



# **ECE PARENT PAY PRE-K PARENT/GUARDIAN HANDBOOK**

**OMAHA PUBLIC SCHOOLS FOUNDATION**  
[www.opsfkidsclub.org](http://www.opsfkidsclub.org)

## **ECE PARENT PAY PRE-K**

**Purpose:**

Providing planned educational programming for children ages 4-5 that will equip them with the skills and knowledge needed for kindergarten readiness.

**Mission:**

ECE Parent Pay Pre-K provides families with quality curriculum based early childhood programming. All while having a safe, fun, and inclusive space that is developmentally appropriate and prepares each child for kindergarten.



Dear Parent/Guardian,

Welcome to ECE Parent Pay Pre-K! We appreciate the fact that you and your child are part of our growing Early Childhood Education family. We have an exciting year ahead of us, full of fun and surprises for everyone.

This parent handbook contains information you should know about our current program and our policies. Please read through the handbook and save it for future reference. If you have any questions about any aspect of our program, please call us at (402) 502-3032.

Thank you for choosing the Omaha Public Schools Foundation Early Childhood Program. We greatly appreciate your support.

Toba Cohen-Dunning  
Executive Director

Staci Gowan  
Chief Financial Officer

Jenny Gowan  
Director of Programming & Marketing

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Kids Club & ECE Pre-K Program Director

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[www.opsfkidsclub.org](http://www.opsfkidsclub.org)

## Table of Contents

Description of Services	5
Hours & Days of Operation	6
Fees	6
Consolidated Day	6
Returned Check Policy/Non-Payment Penalty Fee	6
Parent/Guardian Financial Responsibility	6-7
Account Past Due Policy	7
Parent/Guardian Program Responsibility	8
Release of Information & Non-Custodial Parent	8
Family Education Rights & Privacy Act (FERPA)	8-9
Attendance	9
Late Pick-Up Policy	9
Weather Cancellations	9
Federal Tax ID Number/Authorized Representative	10
Ill Child Policy	11
Injured Child Policy	12
Medication Policy	13
Authorized Pickups & Emergency Contacts	13
Disaster Preparedness Plan	13
Personal Belongings/Electronics Policies	13
Student Behavior Policy	14-15
Parent Responsibility & Code of Conduct	16
Kids Club Member Pledge	17

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## ***DESCRIPTION OF SERVICES***

### **THE PROGRAM**

Providing planned educational programming for children ages 4-5 that will equip them with the skills and knowledge needed for kindergarten readiness. Our classrooms utilize the Creative Curriculum, Second Step Curriculum and enrich learning through various hands-on activities.

Children currently enrolled at the host school are eligible for before and after school Kids Club that includes recreational activities supplemented with in-room activities such as arts, crafts, games, reading or storytelling, music, drama, the opportunity to complete school assignments and free time.

ECE Parent Pay Pre-K is held in the following Omaha Public Schools (OPS) elementary buildings and administered by the Omaha Public Schools Foundation (OPSF): Columbian, Picotte, Saddlebrook, Standing Bear and Western Hills.

### **AGES OF CHILDREN SERVED**

The program is for children 4 and 5 years of age.

### **REQUIREMENTS OF CHILDREN SERVED**

ECE Pre-K staff cannot provide one-on-one supervision during operating hours. ECE Pre-K must be able to operate in a setting with one adult for every 12 children. Child(ren) will also be required to participate in 90 minutes of quiet/rest time per school and consolidated days.

**All children enrolled in the ECE Pre-K program must be fully toilet trained and able to use the restroom independently.** Children must not require restroom assistance and must demonstrate age-appropriate hygiene skills. This includes recognizing the need to use the restroom, using the toilet, managing clothing, wiping, flushing, and washing hands without staff assistance. Staff may provide supervision and verbal reminders only and are not permitted to assist with wiping, clothing, or toileting. While we understand that children are still learning and occasional accidents may occur, frequent accidents or repeated need for staff support indicate that a child may not developmentally ready for the Pre-K setting. In these cases, families may be asked to pause enrollment, transition programs, or make alternative arrangements.

Child(ren) will also be required to participate in 90 minutes of quiet/rest time per school and consolidated days.

