

# Family Handbook



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# Welcome

We are very excited that you have decided to enroll your child in the KidsCare program with the Springfield Platteview Educational Foundation! This program is designed to provide a safe and exciting learning environment for students who have parents working before and after school. We look forward to providing interesting activities, supervision, and a quality program.

Our program is located at our two elementary schools and meets the Nebraska Department of Health and Human Services standards for quality school-age only child care centers. Our facilities are maintained and inspected by local officials regularly to assist us.

Each site has a site director that ensures that the educational and nutritional needs of your child are met. We provide breakfast each morning and a snack in the afternoon. Routines are developed for age-appropriate activities and to continue their learning after the school day. Students will have ample opportunity for physical activity as well as independent learning activities.

This Parent Handbook is designed to help answer your questions and to outline our program policies. If you have a question that is not found in this book or you would like clarification please do not hesitate to contact your site director.

We look forward to working with you!

The KidsCare Team



# KidsCare Program Information



## Foundation Information:

The Springfield Platteview Community Schools Educational Foundation was created to support the educational mission of the Springfield Platteview Community Schools.

### Members of the Foundation Board:

- Gene Lienemann, President
- Keith Hentzen, Vice President
- Chris Dill, Member
- Tom Marshall, Member
- Tim Lorenz, Member
- Brenda Guenther, Member
- Kyle Fisher, Member
- Financial Advisors: John Wright, Morgan Stanley

The Foundation is a non-profit organization that raises funds for scholarship, classroom grants and the KidsCare Before and After School Program. The Springfield Platteview Educational Foundation is a tax exempt organization legally separate from the Springfield Platteview Community Schools.

## Program Information:

Springfield Platteview Community Schools Educational Foundation  
765 Main Street  
Springfield, NE 68059  
402-592-1300

SPF KidsCare  
14801 South 108th Street  
Springfield, NE 68059  
402-657-8125  
kidsicare@spscne.org

Morgan Olis  
Program Director 402-657-8125  
Email: morgan.olis@spscne.org

Program Sites:  
Springfield Elementary

# Information



# Program Information



## ITEMS:

1. Licensing
2. Children Served
3. Hours and Days of Operation
4. Program Calendar

## **LICENSING:**

KidsCare is a childcare program licensed by the State of Nebraska through Nebraska Health and Human Services. KidsCare sites are visited throughout the year by our Licensing Resource Specialist to maintain our licensing compliance with the State of Nebraska. The school-age child to adult ratio is 15:1. KidsCare occupies the gym, media center, and some classroom space.

Nothing is more important than a dedicated, experienced, and well-trained staff. Staff members are selected for their experience, training, and personal commitment to the needs of children. A background check is completed through the Child and Adult Protective Service Registry for all staff of the Springfield Platteview Educational Foundation KidsConnection program. All KidsCare employees are required to have documented annual in-service training, and at least one employee at each site is required to have CPR and first aid certification.

## **CHILDREN SERVED:**

The Springfield Platteview Educational Foundation KidsCare program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Childcare is provided for children ages Kindergarten to 6th grade. During regular school days, children are only able to use the KidsCare site where their child is registered for school.

KidsCare provides care only for children who are: toilet trained; have age-appropriate eating, dressing, and hygiene skills; able to abide by the rules of the program as outlined in the Family Policy Manual; and are able to function effectively in a setting with one adult for each 15 children.

It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or accommodations. Failure to comply with this request at the time of registration will result in removal from the KidsCare program. All information listed will remain confidential; but it is for the safety and well being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

## **HOURS AND DAYS OF OPERATION:**

KidsCare is a school year program that operates during regular school days, non-school days, and snow days. However, KidsCare is closed on all major holidays. Please check the annual calendar listed in the previous section for a complete listing of days KidsCare is closed.

## **KIDSCARE SCHOOL DAY HOURS:**

Monday

6:30 am – 9:10 am

3:20 pm – 6:00 pm

Tuesday – Friday

6:30 am – 8:10 am

3:20 pm – 6:00 pm

## **KIDSCARE NON-SCHOOL DAY HOURS:**

**Springfield Elementary**

7:00am-5:00pm

## **KIDSCARE SNOW DAYS:**

**Springfield Elementary**

7:00am-5:00pm

## **PROGRAM CALENDAR:**

Is available at the site and on our KidsCare website.

- It is the discretion of the Superintendent & the KidsCare Program Director to be open on snow days and which locations will provide childcare.
- Tuition will be deducted the 2nd & 4th Friday of each month.

# Enrollment Information



## ITEMS:

1. Enrollment Procedures
2. Tuition & Procedures
3. Late Fees
4. Tax Statements
5. Status Changes

## **ENROLLMENT AND REGISTRATION PROCEDURES FOR NEW FAMILIES:**

In order to initially register in the KidsCare program the following information must be completed and submitted to the Foundation office prior to your child's first day in the program:

- Complete the registration form
- Parent Handbook & Tuition Rates Acknowledgement Form
- Complete the Tuition Express Agreement Form
- Complete the State of Nebraska Child Care Handout
- Pay the non-refundable registration fee of \$35.00 per new family/\$20 returning family

At the time of registration families will be provided with a family policy manual, a current fee schedule, and any other necessary paperwork. Once the above paperwork is complete, it will then be added to the database and forwarded to the Site Director at your child's site.

## **ENROLLMENT AND REGISTRATION PROCEDURES FOR CURRENT FAMILIES IN THE KidsCare PROGRAM:**

Re-registration is held each year in the spring for current families wanting to register for summer and the upcoming school year. Registration is held at each individual KidsCare site. Families who are currently in the KidsCare program always have priority if they are registered by the registration deadline each year. Siblings who will be entering Kindergarten in the fall are also given priority for the upcoming school year. In order for siblings to receive priority, they must be registered with the child currently attending KidsCare during the re-registration period. Priority is still given if the current child will be attending middle school for the upcoming school year. Families who do not register by the deadline will be forfeiting their spot in the KidsCare program. If they want to re-register back into the program; they must contact the Springfield Platteview Community Schools Foundation office. In order for them to re-register, the site must have open positions, and they will be required to register as a new family.

## **REGISTRATION FEE:**

A nonrefundable registration fee must be paid at the time of the initial registration into the program, and again annually. The initial fee is \$35.00 per family/\$20 per returning family. If you remove your child from the KidsCare Program at any time, and want to register them back into the program a \$35.00 registration fee per family will be collected at that time.

