2017-2018

OMAHA PUBLIC SCHOOLS FOUNDATION

KIDS CLUB PARENT/GUARDIAN HANDBOOK

www.osfkidsclub.org

KIDS CLUB
Mission Statement

Kids Club is a before and after school program administered by the Omaha Public Schools Foundation for children attending Omaha Public Schools. The mission of Kids Club is to provide high quality care for children in a safe nurturing environment.

Students are greeted each day by qualified child care specialists who facilitate activities that may include:

Arts and crafts
Outdoor games
Story telling
Music
Drama

3215 Cuming St
Omaha, Nebraska 68131-2024
(531) 299-0250

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 our boys and girls.

This parent handbook contains information you should know about our current program and our policies. Please read the handbook and save it for future reference. If you have any questions about any aspect of our program, please call us at 531-299-0250.

Thank you for choosing Kids Club. We greatly appreciate your support of our program.

Toba Cohen-Dunning
Executive Director

Staci Gowan
Program Director

Teresa McGee
Program Director

Joe Lecci
Payroll Manager

Sara Morgan
Office Manager

Tina Bruner
Title XX Specialist

Martha Hernandez
Bilingual Liaison

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Parent Information Brochure

Parents/Guardians you have chosen to use a licensed Child Care provider to care for your child or children.

According to the Nebraska State Law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

DHHS is mandating that every family receive a Parent Information Brochure for Licensed Child Care. The parent/guardian must fill out the receipt portion of the brochure and return it to the Site Director before your child (ren) begins care.

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, Beals, , Benson West, Boyd, Catlin, Chandler View, Columbian, Crestridge, Dodge, Dundee, Edison, Florence (4301 N. 30th St.), Fullerton, Gateway, Harrison, Jefferson, Joslyn, Masters, Oak Valley, Pawnee, Picotte, Pinewood, Ponca, Prairie Wind, Rose Hill, Saddlebrook, Springville, Standing Bear, Sunny Slope and Washington are sites for the 2017-2018 school year. **During the renovations Belle Ryan and Western Hills will operate at the 60th and L building.**

**Kids Club is held in the following Omaha Public Schools: Bancroft, Castelar, Conestoga, Fontenelle, Gomez/Heritage, Indian Hill, Jackson, Kellom and Spring Lake.

**Represents a flat weekly fee.

Supervised childcare will include recreational activities supplemented with in-room activities such as arts, crafts, games, reading or story-telling, 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 4 yrs. (in Kindergarten) – 13 yrs. (Sixth Grade)

HOURS OF OPERATION

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

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 fill out a registration form for their child(ren) with all the information completely. Financially, it is the parent/guardians responsibility to pay for services that are accrued at Kids Club. It is also the parent/ guardians responsibility to sign 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.osfkidsclub.org and that 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

3215 Cuming St - Omaha, Nebraska 68131- (531) 299-0250
For questions regarding Child Care Licensing: (Regulations, Compliance Reviews, Negative Action, Make a complaint). 1-800-600-1289 (toll free)

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 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 collection in prior year(s).**

- Payments may be made at the site with a check or money order only. Cash payments will be accepted at the OPSF office only.
- Parents/guardians may also make payments online at osfkidsclub.org. They may also contact the OPSF office for further details at (531) 299-0250.
- **PLEASE PRINT CHILD(REN'S) NAME(S) ON THE CHECK OR MONEY ORDER.**
- We are not enforcers of court orders.
- The registration on file is who will be held financially responsible for the entire balance.

Bills that are not paid by the next billing cycle will be charged a $10.00 late payment fee. Service will be discontinued until the current bill is paid in full.
Bills that are 30 days past due will be sent to a collection agency.

A 2017 summary will be included with your first 2018 invoice statement for tax purposes.

If your account is sent to a collection agency you will be required to pay a security deposit in order to return to Kids Club.

FEES

There is an annual registration fee of $30.00 per child, NON-REFUNDABLE. There is an hourly charge of $3.75 per hour, with a two-hour minimum per day, the service is used. Additional child rate is $3.50 per hour, with a two-hour minimum per day, is given the same family.

