



KIDS CLUB PARENT/GUARDIAN HANDBOOK

OMAHA PUBLIC SCHOOLS FOUNDATION

www.opsfkidsclub.org

KIDS CLUB

Purpose:

Providing elementary students with safe, fun spaces to start and end their day; providing families with accessible, licensed childcare professionals.

Mission:

Kids Club provides OPS families with quality before and after school childcare, so their children are in a safe, fun, inclusive space to start and end their day.



Dear Parent/Guardian,

Welcome to Kids Club! We appreciate the fact that you and your child are part of our growing Kids Club 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 Kids Club. We greatly appreciate your support of our program.

Toba Cohen-Dunning
Executive Director

Staci Gowan
Chief Financial Officer

Jenny Gowan
Director of Programming & Marketing

Gretchen Brouhard
Kids Club & ECE Pre-K Program Director

Clara Guzman
Billing & Title XX Specialist
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Habla Espanol

www.opsfkidsclub.org

Table of Contents

Description of Services	5
Hours & Days of Operation	5
Fees/Returned Check Policy/Non-Payment Penalty Fee	6
Parent/Guardian Financial Responsibility	6-7
Account Past Due Policy	7
Parent/Guardian Program Responsibility	7-8
Release of Information & Non-Custodial Parent	8
Family Education Rights & Privacy Act (FERPA)	8
DHHS Title XX Subsidy	9
Attendance	9
Late Pick-Up Policy	9-10
Weather Cancellations	10
Late Start Days	10
Built In Snow Days	10
Federal Tax ID Number/Authorized Representative	10
Ill Child Policy	11
Injured Child Policy	12
Medication Policy	12
Emergency & Authorized 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

DESCRIPTION OF SERVICES

THE PROGRAM

The purpose of Kids Club is to provide before and/or after school childcare in a planned program that offers activities and supervision. Children currently enrolled at the host schools are eligible for Kids Club.

Kids Club is held in the following Omaha Public Schools (OPS) elementary buildings and administered by the Omaha Public Schools Foundation (OPSF): Adams, Ashland Park-Robbins, Bancroft*, Beals, Belle Ryan, Boyd, Castelar*, Chandler View, Columbian, Crestridge, Dodge, Dundee, Edison, Fontenelle*, Fullerton, Gateway, Harrison, Indian Hill*, Jackson*, Jefferson, Joslyn, Masters, Oak Valley, Pawnee, Picotte, Pine*, Pinewood, Prairie Wind, Rose Hill, Saddlebrook, Spring Lake*, Springville, Standing Bear, Sunny Slope, Washington and Western Hills.

**Represents scholarship sites*

Supervised childcare will include 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. School breakfast will be served to all students. An after-school snack is served at no extra charge.

AGES OF CHILDREN SERVED

The program is for children 5 years old and attending kindergarten through 13 years old attending sixth grade. Children may only attend Kids Club at the school they currently attend.

REQUIREMENTS OF CHILDREN SERVED

Kids Club cannot provide one-on-one supervision during operating hours. Kids Club must be able to operate in a setting with one adult for every 15 children. All children enrolled in Kids Club must be toilet trained, must not require restroom assistance and must have age-appropriate hygiene skills.

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

INDIVIDUALIZED EDUCATION PLANS (IEP)

Please note that Individualized Education Plans are written for an educational setting. We believe you are the expert on your child; we encourage families to share ways to help your child(ren) find success in our care.

HOURS OF OPERATION

6:30 A.M. – 8:50 A.M. and 4:05 P.M. – 6:00 P.M.

* Bancroft, Castelar, Indian Hill, Pine, and Jackson operate 6:30 A.M. - 8:50 A.M. only.

DAYS OF OPERATION

The program operates Monday through Friday on days when Omaha Public Schools is in session.

FEES

Upon registration, there is an annual NON-REFUNDABLE fee of \$40.00 per child. Kids Club 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.

<u>WEEKLY RATES</u>	
AM/PM	\$90.00
AM ONLY	\$60.00
PM ONLY	\$50.00

* 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.

** A \$25.00 fee, per child, will be applied if the child(ren) attend Kids Club during a time they are not registered for.

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

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. 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 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. Types of communication may include: phone call, weekly email to email on account, mail, or word-of-mouth directly from the site.

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 single 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.
- **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.
- **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, 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 Kids Club 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 Kids Club 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.

DHHS TITLE XX SUBSIDY

At qualifying sites, Kids Club accepts eligible children who qualify for Subsidy (Title XX).