## ENROLLMENT CATEGORIES:

Families have four choices of enrollment categories from which to choose. Tuition charges depend upon the enrollment category they choose, along with the number of children they enroll. Due to the fact that we are licensed by the State of Nebraska, space is limited, based on our license capacity for each KidsCare site. Families will be given the option to place their child on the KidsCare waiting list, in the event the position they are requesting is full.

Full Time – morning and afternoon care

AM Only – morning care

PM Only – afternoon care

Daily/Drop In – morning and/or afternoon care only on scheduled days

## TUITION

The Springfield Platteview Educational Foundation automatically deducts tuition from either a checking or savings account. Charges are only deducted on the second and fourth Fridays of the month. Charges for non-school days and snow days will be added to the regular tuition that is automatically deducted from your account. Directors will complete billing statements for families who register for non-school days, and for those who attend snow days. Billing statements will reflect the days children were registered for, amount owed, and the date the deduction will occur. Tuition is based on the enrollment category that each family has registered for. Please review the enclosed fee schedule for the current tuition rates.

The Springfield Platteview Educational Foundation has the capability to withdraw funds out of two separate accounts. In divorce situations, the Foundation is able to split the amounts by the necessary percentage as outlined in the divorce decree. Failure of both paying parties to adhere to the conditions as stated in their divorce decree may result in termination of one or both of the accounts, and reallocation of financial responsibilities or termination from the KidsCare program. An account will be terminated if the Springfield Platteview Educational Foundation receives three returned payments for a given account during one school year. Should one account no longer be doing this, you can receive emails and reminders when tuition is debited, as well as print monthly receipts.

valid, or if the account were terminated, 100% of the tuition would then be withdrawn from the other account. Notification will be sent to the paying party assuming 100% of the tuition detailing adjustments made regarding the other account. The Foundation will continue to withdraw 100% of the tuition out of the other account until further updated information is provided to the Springfield Platteview Educational Foundation office. This also applies to all other two paying parties. Failure to submit payment for all tuition and associated fees accrued on an account will result in termination of the account and the balance being turned over to collections. Terminated accounts are subject to be reviewed for reauthorization by the Springfield Platteview Educational Foundation the school year following the termination and all determinations made regarding all accounts are at the discretion of the Springfield Platteview Educational Foundation.

## HOW IS MY TUITION DEDUCTION AMOUNT DETERMINED?

Each enrollment category has an annual amount. The annual amount is then divided into 18 equal deductions. The first deduction for the school year will be on the fourth Friday in the month of August. The last deduction of the school year will occur on the second Friday in May. If the KidsCare program is closed or school is not in session. Deductions occur on the second and fourth Friday of the month. If for any reason the second or fourth Friday would occur on a holiday, the deduction would draft out of your account on the following Monday. Please review the enclosed fee schedule for the deduction dates. Please remember that deduction amounts will differ if non-school days or snow days are added to your regular tuition/deduction amount.

## TUITION EXPRESS:

Through Tuition Express the Springfield Platteview Educational Foundation KidsCare program automatically deducts the tuition from either a checking or savings account. This is a more secure way to pay your child's account rather than writing a check. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption. After registering in the KidsCare program, Site Directors provide each family with their unique Tuition Express ID number. Families who continually use the program from year to year will have the same Tuition Express ID number. With this number and the last four digits of the account that the tuition is deducted from, families have the capability to register their account through Tuition Express. By doing this, 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, and only payments collected via Tuition Express will be reflected on statements.

Checks, cash and money orders submitted to the Springfield Platteview Educational Foundation will not appear on your Tuition Express statements. It is our recommendation that families access their account once a month and print off a transaction receipt. The website is [www.tuitionexpress.com](http://www.tuitionexpress.com). If you request the Springfield Platteview Educational Foundation supply you with any financial statements pertaining to KidsCare, a \$2.00 fee will be charged per statement requested. All financial statements or information requested must be picked up at the Springfield Platteview Educational Foundation in person. Photo identification matching the information on all requested statements is required in order to complete all transactions regarding financial statements.

### **TUITION EXPRESS AGREEMENT FORM:**

All families registered in the KidsCare program are required to have their account set up on automatic tuition deductions through Tuition Express. At the time of the 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 only need to complete a new Tuition Express Agreement Form if you are changing your account information. If you need to make account changes, you must do so, in person, at the Springfield Platteview Educational Foundation. It takes approximately 10 business days from the time the Springfield Platteview Educational Foundation receives the new account information before the account is active.

**RETURN PAYMENT:** A \$20.00 fee will be assessed to your account if the Springfield Platteview Educational Foundation receives notification of a return payment from your financial institution. If the Springfield Platteview Educational Foundation receives more than three returned payments within one school year, your child may be removed from the KidsCare Program. If the Springfield Platteview Educational Foundation receives notification that your payment has been returned, a letter will be sent by the Foundation office notifying you of the return. Payment can be made at the Foundation office by the due date specified in the letter, or the amount will be added with the next scheduled deduction.

If two (2) consecutive payments are returned, a second letter will be sent by the Foundation office notifying you of the return. If two (2) consecutive payments are returned, you will be notified that your child/ren will be suspended effective immediately upon the Foundation receiving notification of the return. You will be given one week beginning

with the date of suspension to rectify your account. Tuition fees will be assessed during all periods of suspended services and are nonrefundable. All payments must be made to the Foundation office in the form of cash or money order. Failure to rectify your account in full within one week following the date of suspension will result in immediate removal from KidsCare, and your account being submitted to collections. Parents or guardians will be responsible for any collection costs or charges incurred.

These charges will be added to the outstanding balance on their account. Should the child be removed from the program, and the account is paid in full, the child will be eligible for re-enrollment into the KidsCare program provided the school does not have a wait list, and a \$50.00 registration fee per child is submitted. Completion of new registration paperwork may be required.

If three (3) payments are returned during the school year your child/ren will be removed from the program. Should the child be removed from the program, and the account is paid in full, the child will be eligible for re-enrollment into the KidsCare program provided the school does not have a wait list, and a \$50.00 registration fee per child is submitted. Completion of new registration paperwork may be required.