If a child has special needs as defined by the Nebraska Department of Health and Human Services Regulations in Title 391 Chapter 4, then that child will not be subject to the requirements as set forth in the above paragraph. If a child has special needs, the parent/guardian must notify the Omaha Public Schools Foundation at the time of enrollment. A special needs care plan may be developed with the involvement of the child's parent/guardian and the Omaha Public Schools Foundation that is consistent with state guidelines.

### **INDIVIDUALIZED EDUCATION PLANS (IEP)**

Individualized Education Plans (IEPs) are designed for a student's educational setting. For our 4- and 5-year-olds, we welcome collaboration with families to understand how we can best support your child's needs and create a successful experience in our care. Any and all IEP implementation is done with the direction and support of OPS school staff. We support learning accommodation provided through OPS; however, program placement may be subject to change based on the child's needs and overall program fit.

## **HOURS OF OPERATION**

Before School Kids Club: 6:30 A.M. – 8:35 A.M

School Day: 8:35 A.M. – 4:05 P.M.

After School Kids Club: 4:05 P.M. – 6:00 P.M.

## **DAYS OF OPERATION**

The program operates Monday through Friday on days when Omaha Public Schools are in session. When Omaha Public Schools is not in session, consolidated day is provided on select days designated by the Omaha Public Schools Foundation. Service will **NOT** be provided when school is dismissed early.

## **FEES**

Upon registration, there is an annual NON-REFUNDABLE fee of \$75.00 per child. ECE Pre-K rates are a pre-paid flat weekly fee applied to accounts on Monday's. Whether your child attends one or five days, the program's cost will be the weekly rate scheduled.

## **WEEKLY RATES**

ECE Pre-K	\$250.00
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\* Failure to pay will result in removal from the program and in some instances may result in the child(ren) being placed on the waiting list for your program, prior to re-admission to the program.

\*\*\* All accounts must be at a zero balance prior to the last week of school.

## **CONSOLIDATED DAYS**

Consolidated Days are optional, non-instructional days available to all students currently enrolled in the OPSF Parent Pay Pre-K (ECE) program. These days are held when OPS has designated a no-school day, providing supervised care and engaging activities such as arts and crafts, games, reading, music, and hands-on learning experiences in a safe, nurturing environment.

For one of the one- or two-day weeks off, weekly rates are not prorated, and consolidated days are held at no charge, with lunch provided by OPSF. During holiday recesses, a fee of \$50 per child per day applies. All Consolidated Days are held at a designated OPS Elementary School each year.

## **RETURNED CHECK POLICY**

There will be a \$25.00 fee charge on all returned checks.

## **NON-PAYMENT PENALTY FEE**

If payment remains outstanding after two weeks, a **\$25 non-payment fee** will be applied to your account.

## **STATEMENT OF FINANCIAL RESPONSIBILITY OF PARENT/GUARDIAN**

Parents/guardians are responsible for managing all financial aspects of care for their child(ren). Unless approved by an Omaha Public Schools Foundation (OPSF) administrator, children will not be admitted to the program if an account has an unpaid balance. *Site directors do not have the authority or responsibility to grant payment extensions.* Families are expected to pay for services on time. OPSF reserves the right to refuse service if fees are not paid as scheduled. Services will be discontinued until the account balance is paid in full or other arrangements are made through the OPSF central office. Additionally, a security deposit may be required if an account has previously been sent to collections.

This includes:

- **Payment Requirement:** Unless an Omaha Public Schools Foundation (OPSF) administrator grants permission, no child will be admitted to the program with an unpaid balance. The site director does **not** have the authority to grant extensions or waive fees.
- **Timely Payments:** Families are expected to pay for services on time. OPSF reserves the right to refuse service if fees are not paid as scheduled. Service will be discontinued until the account balance is paid in full or other arrangements are made through the OPSF central office.
- **Security Deposits:** A security deposit may be required if an account has previously been sent to collections.
- **Methods of Payment:**
  - The preferred method of payment is online at [opsfkidsclub.org](http://opsfkidsclub.org). Contact the OPSF office for assistance at 402-502-3032.
  - Sites can accept payments by **check or money order only**.
  - Cash payments will **only** be accepted at the OPSF office.
  - Always print your child(ren)'s name(s) on checks or money orders.
- **Account Responsibility:**
  - OPSF does not enforce court orders related to payment.
  - The account guarantor on file is responsible for the entire balance, regardless of other agreements.
- **Service Discontinuation & Collections:**
  - Service can and will be discontinued if bills are past due.
  - Unpaid bills may be sent to a collection agency.
- **Tax Documentation:** A tax summary for all accounts will be available at the beginning of each calendar year.

