



OMAHA PUBLIC SCHOOLS FOUNDATION

KIDS CLUB

PARENT/GUARDIAN HANDBOOK

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.

Equity and Diversity:

Omaha Public Schools' first shared value, equity, is central to our work to deliver on our promise to our community. Within Omaha Public Schools, equity means making sure every student has the support they need to be successful. Our Board policies ([1200](#), [4003](#), [5415](#)) reaffirm our pledge to provide equal opportunity. We prohibit discrimination, bias-motivated violence, sex-based violence, and retaliation. The Omaha Public Schools Foundation Kids Club follows these policies.



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



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

Gretchen Brouhard
Kids Club Program Director

Clara Guzman
Billing & Title XX Specialist
Bilingual Assistant
Habla Espanol

www.opsfkidsclub.org

Table of Contents

Description of Services.	5
Hours & Days of Operation	5
Parent/Guardian Responsibility	6
Financial Responsibility	6
Fees	7
Weather Cancellations & Adjustments.	8
Attendance	8
Late Pick-Up	8
Ill Child	9
Injured Child	10
Medication Policy	10
Emergency Contacts	11
Disaster Preparedness Plan.	11
Personal Belongings	11
Cell Phone/Smartwatch Usage.	11
School Issued Ipads	11
Discipline	12-13
Kids Club Member Pledge	14

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*, Catlin, 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.

RESPONSIBILITY OF PARENT/GUARDIAN

The responsibility of the parent/guardian is to complete online registration for their child(ren) with all requested information and updating any personal contact and/or schedule changes with the Omaha Public Schools Foundation. Financially, it is the parent/guardian responsibility to pay for services that are accrued at Kids Club. If service is no longer needed, it is the parent/guardian's responsibility to contact the Omaha Public Schools Foundation and give notice of discontinuation of service. Failure to discontinue service will leave the parent/guardian financially responsible for any fees that have accrued. It is the parent/guardian's responsibility to walk their child in and out and to show identification when picking up their child. 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.

AUTHORIZED REPRESENTATIVE

Ms. Toba Cohen-Dunning, Executive Director
OMAHA PUBLIC SCHOOLS FOUNDATION
Kids Club

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.

STATEMENT OF FINANCIAL RESPONSIBILITY FOR PARENT/GUARDIAN

Unless an OPSF administrator grants permission, no child will be admitted to the program with an unpaid balance. The site director has neither the authority nor the responsibility to grant an extension. Users of the program are expected to pay for services on time. We reserve the right to refuse service if fees are not paid as scheduled. Service is discontinued until the account balance is paid in full or other arrangements have been made through the OPSF central office. **A security deposit will be required if an account has been to collections in prior year(s).**

- a) The preferred method of payment is online at opsfkidsclub.org. Contact OPSF office for further details at 402-502-3032.
- b) Sites can accept payments by check or money order only. Cash payments will **ONLY** be accepted at the OPSF office.
- c) **PLEASE PRINT CHILD(REN'S) NAME(S) ON THE CHECK OR MONEY ORDER.**
- d) We are not enforcers of court orders.
- e) The account guarantor on file is who will be held financially responsible for the entire balance.
- f) **Service can and will be discontinued until the past due bill is paid in full.**
- g) **Bills left unpaid will be sent to a collection agency.**
- h) A 2023 summary will be distributed within January for tax purposes.

FEES

Upon registration, there is an annual NON-REFUNDABLE fee of \$30.00 per child. Kids Club rates are a pre-paid flat weekly fee. Whether your child attends one or five days, the program's cost will be the weekly rate scheduled.

WEEKLY RATES

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.

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

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SUSBSIDY

INFORMATION FOR PARENTS/GUARDIANS

- 1) Must have current authorization with DHHS to attend the OPSF Kids Club. **THERE ARE NO EXCEPTIONS.**
- 2) Registration Fee must be paid to OPSF Kids Club. **DHHS provides an enrollment fee of \$25.00 ONCE. (Not every school year)** Parent or Guardian is responsible to pay the remainder fee of \$5.00 and the full registration fee for subsequent school year(s).
- 3) All accounts must be current for your child to attend OPSF Kids Club.
- 4) Invoices are expected to be paid promptly – as stated in the Parent Handbook; unpaid balances may result in your Child's termination from the Kids Club program.
- 5) Maintain current contact with the OPSF Kids Club office with either new or current authorizations.
- 6) **The family fee, if we are the first provider, must be paid to OPSF Kids Club at the beginning of the month.** Failure to do so will result in suspension from the program.
- 7) Subsidy will not pay any fees related to late pick-ups at Kids Club.
- 8) Please contact the OPSF Kids Club office if you have any questions (402) 502-3032.