### **TITLE 20:**

The Springfield Platteview Educational Foundation accepts Title 20 from qualifying individuals. Title 20 is a child care subsidy program provided by the State of Nebraska, and is set up through Nebraska Health and Human Services. In order for the Springfield Platteview Educational Foundation to accept Title 20, families must have a current provider authorization form on file, complete a Tuition Express form, and provide a voided check from an approved bank account. If Title 20 authorization expires, KidsCare services will be suspended beginning the day following the authorization expiration date. Families will be given one week beginning with the date of suspended services to receive authorization to reinstate child care services. If reauthorization is not received within the specified one week time period, immediate removal from the program will occur, unless they declare their intent to activate their account as self-pay (see below). It is the families' responsibility to contact their caseworker for reauthorization of services. The Springfield Platteview Educational Foundation assumes no responsibility in setting up services or for continued service. Title 20 does not pay for registration fees, late fees, or field trip fees during the school year. Should you declare your intent to activate your account as self-pay, you must do so by contacting the

Springfield Platteview Educational Foundation, and supplying us with written notification of this request upon approval.

Activating your account as self-pay will result in the approved bank account we have on file being charged for any childcare services rendered once you have declared intent to switch from Title 20 to self-pay. Families are responsible for any charges accrued on their account in the event that Title 20 authorization is expired and services are rendered as self-pay. All charges for self-pay services rendered are nonrefundable, as the Springfield Platteview Educational Foundation will not honor back-dated Title 20 authorization requests. Failure to secure Title 20 reauthorization or submit a request assuming the responsibility of full self-pay, within the one week time period beginning with the first day of suspended services will result in the family being removed from KidsCare.

Once a family is removed from KidsCare, should they choose to reenter the program, they will be required to do so by registering as a new family. This means the family must: complete a new registration form for each child, complete a tuition express form and provide a voided check from an approved account, submit an immunization for each child, and pay a \$50.00 registration per family. Additionally, tuition may be requested at the time of registration pending the start date of the child/ren.

### **LATE PICK-UP FEES:**

All children are to be picked up by 6:00 pm. Families will be charged for late pick-up at a rate of \$20.00 per child for the first 15 minutes, and \$15.00 per child for each additional 15 minutes of care provided.

The clock located near the designated sign-in area at your site is the clock used to determine drop-off and pick-up times. Site Directors will complete and supply families with a form indicating all late pick-up fees assessed and a date specifying when these fees will be deducted from their account. Families will not be able to use the program until they have signed the form presented to them by the Site Director detailing the late-pick up. All late pick-up fees will be deducted from your account in addition to tuition fees. Families accruing three late fees in a school year will result in immediate removal from the KidsCare program. Families removed from KidsCare due to late pick-up fee violation are eligible to be placed on a waitlist and/or re-register for KidsCare the following school year. Late fees begin at 6:01 pm: 6:01 pm – 6:15 pm an initial \$20.00 late fee per child is imposed; 6:16 pm – 6:30 pm an additional \$15.00 late fee

per child fees are imposed; At 6:31 pm, if we have been unable to contact parents, guardians or other persons authorized to pick-up, authorities will be notified and we will report the child/ren as abandoned.

### **YEAR END TAX STATEMENTS:**

It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with one itemized statement by January 31 with the prior year's tuition and payment information. If you request the Springfield Platteview Community Schools Foundation supply you with additional year-end tax statements, a \$2.00 fee will be charged per statement requested. All financial statements or information requested must be picked up at the Springfield Platteview Educational Foundation in person. Photo identification matching the information on all requested statements is required in order to complete all transactions regarding financial statements.

### **STATUS CHANGES:**

Any change in registration status for your child, such as changing from full time to AM, must be provided by completing a 'STATUS CHANGE FORM' obtained from and returned to the Site Director at your site or from the Springfield Platteview Educational Foundation. Changes in the account used for your Direct Pay must be reported on a separate form provided by your Site Director. Changes made to an account shall under no circumstance be less than two weeks (14 days) prior to a deduction. Not all status changes will be granted due to our license capacity and may require being placed on a wait list until a spot becomes available.

### **WITHDRAWAL FROM THE KIDSCARE PROGRAM (By the family):**

Families who wish to discontinue childcare services with the KidsCare program must give a two-week (14 days) written notice of withdrawal completed on our "KidsCare WITHDRAWAL FORM". This form is available at your child's site, or from the Springfield Platteview Educational Foundation located 765 Main St. The two week period begins from the time the Site Director receives the completed forms. Parents are obligated to continue payment of any tuition or fees to meet the requirements regardless of the child's attendance. Any charges incurred during this time are nonrefundable.

## **WITHDRAWAL FROM THE KidsCare PROGRAM (By the Foundation):**

Reasonable steps will be taken to avoid termination; however, if we can no longer provide care we will give a two-week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons (please see “Disciplinary Policy”). You are responsible for payment for those two weeks even if your child does not attend.

KidsCare may terminate services for any of the following reasons (but are not limited to):

- Failure to honor obligations listed in the Family Policy Manual, or in any written policies provided.
- Any actions by parents or children that adversely affect the program. Offensive language used by parent/guardian or staff harassment.
- Lack of parental cooperation.
- Failure to complete required forms.
- Inability to meet the child’s needs without additional staff.
- Failure to maintain a current account balance.

# Daily Procedures



# Daily Activities



## ITEMS:

1. Program Planning
2. Provided Materials
3. Daily Schedule

## **PROGRAM PLANNING:**

Site Directors at each site are responsible for program planning. Activities are prepared in advance so that staff, parents, and children are aware of the week's activities. Site Directors will also include staff and children in program planning to assist in scheduling activities suitable for all. Weekly activity plans are posted on the parent board each month. A variety of age appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

## **SUPPLIES AND MATERIALS:**

Each KidsCare site has a variety of developmentally appropriate supplies and materials for each child to be engaged in an activity. Supplies and materials are inspected weekly to ensure that they are in good condition. Supplies and materials not in good condition will be removed from the site immediately.

## **ITEMS FROM HOME:**

Please discourage your child from bringing toys or other items from home. KidsCare has ample equipment to meet the children's needs. KidsCare will not assume responsibility for toys or other items brought from home. Be sure to visit with your Site Director regarding your site's policies regarding items from home. Please do not send your child to KidsCare with a cell phone. They will not be allowed to use it. In the event that you need to contact your child at KidsCare, please feel free to call the Program Director. The Program Director will be able to assist you in speaking with your child. Conversely, a child may be permitted to contact a parent/guardian if the Site Director deems the situation as appropriate.

## **LOST AND FOUND:**

If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the school's lost and found. KidsCare is not responsible for lost items.