Parents/Guardians must abide by the policies stated in the Parent/Guardian Handbook that is available online at [www.opsfkidsclub.org](http://www.opsfkidsclub.org) and paper copies may be obtained upon request from the Omaha Public Schools Foundation.

#### **ACCOUNT PAST DUE POLICY**

If your account is more than two weeks past due, including the current billing week, with no payment or communication, any child(ren) enrolled will not be allowed to attend until the balance is **paid in full**.

If communication has been made to you regarding your account needing to be paid in full, **NO** partial payments will be accepted to gain access to the program.

*If non-payment fee has been applied and no payment has been made or if account has been charged 3 non-payment fees, registration **WILL** be cancelled at the discretion of the OPSF office, and all future registrations must be approved.*

*OPSF reserves the right to change or adjust this policy at any time.*

## **PARENT/GUARDIAN PROGRAM RESPONSIBILITIES**

Parents/guardians play an essential role in supporting their child's success, safety, and positive experience in the program. Responsibilities include:

- **Annual Registration:** Complete the online registration for each child every year. Make sure all requested information is accurate and complete to help staff provide the best care possible.
- **Updating Information:** Keep all contact information, emergency contacts, and schedules current with the Omaha Public Schools Foundation. Prompt updates ensure staff can reach you quickly in case of emergencies and provide care that matches your child's needs.
- **Daily Drop-Off and Pick-Up:** For the safety and security of all children, parents/guardians are **required** to walk their child(ren) to and from Kids Club every day! Drop-offs and pick-ups at the curb, parking lot, or doorway are not permitted. Guardians must personally walk their child(ren) into and out of the building. This ensures that staff can safely account for every child, provide proper supervision, and communicate important information directly with the guardian.
- **Preparedness:** Provide your child with any required items, such as weather-appropriate clothing, school supplies, or snacks. Being prepared allows your child to fully participate in all activities.
- **Attendance Communication:** Notify staff in advance of absences, late arrivals, or schedule changes. Timely communication helps staff plan activities and maintain proper supervision ratios for safety.
- **Required Documentation:** Submit all necessary forms, such as medical authorization, allergy information, or custody paperwork, before your child begins care. Keeping these forms current ensures your child's safety and well-being.
- **Behavior Partnership:** Work with staff to support your child's behavior and development. Follow any strategies or behavior plans implemented by the program to help your child succeed.
- **Policy Acknowledgment:** Read, understand, and follow all program policies and procedures outlined in the Parent/Guardian Handbook. The handbook is available online at [www.opsfkidsclub.org](http://www.opsfkidsclub.org), and printed copies are available upon request.

## **RELEASE OF INFORMATION AND NON-CUSTODIAL PARENT**

A non-custodial parent generally has the right to review their child's records unless there is a court order on file at ECE Pre-K that specifically prevents it. Please note that staff are **not responsible for enforcing court orders**—it is the family's responsibility to provide any relevant legal documentation.

We **will not release any information about a student** unless approval is given by the **primary account holder** or the parent is listed on the child's account.

The **primary account holder** on file is also the person who will be held financially responsible for the full balance of the account, regardless of custody arrangements or agreements between parents.

Parents/guardians should make sure that all legal documents related to custody or access to records are current and on file with ECE Pre-K to avoid confusion.

## **FERPA POLICY**

Kids Club is committed to protecting the privacy and confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA). All Kids Club staff, as well as primary account holders and other parent/guardians, must comply with FERPA guidelines.

Student records, including sign-in sheets, rosters, schedules, and other personally identifiable information, will only be shared with authorized staff or parent/guardians listed on the student's account. Kids Club staff will not disclose student information to other families, outside organizations, or anyone claiming to be related to a student unless they are authorized on the account. Physical records are securely stored, and electronic records are protected with password access and staff will verify the identity of parents or guardians before sharing information. **When in doubt, staff will refrain from sharing information and consult the Kids Club Program Director.**

Any behavior plans put in place by Kids Club will not be discussed with anyone other than the student's guardian, as they become part of the students' educational record and cannot be shared with outside parties.