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SUBSIDY INFORMATION FOR PARENTS/GUARDIANS

- 1) It is the responsibility of parent/guardian to maintain up to date authorizations and always keep open communication with the OPSF office.
- 2) Must have current authorization with DHHS to attend the OPSF Kids Club. **THERE ARE NO EXCEPTIONS.**
 - a. OPSF office validates current authorization through DHHS portal ONLY. Documentation provided by family will not be accepted as a form of authorization.
- 3) An active Title XX authorization does not automatically register your child(ren) for program. Kids Club registration must be completed every year regardless of the end date of authorization.
- 4) Registration Fee must be paid to OPSF Kids Club. **DHHS may provide an enrollment fee up to \$25.00.** Parent or Guardian is responsible for paying any remainder balance.
- 5) Due to the high demand for Kids Club, **pending authorizations will not be accepted.** All registrants must have an **active authorization** to validate and secure enrollment.
- 6) All accounts must be **paid in full and kept current** for your child to attend OPSF Kids Club. Outstanding balances, including **family fees, late pick-up fees, and late payment fees**, must be paid promptly. Unpaid balances may result in your child's **suspension or removal** from the program.
- 7) **The family fee, if we are the first provider, must be paid to OPSF Kids Club by the 15th of the current billing month.** If payment is not received, your child will be **suspended from the program** until the balance is paid. If payment is not made by the **start of the next billing month**, your child may be **removed from the program**, and non-payment will be reported to **DHHS** as non-compliance.
- 8) Subsidy will not pay any fees related to late pick-ups at Kids Club.
- 9) If an authorization ends and is not immediately replaced with an **active authorization**, all program fees become the responsibility of the parent/guardian. **Pending authorizations are not accepted**, as back payment from DHHS is not guaranteed. Parents must keep accounts **current** to maintain enrollment.

For all Title XX questions, please contact the OPSF office at 402-502-3032.

ATTENDANCE

A parent/guardian must accompany their child in and/or out of the program, regardless of the child's age. Kids Club is responsible for children when they enter the Kids Club area in the afternoon. Parents/guardians are urged to instruct their children to go directly to Kids Club after school is dismissed. 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 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 ½ 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 OR SIGN UP FOR TEXT ALERTS AT opsfkidsclub.org.

LATE START DAYS

School will begin two hours late for all students on selected dates. Omaha Public Schools (OPS) staff will use this time for data-driven work to enhance teaching and learning across the district.

Kids Club will be available during these late start days **only for students registered in an AM session**. Students may arrive anytime between **6:30 a.m. and 10:30 a.m.** and will receive breakfast provided by OPS. Breakfast will not be provided to students who are not enrolled in a before-school program.

To accommodate the extended care services provided during these weeks, an additional fee will apply for Kids Club participants. The rates are as follows:

Late Start Additional Fee
AM/PM & AM-Only Registrants: \$10
Scholarship AM/PM & AM-Only Registrants: \$5

This fee will be automatically applied to your account on the **Monday of each week with a late start**.

BUILT IN SNOW DAYS

Two (2) snow days have been built into the billing cycle. Families will receive a snow day discount at two designated times throughout the year that may not align with the snow days sanctioned by OPS. If there are more than 2 snow days within the school year, any days after the 2 accounted will not be applied to accounts.

* Built in snow days will not apply to Scholarship Sites, Title XX, and Parent Pay Pre-k.

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

Kids Club cannot care for an ill child. An ill child who comes to Kids Club 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 Kids Club 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 account 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.

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.

Ill policy revised 12/2025

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 Kids Club 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 Kids Club personnel.

When a child must take medication, which has been prescribed by a duly licensed physician, during the hours he/she is in Kids Club, 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 Kids Club area.
- f) Epi-pens-If your child has an allergy that may require the use of an Epi-pen, Kids Club 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.

Kids Club does 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 Kids Club hours.

EMERGENCY & AUTHORIZED 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, Kids Club 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 Kids Clubs 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, lock down, 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 (Kids Club Staff) calling parents/guardians.

PERSONAL BELONGINGS

Children **MAY NOT** bring toys, games, or other treasures from home on regular Kids Club days and consolidated days. We encourage your child to bring a book from home and to read at their leisure. Reading space will always be available. Kids Club is not responsible for the loss or damage of personal belongings, or school property in the child's possession.

CELL PHONES/SMART WATCHES

Students are allowed to bring cell phones to Kids Club, however, compliance with the following rules is **required**:

- a) Cell phones are to be **kept in backpacks or given to Kids Club staff upon arrival** to secure during Kids Club.
- b) Students are **not permitted** to use cell phones, or smart watches, during Kids Club. 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).

SCHOOL ISSUED IPADS

We welcome the use of the school issued iPads at any site at the discretion of the Site Director. While using iPads, compliance with the following rules is **required**:

- a) Students must be on Omaha Public Schools approved apps or websites while in the eyesight of a Kids Club staff member.
 - a. District approved apps are preloaded on student iPads and can be found in the Manager App on school iPads.
- b) iPads are **not permitted** for use of calls, social media, non-OPS approved apps, & camera usage.

* Failure to comply with iPad 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 & CODE OF CONDUCT

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 Kids Club 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 Kids Club 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 Kids Club 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) Leaving Kids Club space and site without permission
- j) Possession of weapon on school grounds
- k) Placing staff and others at risk by use of a weapon or threat
- l) 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 Kids Club property or Kids Club 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) Exposure to Bodily Fluid
- f) Misuse of Kids Club 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) Harassment
- j) Destructive or uncontrollable behavior
- k) Leaving Kids Club space and site without permission
- l) Possession of weapon on school grounds
- m) 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 Kids Club, 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 Kids Club. 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 Kids Club children are expected to abide by the following:

a) Respect for Staff

- a. Parents and guardians are expected to treat all Kids Club 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 Kids Club 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 Kids Club 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 Kids Club 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 Kids Club, 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 KIDS CLUB MEMBER

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

BE PROUD TO BE A KIDS CLUB KID!