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

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

1) **NEW 2017-2018** MUST HAVE CURRENT AUTHORIZATION WITH DHHS TO ATTEND THE OPSF KIDS CLUB. **THERE ARE NO EXCEPTIONS. IF YOU WANT YOUR CHILD TO ATTEND WITHOUT CURRENT AUTHORIZATION YOU MUST PAY THE $30.00 REGISTRATION AND ALL BILLING UNTIL AUTHORIZATIN HAS BEEN RECEIVED.**
2) ALL ACCOUNTS MUST BE CURRENT FOR YOUR CHILD TO ATTEND KIDS CLUB.
3) INVOICES ARE EXPECTED TO BE PICKED UP IN A TIMELY MANNER – AS IS STATED IN THE PARENT HANDBOOK, UNPAID BALANCES MAY RESULT IN YOUR CHILD'S TERMINATION FROM THE KIDS CLUB PROGRAM.
4) MAINTAIN CURRENT CONTACT INFORMATION WITH THE OSF KIDS CLUB OFFICE.
5) THE FAMILY FEE MUST BE PAID TO KIDS CLUB OR YOU MUST PROVIDE PROOF OF PAYMENT TO AN ALTERNATE PROVIDER BY THE THIRD THURSDAY OF THE CURRENT MONTH. Failure to do so will result in suspension from the program.
6) CONSOLIDATED DAYS: FAILURE TO SIGN-UP YOUR CHILD DURING THE ASSIGNED OPEN REGISTRATION PERIOD WILL RESULT IN A $10.00 LATE FEE.

FAILURE TO UTILIZE THE DAY FOR WHICH THE CHILD HAS BEEN REGISTERED WILL RESULT IN A $25.00 CHARGE TO YOUR ACCOUNT (PER CHILD). YOU ARE RESPONSIBLE FOR THIS CHARGE. TITLE XX WILL NOT PAY FOR THIS FEE.

7) TITLE XX WILL NOT PAY FOR ANY FEES RELATED TO LATE PICK-UPS AT KIDS CLUB.
8) PLEASE CONTACT TINA BRUNER AT THE OPSF KIDS CLUB OFFICE IF YOU HAVE ANY QUESTIONS AT 531-299-9596

RETURNED CHECK POLICY

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

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 registration on file is who will be held financially responsible for the entire balance.

DAYS OF OPERATION AT EACH SITE

The program operates at each site on days when school is in session (See OPS student calendar). Service will be provided when school is dismissed early.

SERVICE WILL NOT BE PROVIDED WHEN SCHOOL IS CANCELLED DUE TO INCLEMENT WEATHER. LISTEN TO MEDIA BROADCASTS FOR SCHOOL CLOSING.

ATTENDANCE

PARENTS/GUARDIANS MUST SIGN AND INITIAL A CHILD IN AND OUT EACH DAY THE SERVICE IS USED. 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 form may pick up a child. If someone else is picking up a child, the parent/guardian should inform the site director in writing. 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 $10.00 every 15 minutes, or fraction thereof, per child. NO EXCEPTIONS, INCLUDING INCLEMENT WEATHER AND TRAFFIC, WILL BE ACCEPTABLE. Repeated late pick-ups will result in removal from the program. **Three late pick-ups will automatically result in termination of the program.**

The emergency contact person listed on the registration form 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.

DAYS OF OPERATION AT CONSOLIDATED SITES

The program will operate on a consolidated site basis on days when school is not in session, with the exception of weekends and holidays. The availability of consolidated site operations will depend on parent/guardian registration. Sites will be open only if there is sufficient registration. Pre-registration and prepayment are required at the home site by the posted deadlines. **There will be a late fee of $10.00 (child) and $20.00 per family if a child (ren) are added to Consolidated Day after the posted deadline at the home school**. Please refer to the Kids Club calendar in the back of this handbook. These fees are non-refundable and non-transferable and will be forfeited if reservations are not honored. If there is insufficient registration, fees will be credited to your account or refunded. (See Consolidated Day Schedule on page 13)

The consolidated site program will operate from 6:30 a.m. until 6:00 p.m. Breakfast and afternoon snacks will be provided. Children must bring their own non-refrigerated lunch and drink for the noon meal. The charge for a consolidated day is $27.00 per child and $22.00 for additional children. Consolidated Day payments are non-refundable.

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. **NO CELL PHONE USE, INCLUDING CELL PHONE PHOTOS, IS ALLOWED DURING KIDS CLUB.**

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. 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.

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 the use of 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 for 5 days of onset of swelling in the neck and until fever-free for 24 hours without the use of 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, Scarlatina, 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. Revised 3/2013

INJURED CHILD

Every effort is made to keep children safe. Unfortunately, injuries may occur. A minimum of one staff member certified in CPR and first aid is assigned to each site and is 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 the event of a 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.

EMERGENCY CONTACTS

If a parent/guardian cannot be reached in an emergency, two responsible adults who are available during Kids Club hours should be designated to act for the parent/guardian. 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 the event of any evacuation will be handled immediately by Omaha Public Schools Foundation Staff (Kids Club Staff) calling the parents/guardians.

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.

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 to be given during Kids Club.

DISCIPLINE

Parent/guardian will be informed if the child's behavior becomes unmanageable or otherwise requires attention.

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.

