

OMAHA PUBLIC SCHOOLS FOUNDATION

ECE PARENT PAY PRE-K PARENT/GUARDIAN HANDBOOK

www.opsfkidsclub.org
www.omahapublicschoolsfoundation.org

ECE PARENT PAY PRE-K

Purpose:

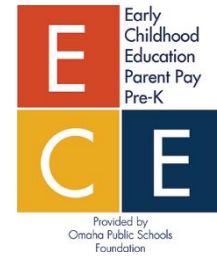
Providing planned educational programming for children ages 4-5 that will equip them with the skills and knowledge needed for kindergarten readiness.

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.

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 ECE Pre-K follows these policies.



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

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

Sarah Dragon & Jenny Gowan
Program Directors

Clara Guzman
Billing & Title XX Specialist
Bilingual Assistant
Habla Espanol

www.opsfkidsclub.org
www.omahapublicschoolsfoundation.org

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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, Fullerton, 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. All children enrolled in ECE Pre-K must be toilet trained, must not require restroom assistance, and must have age-appropriate hygiene skills. 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.

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.

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.

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/guardian responsibility to pay for services that are accrued at ECE Pre-K. It is also the parent/guardian 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.omahapublicschoolsfoundation.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/ECE Parent Pay Pre -K

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 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).**

- 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.

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.

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. 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

* 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 day fees of \$50.00 per child per day for weeks Omaha Public Schools is not in session. All Consolidated Days are at Picotte Elementary School.

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 the Omaha Public Schools Foundation 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.

ATTENDANCE

PARENTS/GUARDIANS MUST WALK CHILD IN AND OUT OF THE PROGRAM. ECE Pre-K is responsible for children when they enter the 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 Teacher 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 Pre-K clock. Parents/guardians will be billed for late pick-up at a rate of \$15.00 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 and no contact has been made to the parent or an authorized adult, the police department may be called.

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 taken to the school 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 ECE Pre-K when he/she returns to school after an illness. NOTE: The Covid Policy of the OPSF ECE Pre-K adheres to the OPS and DHHS guidelines.

The Omaha Public Schools Foundation ECE Pre-K 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. 

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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 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.

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 teacher 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 in the original bottle.
- 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.
- 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 in the classroom which will be provided by the parent/guardian. All Epi-pens must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions, from a physician. If your child would require the use of the Epi-pen while in attendance, the following steps will be taken: 1.) The Epi-pen would be injected by a staff member. 2.) 911 would be called after the Epi-pen is injected. 3.) The parent or guardian would then be contacted and given further information.

The parent/guardian must provide separate permission forms and medication to be given during ECE Pre-K.

EMERGENCY & AUTHORIZED CONTACTS

If a parent/guardian cannot be reached in an emergency, two responsible adults who are available during ECE Pre-K 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 ECE Pre-K 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 (ECE Pre-K Staff) calling the 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.**

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 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) Program 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 Program Disruption
- b) Disrespecting Staff & Others (Physical and/or Verbal)
- 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
- 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. Weekly billing will remain the same regardless of suspension.

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 (Physical and/or Verbal; including by 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
- 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 site or classroom 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 ECE Pre-K, school administration will be notified.

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

- a) Parents/guardians are not to address other parents/children involved in any disciplinary action in ECE Pre-K or on school property. **Immediate termination will be warranted.**
- b) Respect all ECE Pre-K 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 ECE Pre-K 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 ECE Pre-K area, is prohibited.

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!