)
5. Medication must be given to the Site Director by the parent. A competency form and physician’s statement must accompany the medication or already be on file with Kids Club.
6. All medication not picked up will be properly disposed of at the end of the school year.
7. All medications administered at school must be stored in a locked container and/or refrigerator.

## **Medical Conditions**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure to communicate with the Site Director what proper procedures would be if a problem should occur during program hours. Please be sure that any medication is available and that the appropriate forms for its use have been completed.

## **Illness and Communicable Diseases**

If the child becomes ill while attending Kids Club, the parent will be notified immediately. The child may not remain at the program if any of the following symptoms are present:

- Temperature of 100 degrees or higher
- Diarrhea or vomiting
- Unexplained skin rash or irritation
- Evidence of contagious disease
- Head Lice and/or nits
- Conjunctivitis or Pink Eye

In the event of an accident or illness, parent(s) of the child will be notified immediately. In serious cases, emergency personnel will be contacted for treatment and transported to a local hospital (if necessary). Parents will be notified as soon as possible. Care givers will not provide transportation to a parent or a child for liability reasons.

## **Accidents**

### **Minor Accidents**

Every effort will be taken to provide proper care of the child in case of injury. Minor injuries such as scraped knees are not serious and can be easily treated with an ice pack or bandage. Scrapes, scratches and bruises caused from everyday circumstances will be treated onsite and will not be cause for an accident report. In many instances, the application of an ice pack or band aid, is used more for the soothing of a child than out of medical need. If you prefer to know of each and every occurrence that a child is given a band aid or ice pack, please make this clear in writing to the Site Director.

Should there be injuries caused by the aggressive behavior of another child or reason for additional concern from staff, an incident report will be filled out and parent/guardian notified.

**Please Note:** Neosporin and antibiotic ointments are considered medication and cannot be administered to a child without prior written consent from the parent.

**The following are regulations for our childcare license from the State of Nebraska:**

- The following first-aid supplies are to be available but inaccessible to the children: fever thermometer, band-aids, sterile gauze pads, tweezers, and tape.
- At least one staff member who has received first aid training which includes CPR, will be on duty at all times.

**Emergency Closings**

Kids Club will not operate in a building when it has been declared unsafe for occupancy due to such things as:

- Electrical
- No plumbing/water main breaks
- Natural gas leak
- Water damage
- Heating failure
- Weather related conditions, etc.

Should one of these conditions occur while Kids Club is in progress, parents will be called to immediately pick up their children.

**Fire and Tornado Drills**

Both fire and tornado drills are conducted regularly by your Site Director to ensure proper procedures in case of emergencies.

**Snacks and Nutrition**

Kids Club provides a breakfast and afternoon snack each day. Breakfast clean up time varies at each site. Please contact the Site Director to find out the breakfast snack serving time. Menus should be available at parent's request.

**Child Abuse**

According to law, staff members and other school personnel are required to report any suspected child abuse or neglect to Nebraska Child Protective Services and Law enforcement officials.

## **Behavior Management**

### **Behavior Policy**

Kids Club should be a rewarding experience for every child. Rules and expectations are established to protect the health, safety and well being of all children in the program. In order to keep this objective, the following policies have been established. **It is strongly recommended that parents review the following expectations with their child(ren) prior to participation in the Kids Club program.**

### **Basic Expectations of Children**

1. Follow staff directions
2. Participate in program activities
3. Be polite (saying please / thank you, asking permission)
4. Tell the truth
5. Share and take turns
6. Treat others with respect (no name calling, bad mouthing, etc.)
7. Keep hands, feet, etc. to yourself (no hitting, kicking or other attempts to harm others.
8. No swearing or other derogatory comments.
9. No sexually explicit comments, obscene gestures, or other inappropriate sexual behaviors.

\* Each site may have additional rules or expectations specific to their location.

**Disciplinary action within the Kids Club program may include any or a combination of:**

- Verbal warnings
- Exclusion from activities
- Conference including parent(s), Site Director, and Program Administrator\*\*
- Suspension from program
- Expulsion from program for a period up to but no longer than one calendar year

\*\*A meeting involving the parent(s), Site Director and Program Administrator may be called at anytime to discuss continual behavior problems and possible resolutions.