Contact information for other parents **will not** be shared under any circumstances, including phone numbers.

Parents entering the building should not interact with another student in a correcting, disciplinary, or negative manner. If any of these situations occur, it may result in removal from the program. Please see the parent behavior and code of conduct for more information.

#### **ATTENDANCE**

A parent/guardian must accompany their child in and/or out of the program, regardless of the child's age. ECE Pre-K is responsible for children when they enter the site or classroom. Only persons authorized to pick up the child may do so. **WE RESERVE THE RIGHT TO DISCONTINUE SERVICE IF PARENTS/GUARDIANS DO NOT COMPLY.**

Only parents/guardians and those listed on the registration may pick up a child. If someone else is picking up a child, the parent/guardian must update the authorized pick-up list online AND notify Site Director or Omaha Public Schools Foundation of any changes. Identification will be requested at the time of pick up.

#### **LATE PICK UP**

**All children must be picked up by 6:00 p.m. sharp, according to the ECE Pre-K/Kids Club clock.**

Parents/guardians will be billed for late pick-up at a rate of \$25.00 every 15 minutes starting at 6pm, or fraction thereof, per child. Late fees are due upon receipt. NO EXCEPTIONS WILL BE MADE, INCLUDING INCLEMENT WEATHER, TRAFFIC, AND WORK SCHEDULE. **Three late pick-ups will automatically result in termination of the program.**

The emergency contact person listed in the authorized pickups will be called to pick up the child if the parent/guardian cannot be reached. If the child is not picked up within  $\frac{1}{2}$  hour by the parent or authorized adult, the police department will be called.

#### **WEATHER CANCELLATIONS**

**SERVICE WILL NOT BE PROVIDED WHEN SCHOOL IS CANCELLED DUE TO INCLEMENT WEATHER. LISTEN TO MEDIA BROADCASTS FOR SCHOOL CLOSING, CHECK THE ALERTS SECTION AT OPS.ORG, OR SIGN UP FOR TEXT ALERTS AT [opskidsclub.org](http://opskidsclub.org).**

**If OPS cancels after school activities; PM Kids Club & after school Pre-K care will also be cancelled!**

**FEDERAL TAX I.D. NUMBER**

The federal tax identification number for the OPSF is 36-3301526. This is the number to be used when filing taxes or setting up flex plans with employers.

**AUTHORIZED REPRESENTATIVE**

Mrs. Toba Cohen-Dunning, Executive Director  
OMAHA PUBLIC SCHOOLS FOUNDATION

3861 Farnam St. - Omaha, Nebraska 68131- (402) 502-3032

**For questions regarding Child Care Licensing: Regulations, Compliance Reviews, Negative Action, or Make a complaint call 1-800-600-1289.**

## **ILL CHILD POLICY**

**ECE Pre-K cannot care for an ill child.** An ill child who comes to ECE Pre-K in the morning will not be accepted for services that day and will be sent home with the person bringing him/her. A child who becomes ill while at ECE Pre-K will be separated from the group and taken to the nurse if the nurse is available. A parent/guardian will be called and expected to pick up their child immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the registration form will be called and asked to pick up the child.

### **Common School-Age Diseases and School Exclusion**

**Chicken Pox** - Exclude until all lesions are crusted/dry and student is fever-free for 24 hours without fever-reducing medication

**Colds** – Exclusion unnecessary. No exclusion of contacts.

**Conjunctivitis (Pink Eye)** - Exclude for purulent drainage or crusting around eye. May return when eye is normal in appearance or with written physician approval.

**Covid-19** – Exclude until fever free for 24 hours without fever-reducing medication

**Diarrhea** – Three incidents in a day. May return when no longer experiencing diarrhea.

**Fever – Temperature of 100.4 or greater.** May return when fever free for 24 hours without fever-reducing medication.

**Fifth Disease** - Exclude until fever free for 24 hours without fever-reducing medication or with written physician approval. May return with rash present, as student is no longer contagious when rash appears.

**Hand, Foot and Mouth Disease** - Exclude during acute phase of fever, sore throat, elevated blisters occurring on hands, feet or in the mouth. May return if they have no fever without use of fever-reducing medication, no uncontrolled drooling with mouth sores and feel well enough.