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.**

1. The rights, property and dignity of each person in and around the school are to be safeguarded at all times. The same standards of conduct that are expected throughout the school day will be expected of students, parents/guardians and staff in the Kids Club Program.
2. A warning will be given when there is a minor infraction of the rules.
   - The parent/guardian will be notified of the warning and appropriate disciplinary actions.
   - The site director will document the incident. If inappropriate behavior continues and a child receives repeated warnings, he/she may be removed from the program after receiving three written warnings.
   - However, a child may be immediately and/or permanently removed from the program without prior warning when serious misbehavior occurs.
   - Serious misbehavior includes, but is not limited to: derogatory, ethnic, racial, religious, or social remarks; fighting, destructive, or uncontrollable behavior; disrespect for staff or other children; leaving the Kids Club area without permission. A three day suspension may be imposed.
   - Service will be discontinued at the discretion of the site director and the program director when they believe it is in the best interest of the child and/or the program.
   - Parents/guardians are not to address other children involved in any disciplinary action in Kids Clubs or on school property.
   - Please respect Kids Club staff. We ask that you contact one of our program directors at OPSF office if you have any questions or concerns.
3. School facilities are the property of the taxpayers. There is NO SMOKING on school property. Abuse 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 behavior.
4. 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.
5. Children are not allowed in their regular classrooms or lockers before or after school. No child will be allowed in any other part of the building.
6. If your child is suspended from Kids Club, school administration will be notified

2017-2018

CONSOLIDATED SITES AND DATES

Prairie Wind	Harrison	Spring Lake Magnet
10908 Ellison Ave	5304 Hamilton St.	4215 South 20th St.

Consolidated Days operate from 6:30AM-6:00PM.

Breakfast and Snack will be provided.

Children need to bring their own lunch with drink (no refrigeration).

Consolidated Days	Sign up starts	Sign up ends
Sept. 15 & 18	Aug. 21	Sept. 6
Nov. 9, 10 & 22	Oct. 16	Nov. 1
Dec. 27, 28, 29 Jan. 3, 4, 5, 8	Nov. 27	Dec. 12
March 8 & 9 March 12, 13, 14, 15, 16	Feb. 12	Feb. 27
April 13	March 19	April 4
May 4	April 10	April 24

www.osfkidsclub.org

All Kids Clubs are closed:

September 4, 2017	Labor Day
November 23 & 24, 2017	Thanksgiving Recess
Dec. 25, 26, 2017 & Jan. 1, 2, 2018	Winter Recess
January 15, 2018	Martin Luther King Day
February 19, 2018	President's Day

There will be a $10.00 late fee (child) $20.00 per family if a child (ren) are added to Consolidated Day after the deadline.

KIDS CLUB
Invoice Calendar
2017-2018

www.osfkidsclub.org

Invoices will be at the schools the 1st and 3rd Thursday of each month

Billing for Weeks of: (Monday)	Invoice Pick Up Date: (Thursday)	Payment Due: (Thursday)
Aug. 14, 21 & 28	Sept. 7, 2017 *	Sept. 14, 2017
Sep. 4 & 11	Sept. 21, 2017	Sept. 28, 2017
Sept. 18 & 25	Oct. 5, 2017	Oct. 12, 2017
Oct. 2 & 9	Oct. 19, 2017	Oct. 26, 2017
Oct. 16 & 23	Nov. 2, 2017	Nov, 9 2017
Oct. 30 & Nov. 6	Nov. 16, 2017	Nov. 23, 2017
Nov. 13, 20 & 27	Dec. 7, 2017 *	Dec. 14, 2017
Dec. 4 & 11	Dec. 21, 2017	Dec. 28, 2017
Dec. 18 & Jan 8	Jan. 18, 2018	Jan. 25, 2018
Jan. 15 & 22	Feb. 1, 2018	Feb. 8, 2018
Jan. 29 & Feb. 5	Feb. 15, 2018	Feb. 22, 2018
Feb. 12 & 19	Mar. 1, 2018	Mar. 8, 2018
Feb. 26 & Mar. 5	Mar. 22, 2018**	Mar. 29, 2018
Mar. 19 & 26	Apr. 5, 2018	Apr. 12, 2018
Apr. 2 & 9	Apr. 19, 2018	Apr. 26, 2018
Apr. 16 & 23	May 3, 2018	May 10, 2018
Apr. 30 & May 7	May 17, 2018	May 24, 2018
May 14 & 21	**MAILED TO HOME**	

**Invoice for 3 weeks*
*** March 22nd (4th Thursday)*

QUESTIONS? (531) 299-0250

KIDS CLUB MEMBER

I WILL ALWAYS

. . . . . Be respectful, kind and polite to other members and staff in the program.

. . . . . Be respectful and careful with Kids Club, school and members' property.

. . . . . Follow directions given by Kids Club staff

. . . . . Follow all of the school rules while I am at Kids Club.

. . . . . Work to make the program safe and fun for everyone.