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.

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

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.

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.

RELEASE OF INFORMATION AND NON-CUSTODIAL PARENT

A non-custodial parent has the right to review all records, unless there is a court order on file at Kids Club forbidding such action. We are not enforcers of court orders. The account guarantor on file is who will be held financially responsible for the entire balance.

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.

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.

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 registration form will be called and asked to pick up the child.

A child will be readmitted to Kids Club when he/she returns to school after an illness. NOTE: The Covid Policy of the OPSF Kids Club adheres to the OPS and DHHS guidelines.

A child will be readmitted to Kids Club when he/she returns to school after an illness. The Omaha Public Schools Foundation Kids Club staff use the guidelines from the Nebraska Department of Health and Human Services. Call the RN for your school if you have any questions. Your physician may shorten the duration of any absence by giving written permission to return to school.

Common School-Age Diseases and School Exclusion

Chicken Pox - Exclude until all lesions are crusted/dry and student is fever-free for 24 hours.

Colds - May return when nasal drainage, cough, sore throat, or symptoms have improved.

Conjunctivitis (Pink Eye) - Exclude symptomatic cases. May return when eye is normal in appearance or with written physician approval.

Diarrhea - Three incidents in a day. May return after 24 hours of diarrhea free.

Fever - Temperature 100.0 +. May return when fever free without medicine for 24 hours.

Fifth Disease - Exclude until fever and malaise are gone. May return with rash or with written physician approval.

Hand, Foot and Mouth Disease - Exclude during acute phase of fever, sore throat, elevated blisters occurring on hands, feet or in the mouth. Must be fever-free for 24 hours without fever-reducing medication.

Impetigo - Exclude until lesions are treated. May return with written documentation from the physician.

Influenza - Exclude for duration of illness which may include fever, chills, body aches, sore throat, nasal discharge, and cough.

Lice (Head or Body) - Nits are not a cause for school exclusion. Students with live lice will be excluded until treated.

Meningitis (Bacterial and Viral) - Exclude for duration of illness. May return with written physician approval.

Measles (Rubella/Rubeola) - Exclude for duration of illness and for no less than 4 days* after onset of rash.

MRSA (staph infection) - Exclusion unnecessary unless directed by physician. Keep lesions covered at school.

Mumps - Exclude 5 days of onset of swelling in the neck and until fever-free for 24 hours without fever-reducing medication.

Pertussis (whooping cough) - Exclude until physician approves return per written documentation.

Pinworm - Exclude until treated, as documented by physician.

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

Scabies - Exclude until the day after treatment is started.

Shingles - Exclude if the lesions are not dry or cannot be adequately covered.

Strep Infections (Scarlet Fever, Scarletina, Strep Throat) - Exclude until fever-free and under treatment for 24 hours.

Vomiting - May return when vomiting free for 24 hours.

*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 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

If a parent/guardian cannot be reached in an emergency, two responsible adults available during Kids Club hours should be designated to act for them. The parent/guardian is responsible for updating information concerning phone numbers, addresses and emergency contacts. The parent/guardian should also advise the site director of any situation affecting their child's well-being. Your emergency contact should be prepared to show identification when picking 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).

DISCIPLINE

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 (ie: 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) Placing staff and others at risk by use of a weapon or threat
- j) 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) Misuse of Kids Club supplies and games
- f) Misuse of school property (ie: 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 Kids Club space and site without permission
- k) 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.

Parents or Guardians of all Kids Club children are expected to abide by the following:

- a) Parents/guardians are not to address other parents/children involved in any disciplinary action in Kids Clubs or on school property. **Immediate termination will be warranted.**
- b) Respect all Kids Club staff. If contact is needed, please call the Omaha Public Schools Foundation at 402-502-3032 to speak with one of our Program Directors.
- c) **There is NO SMOKING on school property.** School facilities are the property of the taxpayers.
- d) Abuse of property or destructive behavior of any part of the facility will not be allowed. A child and the child's parent/guardian will be held responsible for financial damages caused by inappropriate/destructive behavior.
 - a. The willful destruction of Kids Club property or the property of other children or staff will not be tolerated. The child's parent/guardian will be held responsible for the replacement of the property.
- e) Children & Parent/Guardians are not allowed in regular classrooms or lockers before or after school. Access to the school building, outside of the designated Kids Club area, is prohibited.

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!