**Impetigo** - Exclude until lesions are under treatment. May return with written documentation from the physician.

**Influenza** - Exclude until fever free for 24 hours without fever-reducing medication

**Lice (Head or Body)** – Nits are not a cause for school exclusion. Parents of students with live lice are to be notified and the child treated prior to return to school. Only persons with active infestation need to be treated. Avoid head-to-head contact. No exclusion of contacts.

**Measles (Rubella/Rubeola)** - Exclude for duration of illness and for no less than 4 days after onset of rash. **Follow guidance provided by the Local Health Department, Health & Human Services, and OPS.**

**Meningitis (Bacterial and Viral)** - Exclude for duration of illness **Follow guidance provided by the Local Health Department, Health & Human Services, and OPS.**

**MRSA (Staph Infection)** - Exclusion unnecessary unless directed by physician. Keep lesions covered at school. Good handwashing and sanitation practices; no sharing of personal items.

**Mumps** - Exclude 5 days of onset of swelling in the neck. No exclusion of contacts. Inform parents of unimmunized students on campus of possible exposure. **Follow guidance provided by the Local Health Department, Health & Human Services, and OPS.**

**Pertussis (Whooping Cough)** - Exclude until physician approves return per written documentation. **Follow guidance provided by the Local Health Department, Health & Human Services, and OPS.**

**Pinworm** - Exclude until treated, as documented by physician. No exclusion of contacts. Careful handwashing essential.

**Ringworm** - If affected areas cannot be covered with clothing/dressing during school, exclude until treatment is started.

**Scabies** - Exclude until the day after treatment is started. No exclusions of contacts.

**Shingles** - Exclude if the lesions cannot be adequately covered until after lesions have fully healed.

**Strep Infections (Scarlet Fever, Scarletina, Strep Throat)** - Exclude until fever free for 24 hours without fever-reducing medication and under treatment for 24 hours.

**Vomiting** - May return when vomiting free.

\*\*As a note, we **recommend** students stay home for 24 hours after fever, vomiting, etc. If a student returns within the 24-hour period, they would be able to remain at school as long as they do not meet the discharge criteria again with a fever, new episode of vomiting, etc.

\*\*The day of onset of specific symptom is counted as day zero; the day after onset is day one. Careful hand washing is the most important thing that can be done to prevent the spread of most infectious diseases.

## **INJURED CHILD**

Every effort is made to keep children safe. Unfortunately, injuries may occur. All staff members are certified in CPR/AED/First Aid and are there to assist a child in case of injury. Basic first aid will be given if a minor injury occurs (e.g.: scrapes, cuts, bruises). The parent/guardian will be notified when they pick up their child. In case of serious injury, the parent/guardian will be notified immediately. If a parent/guardian cannot be reached, the emergency contact person listed on the registration form will be called. Emergency services (911) will be called for more serious injuries.

## **MEDICATION POLICY**

The policy of the OPSF ECE Pre-K program is not to administer any medication without a written order from the doctor. No unauthorized medication, (aspirin and cough drops included), shall be administered by ECE Pre-K personnel.

When a child must take medication, which has been prescribed by a duly licensed physician, during the hours he/she is in ECE Pre-K, the following procedures are to be strictly adhered to:

- a) The site director shall have in writing the permission of the parent/guardian and a written statement from the physician. The physician's statement must indicate when the medication is to be taken and the amount.
- b) The medication must be brought by the parent/guardian to the school.
- c) Only one week's supply should be brought at a time, unless otherwise indicated by the parent/guardian and attending physician.
- d) The label on the medication should include the child's name, physician's name, date, and directions to be followed.
- e) The medication should be stored in a locked container in the ECE Pre-K area or with school nurse, if applicable.
- f) Epi-pens-If your child has an allergy that may require the use of an Epi-pen, ECE Pre-K will require their own Epi-pen kept on site which will be provided by the parent/guardian. All Epi-pens must be accompanied by an Emergency Action Plan and a note including explicit dosage and administration instructions, from a physician. If your child requires 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.

