

# KIDS CLUB



Papillion-La Vista  
Schools Foundation



# PARENT HANDBOOK

Revised December 2010

# Table of Contents

**Introduction Letter from Program Administrator (page 2)**

**Foundation History and Mission Statement (page 3)**

**Kids Club Mission Statement (page 4)**

**Contact Information (pages 5-6)**

## **Program Information (pages 7-13)**

- Licensing
- Hours and Days of Operation
- Late Pickup Fee
- Holiday Closings
- Children and Youth Served
- Enrollment and Registration Procedures
- Registration **(Please see yearly insert)**
- Incoming Siblings
- Transfer Children
- Waiting List
- Drop-In or Part-time
- Tuition rates
- Payment of Tuition
- Tuition Express
- Return Payment
- Title 20 Co-Payments
- Dual Accounts
- Status Change
- Withdrawal from the Kids Club by family
- Withdrawal from the Kids Club by the program

## **Your Child's Day (pages 13-14)**

- Daily Schedule
- Preparation and Attire
- Personal Property

## **Supervision and Safety (pages 14-16)**

- Attendance and Absences
- Late Pick Up
- Authorized Pick Up
- Employee Qualifications

## **Health and Safety (pages 16-19)**

- Controlled and Banned Substances
- Medication and Special Health Needs
- Illness and Communicable Diseases
- Accidents
- Emergency Closings
- Fire and Tornado Drills
- Snack and Nutrition
- Child Abuse

## **Behavior Management (pages 19-20)**

- Behavior Policy
- Confidentiality

## **Out of school days, Snow Days & Summer Kids Club (pages 20-22)**

- Out of school days and School Vacations
- Snow Days **(Please see yearly insert)**
- Field Trips
- Transportation Policy

## **Partnership with Families (pages 22-23)**

- Communication and Announcements
- Parent and Guardian Involvement
- Out of Program Time Child Care
- Parent and Guardian Expectation

Dear Kids Club Parents/Guardians,

My name is Greg Smith, and I am the Program Administrator for the Papillion-La Vista Kids Club. I am looking forward to meeting you and your children. Kids Club is a very strong childcare program where we value every child. You will notice in our programs we promote learning through play. This philosophy encourages children to play and unwind but yet have some learning pieces interwoven into the daily activities.

**We thank you for choosing Kids Club. We know you have many choices for childcare and we are glad you chose us! We strive to create greatness in our Kids Club program where kids learn through play.**

Again, I look forward to meeting you and your children, and working with you. Please do not hesitate to contact me at anytime with questions or concerns that you have about your child's Kids Club program.

Sincerely,

Greg Smith  
Program Administrator  
Papillion-La Vista Kids Club

## **Papillion-La Vista Schools Foundation History and Mission**

Welcome to the Papillion-La Vista Schools Foundation. The Papillion-La Vista School District offers a quality educational experience for the children in the communities of Papillion and La Vista. Test scores are high, special events are plentiful, and there are many supportive programs available for the children.

Founded in 1986, the Papillion-La Vista Schools Foundation is a non-profit organization that works closely with the Papillion-La Vista School District to enhance the educational opportunities for our children by offering opportunities and activities that would not be possible if only tax dollars were available.

The Foundation reaches out to staff, parents, alumni, and the community to create the financial and supportive resources needed to augment the over all educational experience of the Papillion-La Vista children. More than \$2 million has been provided by the Foundation for the benefit of the children, staff, and families of our school district.

### **Kids Club Mission Statement**

The mission of Kids Club is to provide a safe, fun, and educationally stimulating program for kindergarteners through sixth graders. The program offers age and developmentally appropriate opportunities for children to grow and develop intellectually, socially, emotionally, and physically with the support and direction of competent and compassionate staff.

### **Kids Club Philosophy Statement**

Kids Club understands that young children learn best in an environment that provides opportunities for development and growth of the whole child: physically, emotionally, socially, and intellectually. To encourage this development requires a philosophy that allows children time and opportunity to:

- Participate in both guided and informal learning experiences
- Express themselves through language, drawing, writing, movement, and the use of materials and resources
- Experience growth pertaining to decision-making, problem solving, and creative thinking
- Engage in purposeful and playful activities
- Stimulate curiosity and enthusiasm for learning
- Develop self-motivation, self-discipline and self-direction toward goals

### **Management Agreement**

Kids Club operates under the auspices of the Papillion-La Vista Schools Foundation, a Nebraska non-profit corporation.