## **WEBSITE:**

As our program continues to grow, so will our website. Our link is on the Springfield Platteview Community Schools website at [springfieldplatteview.org](http://springfieldplatteview.org).

## KIDSCARE DAILY SCHEDULE:

### AM Schedule

SPRINGFIELD WESTMONT	
6:30am	Table Games
6:50am	Group Game
7:40am	Breakfast/Restroom & Handwashing
8:10am	Dismiss for School

### PM Schedule

SPRINGFIELD WESTMONT	
3:30 pm	Attendance
3:35 pm	Afternoon Snack/Playground rotation
3:55 pm	Restroom & Handwashing
4:00 pm	Homework/Spelling/Reading
4:30 pm	Free Choice Time
5:00 pm	Group Game
6:00 pm	Site Closes

### HAND WASHING/RESTROOM

Children and staff are to always wash and dry their hands thoroughly before handling or consuming food, and after the use of the bathroom facilities.

### MORNING BREAKFAST PROGRAM

The KidsCare program will use the Opa Food Service available to all students at our elementary programs. The monthly menu is available on the food service website, it will also be sent out in our weekly communication.

### AFTERNOON SNACK

After attendance is complete, children will be served an afternoon snack during school days. On full days we will provide a morning snack around 9:15 a.m. Weekly menus are posted so that staff, children, and parents are aware of the daily menu. Snacks must represent two of the four food groups. Adequate and appropriate portions will be given based on the children's needs. Substitution snacks are provided for children who have special dietary needs on days when the scheduled snack is not appropriate.

### ACTIVITIES

Each KidsCare program offers a variety of structured as well as unstructured experiences to the children. The following areas will be a part of the daily schedule:

### GROSS MOTOR ACTIVITIES

Children will have an opportunity to run, climb, and jump through outdoor free play, as well as, organized games led by the staff.

Weather permitting, the children will play outdoors. All children who are well enough to be at KidsCare will be expected to participate in this activity. You can help your child to enjoy this time outdoors by being sure that he or she is dressed for the existing weather conditions. If your child has chronic health problems that prohibit or limit outdoor play, please notify your Site Director.

## **FINE MOTOR SKILLS**

Children will have an opportunity to participate in a variety of age appropriate table games, arts and crafts, blocks, and Legos.

## **FREE CHOICE TIME**

Time is set-aside for children to select materials and engage with peers to manage their play independently. This allows children to make decisions and have control of their world.

## **SUPPLEMENTAL RECREATIONAL PROGRAM**

Children will be given an opportunity to participate in various types of supplemental recreational programming focusing on a variety of interests including: nutrition, physical activity, literature, mystery, problem solving, world culture, science, outdoor recreation, drama, art, entrepreneurial skills, citizenship, social skills, etc.

## **ADDITIONAL ACTIVITIES**

Additional areas are offered for children to engage in music/movement, dramatic play, reading activities, cooking, science projects, and completion of school assignments.

## **DEPARTURE**

Children leaving the KidsCare site must be signed out daily by a parent, legal guardian, or a person specified on the child's authorization list. Parents cannot call and request their child to be signed out by a staff member to leave with another individual, or walk home. This policy is outlined in more detail in a later section.

# Supervision & Attendance Procedures



## ITEMS:

1. Care and Supervision
2. Attendance Procedures
3. Drop Off & Pick Up Procedures

## **PROVIDING APPROPRIATE CARE AND SUPERVISION:**

Staff members of a childcare program are the most important element in successful operation of the program. It is the staff that is responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibilities for providing adequate and appropriate supervision at all times children are in attendance. Every situation will differ; however, it is expected that childcare staff will use good judgment in assessing proper supervision while children are in our care. Appropriate supervision is provided by adhering to the following guidelines:

- Staff remaining in the same room as the children.
- Children shall never be left unattended.
- Staff will try to eliminate distractions and interruptions such as telephone calls & radio/ CD players.
- An accountability plan will be in place for children who need to use the bathroom or drinking fountain during outdoor play.
- If during KidsCare time, the child needs to go to their classroom, a KidsCare staff member will escort them.
- Staff will be visible and available at all times.

## **ATTENDANCE**

### **AM Attendance**

Due to the fact that children arrive at different times for the morning program, children will be checked in as they arrive or group attendance will be taken prior to school starting.

### **PM Attendance**

After children have arrived and placed their belongings in the designated spot attendance will be taken. Within the first 20 minutes of the program opening in the afternoon, the Site Director will have an accurate attendance record. Any child who is scheduled to attend in the afternoon and is not accounted for, the KidsCare staff will implement the "Missing Child Procedures". This policy is outlined in a later section.



## **ATTENDANCE AND ABSENCE PROCEDURES FOR CHILDREN ENROLLED:**

One goal of the KidsCare program is to provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. Attendance is taken promptly after school dismissal as the children arrive in the gym. If a child is scheduled to attend KidsCare after school, the child does not arrive, and a parent/guardian has not notified KidsCare, the Site Director will initiate the 'Missing Child Procedure'. If a child will be absent or will be late to KidsCare, please let the school secretary know when you call your child in. You do not need to call in for the a.m. session.

## **MISSING CHILD PROCEDURE/POLICY:**

If a child is scheduled to attend KidsCare after school, and the child does not arrive, and a parent/guardian has not notified KidsCare, the following procedure will be followed:

1. Check with the school secretary and health room aide to see if the child left school or has gone home ill.
2. Check the classroom and with the classroom teacher.
3. Call parent or emergency numbers on enrollment form.
4. If unable to reach a parent or emergency number, the Police Department will be called for assistance.

If step 3, "call parent or emergency numbers on enrollment form," is reached on more than three occasions and the parent/guardian did not notify KidsCare that the child would be absent, the child will be permanently removed from the KidsCare program.

## **DROP OFF & PICK-UP PROCEDURES:**

A child will be allowed to leave KidsCare only when accompanied by a parent/guardian or by a person listed in writing by the parent as authorized to pick up the child. Any parent or authorized person who picks up the child must sign the Sign In/Out Sheet and enter the time the child was dropped off/picked up or check in/out with the parent table staff person.

KidsCare staff members cannot sign a child in or out of the program. Failure to sign in the child in the morning or out in the afternoon may result in the removal of the child from KidsCare. KidsCare will not be responsible for children left unsupervised before our official opening time. A photo ID is required for any authorized person other than a parent/guardian to pick up a child.