**ECE Pre-K may not have access to medication in the school or nurse's office. The parent/guardian must provide separate permission forms and medication if needed during the day.**

### **AUTHORIZED PICKUPS & EMERGENCY CONTACTS**

Parents/guardians are **responsible for keeping all contact information current**, including phone numbers, addresses, and emergency contacts. It is also the parent/guardian's responsibility to notify the site director of any situation that may affect their child's health, safety, or well-being. All authorized pickups must be prepared to **show valid identification** when picking up a child. Please ensure that the adults you list are aware of their role and able to act responsibly if called upon.

**In the event of an emergency, if a parent/guardian cannot be reached, ECE Pre-K staff will contact the listed emergency contacts and authorized pickups until someone is available to assist or pick up your child.**

### **DISASTER PREPAREDNESS PLAN**

Omaha Public Schools Foundation ECE Pre-Ks sites each have a disaster preparedness plan specific to the school in which it is located. This preparedness plan covers all procedures for fire, tornado, lockdown, flood and gas leak.

*The reunification of parents/guardians with their child (ren) in case of evacuation will be handled immediately by Omaha Public Schools Foundation Staff (ECE Pre-K Staff) calling parents/guardians.*

### **PERSONAL BELONGINGS**

Children **MAY NOT** bring toys, games, or other treasures from home on regular ECE Pre-K days and consolidated days, unless prior permission has been given by the teacher. We encourage your child to bring a book from home and to read at their leisure. Reading space will always be available. ECE Pre-K is not responsible for the loss or damage of personal belongings, or school property in the child's possession. **Any item needed to better assist your child during their time in ECE Pre-K must be approved through the Omaha Public Schools Foundation.**

### **CELL PHONES/SMART WATCHES**

Students are allowed to bring cell phones to ECE Pre-K, however, compliance with the following rules is **required**:

- a) Cell phones are to be **kept in backpacks or given to ECE Pre-K staff upon arrival** to secure during ECE Pre-K.
- b) Students are **not permitted** to use cell phones, or smart watches, during ECE Pre-K. This includes for use of calls, social media, use of apps, camera usage, etc.

\* Failure to comply with cell phone expectations will result in disciplinary action by Director (a verbal warning given first time, written warning for any infraction following verbal warning).

## **STUDENT BEHAVIOR POLICY & EXPECTATIONS**

The rights, property, and dignity of each person in and around the school are to be always safeguarded. The same standards of conduct expected throughout the school day will be expected of students, parents/guardians, and staff in the ECE Pre-K Program. The following policy statements will be enforced. The parent/guardian should discuss these statements with their child. **Parents and guardians must also follow these policies. Failure to do so will result in termination of the program.**

Parent/guardian will be informed if the child's behavior becomes unmanageable or otherwise requires attention. If needed a brief, supervised time out from the group, loss of privileges, and/or suspension from the program may be used at the discretion of the Site Director and Program Director.

A **WARNING** will be given when there is a minor infraction of the rules. Minor infractions may include:

- a) Site Disruption
- b) Disrespecting Staff & Others
- c) Engaging in verbal conflict
- d) Misuse of ECE Pre-K supplies and games
- e) Inappropriate Language or Actions (including but not limited to vulgar, indecent, profanity language, and inappropriate body language – please see below)

\*\*The parent/guardian will be notified of the warning and appropriate disciplinary actions.

\*\*\*The site director will document the incident and relay information to the OPSF office. They will notify parents and have parents sign the report.

A **SUSPENSION** will be given when there is severity or chronic nature of an individual behavior. Suspension infractions may include:

- a) Continual Site Disruption
- b) Disrespecting Staff & Others
- c) Engaging in verbal conflict
- d) Fighting; Less Serious
- e) Exposure to Bodily Fluid
- f) Misuse of ECE Pre-K supplies and games
- g) Misuse of school property (i.e.: school issued iPads)
- h) Inappropriate Language or Actions (including but not limited to vulgar, indecent, profanity language, and inappropriate body language – please see below)
- i) Possession of weapon on school grounds
- j) Placing staff and others at risk by use of a weapon or threat
- k) Repeated verbal or written warnings

\*\* One to five days suspension may be warranted for repeated behaviors.