## **Contact Information and Program Locations**

**Papillion-La Vista Schools Foundation Office 402-829-1340**  
**1201 Golden Gate Drive, Papillion, NE 68046**

Julie Vance – Kids Club Program Administrator Assistant

Greg Smith – Kids Club Program Administrator

John Erickson – Director of Papillion-La Vista School Foundation

**Anderson Grove Kids Club 402-898-0499**

11820 South 37<sup>th</sup> St.  
Bellevue, NE 68123

**Bell Kids Club 402-898-0452**

7909 Reed St.  
Papillion, NE 68046

**Carriage Hill Kids Club 402-898-0492**

400 Cedar Dale Road  
Papillion, NE 68046

**G. Stanley Hall 402-898-0493**

7600 South 72<sup>nd</sup> St.  
La Vista, NE 68128

**Golden Hills Kids Club 402-898-0494**

2912 Coffey Avenue  
Bellevue, NE 68123

**Hickory Hill Kids Club 402-898-0497**

1307 Rogers Drive  
Papillion, NE 68046

**La Vista West Kids Club 402-898-0495**

7821 Terry Drive  
La Vista, NE 68128

**Parkview Heights Kids Club 402-898-0490**

7609 South 89<sup>th</sup> St.  
La Vista, NE 68128

**Patriot Kids Club 402-898-0489**

1701 Hardwood Drive  
Papillion, NE 68046

**Portal Kids Club** 402-898-0438  
9920 Brentwood Drive  
La Vista, NE 68128

**Rumsey Station Kids Club** 402-898-0498  
110 Eagle Ridge Drive  
Papillion, NE 68046

**Tara Heights Kids Club** 402-898-0491  
700 Tara Road  
Papillion, NE 68046

**Trumble Park Kids Club** 402-898-0496  
500 Valley Road  
Papillion, NE 68046

**Walnut Creek Kids Club** 402-898-9633  
720 Fenwick St.  
Papillion, NE 68046

## **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**

Kids Club hours of operation are: 6:30 a.m. to 8:00 a.m. (when school begins) and 3:00 p.m. (school dismissal) to 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 out of school days.

#### **Late Pickup fee**

Parents who arrive after closing time will be assessed a fee of \$1.00 per child 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.

The Papillion-La Vista Schools Foundation's office hours are 8:00 a.m. until 4:30 p.m. Monday through Friday.

#### **Holiday Closings**

Kids Club observes and will be closed on the following 10 holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. 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 of these holidays. If dates of closing change due to district closings we will notify parents as soon as possible.

#### **Children and Youth Served**

Childcare is provided for children in kindergarten through sixth grade. If there is space at the desired site Kids Club will accept children the summer before entering kindergarten when a sibling is already enrolled in the summer program.

Kids Club is a group childcare program and cannot provide individual child care.

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

- Be between the grades of kindergarten through 6<sup>th</sup> grade.
- 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 the 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, if the child 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 could 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-on-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, 1201 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 of the forms must be completed 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/guardian must provide new information to the Site Director regarding changes in information on forms such as: **emergency contacts, names, employers, phone numbers, email, physical addresses, and the authorized pick-up list.**

**An annual school registration** fee will be due at the time of registration and covers each child.

**An annual summer registration** fee will be due at the time of registration and covers each child.

Parents/guardians who remove their child(ren) from the Kids Club program but then would like to re-enroll their child(ren) for the same session **will be charged a reactivation fee in the amount of half the enrollment fee.**

**Children will be allowed to attend Kids Club only after all of the forms and immunization records have been completed and 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 children will be guaranteed a spot in the program as long as there are available openings. After all current children 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 Children**

All current Kids Club children 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 children they will be placed at the top of the current waiting list. If children are transferred to another school

parents need to come to the Foundation Office to fill out updated paperwork for their new site.

### **Waiting list**

When a program is filled to capacity, the Foundation Office will maintain a current list of children who are waiting to enroll in that program. A parent or legal guardian will be called when an opening becomes available. Once contact is made, parents/guardians will have one week to complete all paper work. If paper work is not completed within the week, your name will be moved to the bottom of the wait list and the next person will be called. Waiting lists are maintained on a first come first serve basis. Transfer children, followed by siblings of current Kids Club children 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 out of school days if space allows. However, proper registration paperwork must be on file to do so. Please contact the Foundation Office for procedures.

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

### **Tuition Rates**

The tuition rate schedule will be updated on an annual basis and provided to parents as a yearly insert to this Handbook.