## **SIGN IN & OUT RECORDS:**

Sign In/Out records will only be on file for the current school year.

## **RELEASE OF A CHILD: CUSTODY/DIVORCE/UNAUTHORIZED INDIVIDUALS:**

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting one of the parents from having custody of the child. The school may have a copy of this, but because we are a separate entity from Springfield Platteview Community Schools we require a copy for our records. For the safety of your child, it is imperative that this information is supplied and discussed with your child's Site Director. The Springfield Platteview Community Schools Foundation will not assume responsibility for children released to unauthorized individuals if we do not have the proper documentation on file.

# Behavior Management



ITEMS:

1. Discipline Procedures
2. Behavior Management
3. Standards of Behavior

## DISCIPLINE OF CHILDREN:

As stated in the “Child Care Center Standards” regulation book distributed by the Nebraska Department of Health and Human Services Regulation and Licensure for Child Care Licensing: The center shall ensure that no child is left alone, pinched, punched, shaken, struck with any object, bitten, or spanked by staff; a brief, supervised separation from the group may be used. Staff shall not discipline children: by denial of food, by forced napping, for a toileting accident, or with subjection to derogatory remarks about themselves or their family, abusive or profane language, yelling or screaming, or threats of physical punishment. Parents will be informed if the child’s behavior becomes unmanageable.

## DISCIPLINE GUIDELINE:

Fighting, hitting, kicking, abusive language, signs or expressions, back talk, disrespect, not obeying the rules, hurting another child or staff, and repetitive negative behaviors will not be tolerated.

If any of the above behaviors occur, the discipline guidelines below will be followed.

- The child will be immediately separated from the situation.
- The child will be given a cooling down period of 3-5 minutes. The separation will be brief, but the goal is for the child to regain enough self-control to rejoin the group or activity.
- Isolating the child in any area where the child cannot be seen and supervised by a staff member is prohibited.
- Depending on the behavior, it may be necessary for the Site Director to complete a Child Disciplinary report. Although not all behaviors will warrant a Child Disciplinary report, it is important for the Site Director to communicate to the parent or guardian any serious or repetitive behavior issues or incidents.
- In extreme situations, it may be necessary to immediately contact the parents or guardians.

## DISCIPLINE POLICY:

If an inappropriate behavior does occur, we will use a positive approach by encouraging the child’s good behavior and redirecting his/her activity. If the behavior continues, the child will be removed from the total situation, or given “time out”. We will also consult with parents regarding any serious problem. Each consultation is documented and placed in the child’s file. When, in the judgment of the Site Director, the inappropriate behavior is serious to warrant further action

but not serious enough to warrant immediate suspension from KidsCare, the Site Director will complete a Child Disciplinary Report (CDR). A copy of the CDR will be given to the child and parent/guardian, and the child may not return to KidsCare until both the parent/guardian and the child sign the CDR. After three (3) CDR's, the child will be suspended from the program for three (3) school days. Following the suspension any behaviors serious enough to warrant a CDR will result in immediate and permanent removal from KidsCare. This decision would be made after the Site Director and KidsCare Administration have investigated the facts and given the child oral and written notice of the charges against him/ her, and notifying the parent or guardian of the final decision being made. Disciplinary decisions are reviewed on a case-by-case basis. All disciplinary actions are final for the best interest of the KidsCare program. Families are responsible for all charges accruing during any period of time in which a child is suspended from the KidsCare program. Tuition will not be adjusted for any circumstances surrounding a suspension pertaining to disciplinary actions, as all charges are nonrefundable. Examples of behavior which may result in immediate suspension for a time period to be determined by KidsCare Administration or permanent removal from KidsCare include, but are not limited to:

- Intentionally striking or injuring another child or a staff person
- Intentionally damaging school or KidsCare property
- Threatening another child or a staff person
- Repeated occurrences of a behavior which might otherwise result in a written warning

## **INAPPROPRIATE FORMS OF DISCIPLINE:**

The following are inappropriate forms of discipline that will not be used by staff at the KidsCare program:

- Restraints
- Profane or abusive language
- Isolation without supervision
- Placing a child in a dark area
- Inflicting physical pain
- Forced physical activity, such as running laps, doing push-ups, etc.
- Verbal abuse or loud voice tones directed in a derogatory manner

## **BEHAVIOR MANAGEMENT:**

The above discipline guideline and policy has been established to provide consistency throughout the KidsCare program. The lists below are other appropriate procedures that the KidsCare program has in place to aid in behavior management:

- Children within the program will have a clear understanding of the rules and expectations of the program.
- Children in the program may help in determining some program rules.
- A variety of daily activities and routines are established that allow children to make choices.
- Praising acceptable and appropriate behaviors.
- Actively listening to children about their feelings and frustrations.
- Redirecting negative behaviors and suggesting appropriate behavior.
- Employ staff that model appropriate behavior to the children.
- Allow children to resolve conflicts with staff supervision.

## **STANDARDS OF BEHAVIOR:**

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in KidsCare. Please take a few minutes to review these statements with your child:

1. The rights, property and dignity of each person in and around the school are to be safeguarded at all times.
  - No abusive language, signs or expressions will be allowed.
  - No theft of any kind will be tolerated.
2. Authority in the program is established for the health, safety and well being of all members of the program. No child will be allowed to undermine that authority.
  - Conditions do not exist which allow for continued "back talk" from students when reasonable requests are made. Abusive language or signs will not be acceptable.
3. School facilities are the property of all residents in the Springfield Platteview Community Schools. Day to day abuse of any part of the facility cannot be allowed to occur.
4. Each child needs a few minutes to "cool down" after an exciting day in school. Children should put belongings in designated areas, sit in their "circle", take attendance and be served after school snacks.

5. Children are expected to demonstrate a responsibility of respect for: themselves, other children, KidsCare staff, parents, and for the space and materials we utilize for operations.