**If your child is suspended from the program, the regular rate for the days or weeks of suspension will still apply. Failure to pay for the week(s) during the suspension period will result in the cancellation of your registration. This policy ensures that your child's spot in the program is held during the suspension period.**

***If inappropriate behavior continues and a child receives repeated warnings or suspension, he/she may be removed from the program after receiving three written warnings.***

A **TERMINATION** will be given with or without prior warning when serious misbehavior occurs. Serious misbehavior includes and is not limited to:

- a) Damage to ECE Pre-K property or ECE Pre-K site
- b) Disrespecting Staff & Others (including but not limited to Harassment, False Allegations against staff, Bullying, Threats, or Intimidation)
- c) Engaging in verbal conflict
- d) Fighting; Serious
- e) Misuse of ECE Pre-K supplies and games
- f) Misuse of school property (i.e.: school issued iPads)
- g) Inappropriate Language or Actions (including but not limited to vulgar, indecent, profanity language, and inappropriate body language – please see below)
- h) Harassment
- i) Destructive or uncontrollable behavior
- j) Leaving ECE Pre-K space and site without permission
- k) Possession of weapon on school grounds
- l) Placing staff and others at risk by use of a weapon or threat

**\*NOTE: Inappropriate Language or Actions that are derogatory, ethnic, racial, religious, and/or social remarks could also result in an immediate suspension or termination from the program. This includes language or actions used by the child or parent/guardian of a child.**

*Terminations will be at the discretion of the OPSF Program Director when they believe it is in the best interest of the child and/or the program. If your child is suspended or terminated from ECE Pre-K, school administration will be notified.*

## **PARENT RESPONSIBILITY & CODE OF CONDUCT**

**Parents and guardians play a critical role in maintaining a safe, respectful, and professional environment at ECE Pre-K. The following expectations apply exclusively to parents and guardians. Compliance is mandatory, and failure to follow these policies will result in immediate termination of your child's enrollment.**

**Parents or Guardians of all ECE Pre-K children are expected to abide by the following:**

**a) Respect for Staff**

- a. Parents and guardians are expected to treat all ECE Pre-K staff with **professionalism, courtesy, and respect always**. Staff are responsible for your child's safety and supervision, and their authority must be respected at all times, both inside the program and on school property.
  - i. Any parent or guardian who violates this policy will face **immediate termination of their child's enrollment**. This includes, but is not limited to:
    - 1. Raising your voice or shouting at staff
    - 2. Using offensive, threatening, or derogatory language
    - 3. Harassing or intimidating staff in person, by phone, or online
    - 4. Attempting to influence staff decisions outside of proper channels

**b) No Confrontations with Other Families**

- a. Parents and guardians are strictly prohibited from addressing, confronting, or interacting with other parents or students regarding ECE Pre-K matters on school property. **Any violation of this rule will result in immediate termination.**

**c) No Smoking on School Property**

- a. Smoking of any kind is strictly prohibited on all school grounds. School facilities are public property funded by taxpayers, and violations of this rule may result in **immediate termination**.

**d) Protection of Property**

- a. Parents and guardians are responsible for any damage caused by themselves or their child to ECE Pre-K property, school property, or the property of others. Willful destruction or abuse will result in **financial liability and immediate termination**.

**e) Restricted Access to School Areas**

- a. Parents and guardians are only allowed in designated ECE Pre-K spaces. Unauthorized access to classrooms, lockers, or other areas of the school is prohibited and may result in **disciplinary action, including termination**.

**By enrolling your child in ECE Pre-K, you acknowledge that you have read, understood, and agree to follow these policies. Failure to comply with any of these expectations may result in the immediate termination of your child's enrollment. These rules are in place to ensure a safe, respectful, and positive environment for all children, families, and staff. Your cooperation is mandatory.**

If you have questions, concerns, or need to communicate with staff, you **must call the Omaha Public Schools Foundation at 402-502-3032** to speak with an OPSF staff member.

## **AS A ECE PRE-K MEMBER**

- 1) **BE RESPECTFUL**, kind, and polite to myself, other students, and staff at ECE Pre-K by using kind words and actions!
- 2) **BE SAFE** during ECE Pre-K and follow all directions from my teacher the first time!
- 3) **BE RESPONSIBLE** for myself and my actions during ECE Pre-K!
- 4) **BE A LEADER** by making ECE Pre-K safe and fun for everyone while making safe choices!

**BE PROUD TO BE A ECE Pre-K KID!**