### **Payment of Tuition**

Papillion-La Vista Kids Club will automatically deduct tuition from a checking or savings account through Tuition Express. Charges are deducted in advance on the second and fourth Friday of each month. 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. Charges for out of school days and snow days are an additional cost to weekly tuition rates. If you sign your child up for out of school days the additional charge will be added to your regular deduction amount. **Once you register your child for out of school days and the due date passes, no refunds will be given.**

### **Tuition Express**

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

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.

At the beginning of registration, each family will receive 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 off a receipt. The website is [www.tuitionexpress.com](http://www.tuitionexpress.com).

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 there is a change in account information. **ALL changes must be made through the Foundation Office, not with Site Directors.** It takes approximately 10 business days from the time the office receives the new account information before the account is active. During this time your Tuition Express ID number will be available.

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

Each enrollment status has an annual amount, which is divided into equal deductions throughout the school year. Deductions will occur on the second and fourth Friday of each month. Deductions will occur whether or not Kids Club is in session or school is closed. If for any reason the second or fourth Friday would fall on a holiday, the deduction would be drafted from your account on the following Monday.

**Please review the enclosed rate schedule for the deduction dates and rates.**

#### **Return Payment Fee**

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 notifying you of the return. At that time, payment of the tuition and return payment fee is due and must be paid 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 in full of all tuition due and return payment fees 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. 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 be 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 receiving Title 20 services that are required to pay 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. In the event that one account is no longer valid, 100% of the tuition amount will be taken from the valid account.

### **Status 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.
- 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 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 notice period begins from the time the office receives the completed forms. Parents are obligated to continue payment of tuition until the two week period has expired, regardless of attendance. Charges for the 2 week notice period will be fully assessed.

**In the interest of bettering our program we ask every parent to complete an exit questionnaire.**

**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 help with homework  
7:45-Bell     Group Game/Activity

At sites where school breakfast is provided, breakfast will be 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 play/Outside games/Clubs  
5:00-5:45     Group Games  
5:45-6:00     Clean Up  
6:00           Site Closes

**Out of school day schedule**

6:30           Open  
6:30-7:45     Board games, puzzles and cards  
7:45-8:00     Clean up toys, wash hands/restrooms  
8:00-8:30     Breakfast  
8:30-10:30    Arts & Crafts/Cultural Awareness  
10:30-11:15   Music & Movement (gym game, dance, etc.)  
11:15-11:30   Wash hands/ Clean up toys  
11:30-12:30   Lunch/clean-up  
12:30-1:30    DEAR (Drop Everything and Read)  
1:30-2:45     Center time  
2:45-3:15     Group Game Outside (Weather Permitting)  
3:15-3:45     Wash up/snack  
3:45-4:30     Service Project/Science & Nature  
4:30-5:30     Group Game Inside  
5:30-6:00     Independent Play  
6:00           Clean Up/Close

Please reference the monthly newsletter for the snack menu and special activities. Schedule is subject to change depending on weather and facility usage.

### **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.

Sunscreen will be applied with your permission as needed. We ask that you provide spray sunscreen to suit your child's need. Please bring sunscreen to your site labeled with your child's name.

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, cell phones or other items not necessary for Kids Club activities. If any of these items are brought they need to stay in the child's backpack/bag or remain in the Kids Club office until the child leaves the morning or afternoon session.** Kids Club and the Papillion-La Vista Schools Foundation are not responsible for any items brought to the program that become lost, stolen, broken, or damaged. 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. **For the safety of your child Kids Club requires all parents or authorized adults to sign children in/out of our program. Kids Club staff are not allowed to sign children in/out. If children are not properly signed in/out by parents or an authorized adult on a regular basis children can be removed from Kids Club.**

#### **Attendance:**

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

### **Employee Qualifications**

The State of Nebraska requires annual physicals for all employees.

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

All employees are required to have criminal background checks.

All employees are required to have a high level of professional development, and are required to attend a minimum of 12 hours of in-service training per year.

All management staff is required to be age of majority.

## **Health and Safety**

### **Controlled and Banned Substances**

All facilities, grounds, and field trip locations 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.

All illicit drugs and banned substances are strictly prohibited on Papillion-La Vista School Grounds.