# Non-School Days & Snow Days

## Field Trips



### ITEMS:

1. Non-School Days
2. Snow Days
3. Schedule for Non-School & Snow Days
4. Field Trip Procedures

### **NON-SCHOOL DAYS:**

The program will operate during some non-school days. A schedule of the non-school dates will be distributed in your packet for the entire school year. During non-school days, KidsCare operates at Springfield Elementary from 7:00am – 5:00pm. In order to use non-school days, pre-registration for these days is required. Registration sheets are available at your home site approximately two to three weeks prior to the non-school days. Children will not be allowed to use the non-school days unless pre-registration is complete and submitted to your Site Director by the due date. Once the registration deadline has occurred, days cannot be added, changed or removed. Charges are based on the days that you pre-register for, regardless of attendance, and charges are nonrefundable. On days when school is not in session, regular rates do not apply. Please review the current fee schedule inside your registration packet indicating our current rates. Additional charges may apply if there is a scheduled field trip. Non-School Day charges are in addition to your regular tuition deduction that debits from your account on the second and fourth Friday of the month. KidsCare will require sack lunches on full days.

### **SNOW DAYS:**

If school is canceled due to weather conditions, KidsCare will make every effort to open, however there are many factors we must take into consideration. First and foremost is safety, the district's ability to remove snow at the designated sites, or other conditions that could pose a danger to the children, staff, or facility. Because we are not a school, television stations may choose not to post it on their closings. Information will be posted on our website regarding KidsCare operations due to inclement weather conditions at [springfieldplatteview.org](http://springfieldplatteview.org). Always call ahead if you have any questions to the main number 402-657-8125 as our voice messaging system would reflect whether or not KidsCare will be open or closed.

If school is closed due to weather conditions the decision will usually be made by Springfield Platteview Community Schools officials before 6:30 am, and announced on local radio and television stations. If KidsCare is operating, it will open at the Consolidated site, Springfield Elementary. The hours of operation would be from 6:30am until 6:30 pm, unless otherwise communicated. Snow days are the only days that parents or guardians do not have to pre-register for. AM snack and PM snack will be provided at no additional charge, as it is included in the full day rate. You would be responsible to pack your child a sack lunch. The full day rate will apply on snow days. The billing statement will reflect the date of the snow day, total amount due, and the date the amount will be deducted with your regular deduction amount.

**School closings announced after 6:30 am:**

If school is closed due to weather conditions, and the decision is made by the Springfield Platteview Community Schools officials AFTER 6:30 am, all KidsCare Sites will be open regular hours from 7:00 am until 5:00 pm.

**School closings announced during the school day**

If school is closed due to weather conditions during the school day, all KidsCare sites will be open as soon as staff arrives.

**THE DAILY SCHEDULE FOR NON-SCHOOL DAYS/SNOW DAYS**

7:00-7:30 am	Quiet Table Games or Free Choice Time
7:30-7:45 am	Restroom & Hand Washing
7:45-8:15 am	Breakfast
8:15-8:45 am	Quiet Table Games or Free Choice Time
8:45-8:50 am	Clean-Up & Circle Time
8:50-9:00 am	AM Attendance
9:00-11:15 am	Center Time
11:15-11:30 am	Clean-Up, Restroom, & Hand Washing
11:30-12:00 pm	Lunch
12:00-12:50 pm	Outside (Weather Permitting)
12:50-1:00 pm	PM Attendance
1:00-3:15 pm	Center Time
3:15-3:30 pm	Clean-Up, Restroom, & Hand Washing
3:30-4:00 pm	Afternoon Snack
4:00-5:00 pm	Outside (Weather Permitting)
5:00 pm	Site Closes

## **CENTER TIME:**

During non school days, KidsCare will operate center time in the morning and afternoon. Lesson plans will reflect the scheduled activities that are planned for each center. Morning center time will operate from 9:00 am – 11:15 pm, and afternoon center time will operate from 1:00 pm – 3:15 pm. Each site will offer three different centers, and children will be grouped according to age/grade level.

### **Center 1: Quiet Center:**

The quiet center is where the children have an opportunity to participate in books, puzzles, activity sheets and table games.

### **Center 2: Art/Activity Center:**

The art/activity center is where the children will have an opportunity to complete art projects and use a variety of art materials. This center will also be used for cooking and science activities.

### **Center 3: Group Activity:**

This area is designated to provide children an opportunity to interact with their peers through an organized and supervised activity provided by the staff. A variety of activities should be planned for each group that is age appropriate.

## FIELD TRIPS:

During non-school days throughout the school year, field trips may be planned. Field Trips are an intricate part of the KidsCare summer program. Each summer site is given designated days in which they will be allowed to leave the site for scheduled field trips. Field trips are an option, and we do not require children to attend. However, we feel that many of the field trips are a fun and educational experience, and feel that it is important for children to attend. We always welcome parent or guardian volunteers on field trips. If at any time you are interested in attending a scheduled field trip, please let your home Site Director know. For added safety the adult to child ratio is lowered on field trip days. For swimming field trips we reduce the child to adult ratio to 6:1. The following is a list of field trip safety procedures that is used for staff and children within the program

## FIELD TRIP PROCEDURES:

### Staff Procedures:

- Prior to a scheduled field trip, staff is informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.)
- Staff will wear a designated KidsCare field trip T-shirt.
- KidsCare will maintain a 5:1 child to adult ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- Each staff member will carry a first aid kit.
- Staff will accompany children to and from the bathroom.
- During the field trip, staff will count their group before moving to another designated area.
- Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location. Site Directors will then complete an initial attendance and an additional headcount prior to departure.
- Accountability: The ultimate accountability of children will be done in writing, on a field trip tracking sheet, by name as each child loads the bus.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

### Procedures for the Children:

- A buddy system will be established for each child.
- Children must wear a designated KidsCare field trip T-shirt.
- Prior to departing the site, the following will be reviewed with the children:
- Bus rules.
- Field trip rules and safety procedures
- Safety procedures for crossing the street
- Children are taught the following steps indicated below, to take if for any reason they are to get separated from their group. We feel it is important to teach children the appropriate steps to take should such an incident occur.
- Upon arrival at the field trip location, a "lost child" area is identified.
- We teach children to:
  - Remain in the area where they last saw their group or go to the "lost child" area.
  - Ask for help in an open visible place from someone in charge.
  - NEVER leave the area with an unidentified person.
  - Teach children to tell a staff member immediately if their buddy is missing.

## TRANSPORTATION FOR FIELD TRIPS:

The KidsCare program uses Student Transportation of America for field trip transportation.

### BUS RULES:

The following are bus rules that children are expected to follow:

- Children must stay seated and facing front at all times.
- If windows are down, hands must remain inside the bus.
- Feet must be kept out of the aisle.
- Voice levels must be kept to a minimum while on the bus.