**Behaviors warranting suspension from the program may include but are not limited to:**

- Repeated and deliberate violation of rules
- Physical aggression which presents a threat to the child, other children or staff
- Extremely disruptive behavior which infringes on the rights of other children

Each situation will be handled on an individual basis. The child's age, nature of the incident, and previous pattern of behavior will be taken into consideration. If a parent does not agree with a suspension or expulsion, an appeal can be made to the Program Administrator. However, the decision of the Program Administrator is final.

Any questions regarding the behavior policy should be directed to the Site Director.

**Confidentiality**

Kids Club staff will not discuss with parents the discipline or suspension of other children in the care of the Kids Club program. Behavior plans are confidential in nature and will not be shared with other parents. At times, staff may contact school personnel to coordinate a behavior plan between the classroom and Kids Club.

## **In-Service Days, Snow Days & Summer Kids Club**

### **In-Service Days and School Vacations**

All day service is provided on teacher in-service days and during school vacations. Parents need to pre-register two weeks in advance for all in-service days in order to guarantee their child's spot. Child care on these days will be opened up to the public two weeks prior to the date of the in-service. All children must be registered by the due date listed on the registration form. If children are registered and do not attend the account will be charged. Registration is extremely important, as we must have an exact count of children to provide adequate staff, sufficient activities, and snacks for those days.

### **Lunch**

All day sessions require that children bring a sack lunch. A cooler will be provided for lunch storage. During the summer, each site will have a designated "Microwave Day" on which the children can bring microwavable food for lunch. Please be sure to bring cold lunches only, unless it is a designated microwave day.

***In the event that your child does not bring lunch, your child will be provided with a sandwich and glass of milk. The charge for lunch will be \$5.00.***

Please note: Kids Club does not stock lunch food.

### **Snow Days**

**Kids Club will make every effort to provide safe care on Snow Days. However, we reserve the right to close completely if we feel we cannot guarantee the safety of our staff and families. In the event of a complete closing the news stations will be notified and all parents will receive a phone message from Connect Ed.**

On "snow days," designated sites will be open. Hours of operation will be 7:30 a.m. until 6:00 p.m. If conditions warrant; Kids Club may close early. Every effort will be made to have a decision for early closing by 10:00 a.m. Early closing information will be made available via KFAB radio station, KETV, KMTV, and WOWT television stations. Parents can also obtain early closing information via internet at the following websites:

- KETV [www.ketv.com](http://www.ketv.com)
- KMTV [www.kmtv.com](http://www.kmtv.com)
- WOWT [www.wowt.com](http://www.wowt.com)
- Papillion-La Vista Schools [www.paplv.esu3.org](http://www.paplv.esu3.org)

It is the responsibility of the parent to keep informed as to early site closings. Site directors will NOT contact parents regarding early closing. Any child attending a snow day will be charged an additional rate.

If severe weather occurs on an in-service day when school is closed but Kids Club is still open, please watch the news for a Kids Club "snow day" posting. If this occurs you should report to your snow day site and not the site you would attend for in-service days. Hours of operation will be 7:30 a.m. until 6:00 p.m.

**Locations open on snow days 2008/2009    Attended by:**

Carriage Hill	Carriage Hill, Rumsey Station, Golden Hills, Anderson Grove
Walnut Creek	Walnut Creek, Trumble Park, Patriot
G. Stanley Hall	G. Stanley Hall, La Vista West
Hickory Hill	Hickory Hill, Tara Heights
Portal	Portal, Parkview Heights

**Locations open on snow days 2009/2010    Attended by:**

Carriage Hill	Carriage Hill, Bell
Rumsey Station	Rumsey Station, Golden Hills, Anderson Grove
Walnut Creek	Walnut Creek, Trumble Park, Patriot
G. Stanley Hall	G. Stanley Hall, La Vista West
Hickory Hill	Hickory Hill, Tara Heights
Portal	Portal, Parkview Heights

**Field Trips**

Field trips are designed to enrich a child's learning experiences. Trips to different areas of interest can help broaden a child's experience and give him/her a rich background from which to draw.