### **Medication for Children and Special Health Needs**

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

It is the policy of the Papillion-La Vista Schools Foundation Kids Club that all children’s medication be administered at home. If under exceptional circumstances a child 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 child’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. (Policies and procedures recommended by the State Department and State Health Department.)
5. Medication must be delivered 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 left at the site 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 the proper procedures to be taken should a problem arise 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 a 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 (must be nit free to return)
- Conjunctivitis or Pink Eye
- Constant Cough
- Sore Throat
- Any open sores that may be contagious

A child will not be permitted to return to the site until all symptoms, including fevers, are not present for 24 hours without the use of any medications such as fever-reducers or anti-diarrheal medications or, in the case of contagious illness, the confinement time for the illness has passed. A parent may also be requested to provide a doctor's note stating that the child is healthy enough to return to the site and does not present a contagious threat to others.

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 the child may be transported to a local hospital (if necessary). In this situation parents will be notified as soon as possible.

Under normal care staff 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 a 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 on-site 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 a parent/guardian will be 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 to staff but inaccessible to 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 problems
- No plumbing/water main breaks
- Natural gas leak
- Water damage
- Heating/Air 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 child(ren).

In some situations children will first be taken to an emergency off site location as designated by the school district before phone calls are made.

**Fire/Tornado/Lock Down Drills**

Fire, tornado, and lock down drills are conducted regularly by your Site Director to ensure proper procedures in case of emergencies.

**Snacks and Nutrition**

At sites where school breakfast is not available Kids Club will provide a breakfast. Breakfast clean up time varies at each site. All sites will supply an afternoon snack from Kids Club. During out of school days/snow days a breakfast, lunch, and snack will be provided at **all sites**. Please contact the Site Director to find out the breakfast/snack serving time. Menus are available at the 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 maintain 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 Kids Club program
- Expulsion from Kids Club program

\*\*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 will not be tolerated.*
- Extremely disruptive behavior which infringes on the rights of other children.

Each situation will be handled on an individual basis. The child's age, the nature of the incident, and previous pattern of behaviors 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. The decision of the Program Administrator will be final.

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

### **Confidentiality**

Disciplinary action and behavior plans for children in the care of the Kids Club program are confidential in nature and will not be shared with anyone other than the parents/guardians of the child in question and, if reasonable, with school personnel to coordinate a behavior plan between the classroom and Kids Club.

## **Out of School Days, Snow Days & Summer Kids Club**

### **Out of School Days and School Vacations**

All day service is provided on teacher in-service days, school vacations, and out of school time. **Parents need to pre-register two weeks in advance for all out of school days in order to guarantee their child's spot, to assure adequate staffing, and for Kids Club to meet state licensing requirements.** Registration forms for these days will be available two weeks prior to the date of the out of school day. All children must be registered by the due date listed on the registration form. Due to licensing requirements no exceptions will be given to late registration.. **If children are registered and do not attend, parents accounts 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 these days.

### **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. to 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 as well as KETV, KMTV, and WOWT television stations. Parents can also obtain early closing information via the 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.org](http://www.paplv.org)

It is the responsibility of parents 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 out of school 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 out of school days. Snow day sites are decided by city emergency weather routes and school sizes.

**Please see snow day location insert for locations open on snow days.**

### **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 notified of upcoming field trips.
- Field trips will be “all site” activities. As such, children do not have the choice of staying back from field trips.
- Parent permission for field trips must be provided on the Kids Club field trip 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.
- 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 the rest of the day, the next scheduled field trip, or from further attendance of the program.**
- **No refund will be given to parents for field trip absences or suspensions.**
- Field trips during the school year will occur during vacations or scheduled out of school days.
- **Money, toys, food, and cell phones are not allowed on field trips.**

### **Summer Field Trips**

All children attending the summer program will be provided field trips. 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 certain ratio. If for any reason children come late and there is not adequate staffing to meet the 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 tuition fees.

## **Transportation Policy**

- Buses will be used for all Kids Club transportation needs.
- Parents are responsible for all daily transportation to and from the Kids Club program.
- Under rare emergency situations Kids Club may need to transport children to a hospital or clinic. When possible, the locations that are determined by parents/guardians on the application form will be honored. All Nebraska laws will be honored during the transportation.

## **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 out of school 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 and 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 practice how to present it in a respectful manner.
- 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 of normal Kids Club hours, you must make all arrangements while off site and outside of Kids Club hours of operation.

**Please note that Kids Club is not responsible for any outside childcare arrangements parents make with Kids Club staff members, and thus cannot be held liable for any injuries or damages which may occur during such childcare arrangements.**

### **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 removal 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 program.

**Kid Club takes pride in providing a great 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.**

Inserts –

**Tuition rates**

**Locations open on snow days.**