In conjunction with Nebraska Licensing the following standards will be met:

- Children are not left alone in any vehicle or bus
- Smoking does not occur in the vehicle
- Door(s) are locked when vehicle is in motion
- Driver is age 18 or older
- Documentation of current and valid driver's license issued by DMV available
- Documentation of current and valid driver's license for type of vehicle available
- Vehicles are properly registered



- Vehicles are insured
- Vehicles have first aid kit
- Vehicles have parent contact information for each child transported
- Number of children transported does not exceed manufacturers seating capacity
- Children are properly restrained in vehicle
- Written parental permission to transport is available for review

# Health & Safety

## Illness policy:

KidsCare cannot accept any child who has a contagious illness or any of the following:

- Fever: Any child with a temperature of 100 degrees or above
- Diarrhea
- Vomiting
- Contagious skin or eye infection

If any of the above occurs at KidsCare, parents will be called to pick up their child. The child must be picked up within 1 hour of being notified. If we cannot reach you, we will contact the authorized individuals on your child's/children(s) registration form. Please let the Site Director know if your child has been diagnosed with a contagious illness.

Notice will be posted to all families within the site, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will never be released.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. Please refer to the health exclusion policy for additional information

## SPF KidsCare Exclusion Policy

### EXCLUDE IF:

1. Temperature of 100°F orally, or 99°F axillaries, or higher. (Free of fever for 24 hours)
2. Temperature of 100°F orally, 101°F rectally or 99°F auxiliary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash other than mild diaper rash.
3. Headache, dizziness, or seizure.
4. Red, watery or draining eye(s).
5. All discharge has not ceased.
6. Drainage from the ear(s). 4. a) All drainage from the ear(s) has not ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
7. Lice.
8. After treatment, free of lice and nits for 24 hours.
9. Skin lesions, i.e., impetigo, ringworm, and scabies. 6. a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
10. Free of upset stomach and vomiting for 24 hours.
11. Diarrhea (2 or more loose, watery stools per day). Diarrhea free for 24 hours.

## HEAD LICE:

If head lice or nits are found on your child, you will be called to pick up the child and given information on treatment. The child will be checked upon their return and may stay if the child is "nit free".

## CHRONIC AND SPECIAL HEALTH NEEDS:

At the time of registration, parents are expected to indicate on their child's registration form if their child has chronic or special health needs that require special attention.

Parents are expected to provide the Site Director of any procedures or accommodations that may need to be taken. All staff within your child's program will be properly trained in the procedures outlined for children who have special accommodations, needs or medical conditions listed.

## STORING AND ADMINISTERING MEDICATION:

Medication can be stored and administered at KidsCare under the guidelines which are set forth by the Nebraska Health and Human Services Regulation and Licensure division. KidsCare requests that all medication be delivered directly to Site Directors and that proper documentation is completed. KidsCare will not store nor administer any medication that has not been delivered to the Site Director by parent/guardian, accompanying proper completed documentation. Expired medication will not be kept on site, as it is a violation of our licensing agreement with the State of Nebraska. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply KidsCare with non-expired medication, accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

**8-016.03 Delivery of Medication:**

Any child care provider, center, or preschool staff person who gives or applies medication shall do so in accordance with the "5 Rights" as required in Nebraska Statute 71-6718 through 6742. These are:

1. The right drug;
2. The right recipient;
3. In the right dose;
4. By the right route;
5. At the right time;

**8-016.04 Parental Responsibility:**

Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication.

Center and preschool directors have the responsibility to assess the ability of staff to give or apply medication safely.

**8-016.05 Confidentiality:**

Any childcare provider, center, or preschool staff who gives or applies medication shall not disclose information about a child's medication unless such information is needed to protect the health of other children or staff.

**8-016.06 Written Permission and Instructions:**

All childcare providers, center or preschool staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Childcare providers, center or preschool staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

**8-016.06A Report to Parents:**

Any error in giving or applying medication shall be reported to the parent.

**8-016.07 Unusual Circumstances:**

There must be a written statement from the licensed healthcare professional who prescribed the medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN); or
2. By route other than oral, topical, inhalant, or installation.

**8-016.09 Hand Washing:**

All childcare providers, center and preschool staff shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

**MEDICATION LOG:**

Each site has a designated medication binder for children enrolled receiving medication. The information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian which includes a competency statement permitting KidsCare to administer medication to your child. If medication is to be given on an 'as needed' basis, prescription or nonprescription, a note from a licensed healthcare professional indicating that KidsCare can administer the medication on an 'as needed' basis is required. Medication log forms are required to be updated each summer, at the beginning of each school year, and at any time medication type, dose, route, and/or time of administration is modified.

**MEDICATION STORAGE/FIRST AID KIT:**

All medications and first aid supplies are kept on site and stored in an area that can be locked at all times. An additional locked box is provided for medications that may need to be refrigerated. The following first aid supplies are available at all times: fever thermometer and covers, bandaids, sterile gauze pads, tweezers, tape, and gloves.

**EPI-PEN:**

If your child has an allergy that may require the use of an Epi-pen, KidsCare will require his or her own Epi-pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

## **LATEX GLOVES:**

Latex gloves are worn by staff when administering first aid. Please inform the Site Director and indicate on your child's registration form if your child has a latex allergy.

## **SUNSCREEN:**

In order for KidsCare to administer sunscreen to a child during school year operations, a medication log must be completed by parents/guardians. A doctor's note is not required in this case. It is the responsibility of parents/guardians to provide sunscreen that is labeled with the child's name. During summer operations, we do not require that a medication log be completed nor do we require a doctor's note; however, we do require that a parent or guardian complete a KidsCare 'Sunscreen Administration Form'.

## **MINOR AND SERIOUS ACCIDENTS:**

In case of an accident at KidsCare, emergency first aid will be administered and parents or guardians will be notified. If the Site Director is unable to reach the parent or guardian, emergency phone numbers will be used. An emergency unit will be called only in extreme cases. These units are dispatched by city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A staff member would accompany any child being transported to a local hospital, and remain with the child until the parent or guardian has arrived. At the time of enrollment parents give the Springfield Platteview Community Schools Foundation KidsCare program permission to transport and treat in the event a medical emergency arises. A copy of the child's registration form and immunization records would be brought to the hospital with the staff member.

An accident report outlining the care and procedures administered to the child will be completed and placed in the child's file. A copy will also be given to the parent and the Foundation office. The parent or guardian must sign the accident report before the child will be allowed to return to KidsCare. Parents or Guardians are responsible for any expenses incurred due to an injury.