**The following are field trip procedures:**

- Parents will be given a list of upcoming field trips. Children do not have the choice of staying back from field trips.
- Parent permission for field trips is given on the Kids Club enrollment form. If a parent has a particular reason for not wanting their child to participate, written notice should be given to the Site Director. Kids Club may be able to assist with finding an alternative arrangement at another site, however, transportation would be the responsibility of the parent.
- All transportation provided is on school buses. Kids Club staff are not allowed to transport children in their personal vehicles.
- Children misbehaving while on a field trip may be suspended from the next scheduled field trip. No refund will be given to parents for field trip suspensions.
- Field trips during the school year will occur during vacations or scheduled in-service days.

### **Summer Field Trips**

All children attending the summer program will be provided with three field trips per week for the duration of the summer program. Each trip may vary in location and activity based on the interests of each site. For more information please contact the Site Director.

**Please note: To ensure proper staffing, parents must sign their children into Kids Club care a minimum of one hour before any field trip, unless alternate arrangements have been made with the Site Director.**

According to Nebraska State Law we are required to staff swimming trips at a 1 to 5 ratio. If for any reason children come late and there is not adequate staffing to meet the 1 to 5 ratio regulation for swimming, your child may not be able to attend the planned event. All costs for summer field trips are covered in the summer fees.

### **Transportation Policy**

- Papillion-La Vista School Foundation Kids Club staff will not transport a parent or a child for liability reasons.
- Buses will be used for all transportation needs.
- Parents are responsible for all daily transportation to and from the Kids Club program.

## **Partnership with Families**

### **Communication and Announcements**

Open lines of communication between parents and Kids Club staff are very important. Our goal is to make it as easy as possible to access upcoming events and schedules. Each month you will receive a Kids Club newsletter. Upcoming holidays, closings and in-service days will be listed in advance in the newsletter. Please check for special events and opportunities that will be listed monthly. In addition to the monthly newsletter, Kids Club will post notices on the bulletin boards. Please be sure to read any new postings.

A solid relationship between parents and Kids Club employees is built on mutual trust and respect. This relationship is extremely important in making the Kids Club program work well for everyone. Keep these tips in mind as you begin to build your relationship.

- Keep the lines of communication open at all times. Let the Site Director know if there is something going on in your child's life that may be affecting behavior.
- Get involved with the program. The more parents participate, the more connected they will feel.
- Be aware of the program policies and honor them. Respect the drop-off and pick-up times, parents should call if they are going to be late for any reason.

There may be certain topics or situations that are difficult to talk about with the Kids Club employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- Voice concerns when they first develop. It is much easier for everyone to discuss situations when the details are fresh in their minds.
- Avoid confronting Kids Club employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about the discussion ahead of time, and even practice how to present it.
- Be specific about your concerns. Give examples of things that have happened and observations that have been made.
- Never discuss a problem when feeling angry or not in control of emotions.
- Remember that conflicts are normal and a part of most relationships. Conflicts can best be resolved when both parties can see each other's views and are willing to compromise.

### **Parent and Guardian Involvement**

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality child care program. Visitation is encouraged by parents.

### **Out of Program Time**

If you would like a Kids Club staff member to care for your children outside Kids Club time, you must make arrangements outside Kids Club hours of operation and location.

**Please note, should Kids Club staff provide care for your children outside the Kids Club program, Kids Club is not liable or responsible for the care.**

### **Parent and Guardian Expectations**

Kids Club expects that parents will complete all required registration information, comply with the fee and payment policy, and adhere to the guidelines regarding the child's participation in the program.

Parents are expected to treat the staff with courtesy and respect. Abusive or foul language and/or threatening behavior are not allowed and may result in the child's discharge from Kids Club.

**Kids Club reserves the right to refuse services for reasons including but not limited to:**

- Failure of parent or child to follow Kids Club policies and rules.
- Parents or child are physically or verbally abusive to staff.
- Failure to pay childcare fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to closing time.
- Failure to sign the child in and out according to policy.
- When the Site Director and Program Administrator, at their discretion, believe that the continued service is not in the best interest of the child or agency.

**Kid Club takes pride in providing a quality before and after school program that is safe and fun for your child. We would like to take this opportunity to welcome your family into the Kids Club program and hope that your experience is enjoyable.**