## **GENERAL GUIDELINES USED FOR ADMINISTERING FIRST AID:**

1. Staff will not move the child until we determine the extent of the injury.
2. Any mild cut or abrasion will be washed with warm water and a bandaid will be applied. Salves, ointments, or creams will not be applied or kept on site, unless an "as needed" script is provided by a licensed health care professional and the parent or guardian has supplied the medication.
3. In case of deeper cuts possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another authorized person on the child's registration form, or notify the child's listed physician for medical advice.
4. If a limb is visibly distorted we will contact the parent or guardian immediately. The parent or guardian can then make the recommendation as to having 911 dispatched, or if the parent would prefer to transport. If we are unable to get in contact with the parent or guardian staff will call 911 immediately. If a child is transported to a local hospital, a staff member will accompany the child to the hospital, and remain with the child until the parent or guardian has arrived.
5. If a child becomes unconscious 911 will be called immediately.
6. In case of a head injury of any kind, staff will apply a cold compress to the injured area, and call the parent or guardian.

## **CPR/FIRST AID:**

At least one staff member who is CPR/First Aid certified must be on duty at all times. Oftentimes several employees are certified per site, as the Springfield Platteview Community Schools Foundation KidsCare pays for any employee who desires to become CPR/First Aid certified.

## **MANDATED REPORTING:**

According to law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subjected to abuse or neglect.

## **FIRE AND TORNADO DRILLS:**

Fire and tornado drills are conducted and documented quarterly. Quarterly fire and tornado drills are completed in am and pm sessions, so all children are familiar with evacuation procedures. A written record of fire and tornado drills, along with a map showing proper evacuation routes, is posted at each KidsCare site.

## **NUTRITION AND FOOD SAFETY:**

As a licensed childcare center, we are required to provide nutritious snacks that meet all the required components established in the school food guidelines. There are no additional fees charged to families for breakfast or afternoon snacks. Snacks are planned by the Food Services Coordinator. The Food Services Coordinator meets state guidelines on food preparation and safety guidelines.

# Parental Involvement



## **PARENTAL 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 childcare program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the KidsCare employees at your school, built on mutual trust and respect, is key in making your child care arrangement 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 your provider know if there is something going on in your child's life that may be affecting behavior.
- Be aware of program policies and honor them. Respect drop-off and pick-up times, and call if you are going to be late for any reason.
- Get involved with the program. The more you participate, the more dedicated you will feel.
- There are bound to be certain topics or situations that are difficult to talk about with KidsCare 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:
- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- Avoid confronting KidsCare employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

## **PARENT PARTICIPATION:**

Open House Nights:

- Each semester KidsCare will sponsor an open house for parents and children to attend. Activities will mirror the activities in which students participate during the program times.
- This allows parents to see the interactions between staff members and to get an idea of the activities provided to your children.

Parent Nights:

- A few times a year the KidsCare program in conjunction with the schools will offer Parent Nights to offer help and information to the families of our students. These nights will give you community information in regards to current topics such as technology, bullying, child health and wellness.
- We want to provide a partnership to help our children and families be successful.

## **KIDSCARE COMMITMENT TO FAMILY FRIENDLY SERVICE:**

Help us learn about your child!

- Tell us about your day when you pick up your child.
- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

This is a partnership with families and KidsCare! We welcome you to visit with us and become part of our program.

## **COMMUNICATION TOOLS:**

The list below indicates strategies which the KidsCare program feels are helpful in communicating with families.

- A parent bulletin board is posted at each site with reminders, policies, and general information specific to your child's site.



- Each family has their own parent file. Parent files should be checked daily for correspondence.
- Monthly newsletters will be distributed by the Site Director highlighting program events and news.
- Ideas, Suggestions, & Complaint Forms are available for parents to complete at any time. These forms can generally be located on the sign in and out table at your child's site.
- Our website, [springfieldplatteview.org](http://springfieldplatteview.org), is an excellent way for our families to access general information regarding KidsCare policies and procedures, lesson plans, breakfast and snack menus, contact information and much more.

### **VISITORS:**

KidsCare welcomes you to visit the site at any time and wants you to feel free to ask questions. Please consult with the Site Director should any problems arise concerning your child, whether at home, school or KidsCare. Visits are also conducted by the KidsCare Program Director, Foundation Boards Members, and state licensing officials.

### **FAMILY INFORMATION:**

It is the responsibility of parents to notify the Site Director of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation. All changes must be completed in writing and submitted to your Site Director.

### **PARENT/GUARDIAN RESPONSIBILITIES:**

- Call your child's site or speak to the Site Director if your child will not be attending.
- Notify the site in advance if anyone other than the parent or guardian will pick the child up.
- Notify your Site Director of any special needs your child may have. The information must also be listed on your child's enrollment form.
- Sign your child in/out daily.
- Honor KidsCare operating hours by not dropping your child off before 6:30 am, and picking your child up by 6:00 pm.
- Update your child's records as changes occur.

- Notify the Site Director in the event of questions or concerns with KidsCare staff or policies.
- Have your tuition account set up with a valid account through Tuition Express, and keep the account current.
- Notify in writing on the appropriate form provided by the KidsCare program of changes to your child's enrollment status or intention to withdraw from the KidsCare program.

**Parent Handbook Acknowledgement & Payment Agreement**

Name of Children: \_\_\_\_\_  
\_\_\_\_\_

<b>Program</b>	<b>Annual Amount</b>	<b>Deduction Amount</b>
Before School Only	\$1566	\$87
After School Only	\$1800	\$100
Before & After School	\$2430	\$135
Drop-In/Daily Rate - AM	\$17	
Drop-In/Daily Rate - PM	\$20	
Full day care during school year	\$40	
Enrollment Fee	\$35/\$20	

\*15% discount will be given to families with more than one child enrolled full time.  
\*\*Subsidized Child Care Families – Please just sign that you received the Handbook below.

During the School year tuition is deducted on the 2nd & 4th Friday of each month during the school year. During the summer tuition is deducted each Friday.

I have read and understand the KidsCare Parent Handbook and agree to pay the scheduled tuition as outlined. I will also provide KidsCare with a completed Tuition Express form at the time of registration.

Name of parent/guardian  
\_\_\_\_\_

Parent/guardian signature  
\_\_\_\_\_

Date \_\_\_\_\_