

# Husker Kids' Zone Parent Handbook

## *2024-2025 School Year*

Holdingsford Community Education  
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## Welcome to Husker Kids' Zone 2024-2025 School Year Care!

This program is designed to serve students in grades K-6 in the 2024-2025 school year. Space is limited, priority is on a first come first serve basis. You will be contacted if your child was not accepted into the program due to space limitations. We will start a waitlist once we reach our maximum number of students. Childcare will begin on the first day of school, Tuesday, September 3, 2024. The last day of care will be the last day of school, Thursday, May 29, 2025.

**\*Kids' Zone is full Tuesday Afternoons, if you select that day you will be added to a waitlist.**

### Staff

Kendra Posch, Community Ed. Director  
Becca VanHeel, Community Ed. Coordinator  
Haley Abel, Husker Kids' Zone Supervisor  
Hired Leads and Assistants

### Location

The Husker Kids' Zone classroom is located inside Elementary door 7, the first door on the right as you walk in.

### Hours

Morning Care	6:45 AM - 8:00 AM
Afternoon Care	3:00 PM - 5:45 PM
Early Release Days	1:00 PM - 5:45 PM
Non-school Days	6:45 AM - 5:45 PM

Husker Kids' Zone will be closed the following days:

- Friday, November 8
- Friday, November 29
- Wednesday, December 25
- Wednesday, January 1
- Friday, April 18
- Thursday, November 28
- Tuesday, December 24
- Tuesday, December 31
- Friday, March 7
- Monday, May 26

### Fees

Registration Fee:

- A \$10.00 non-refundable fee per child is due at the time of registration to guarantee your spot for the 2024-25 school year. Registration will not be entered until payment is received. Please pay this by check or cash.

Contracted Fees:

#### Morning Care

- 5 days/ week - \$17.50
- 4 days/ week - \$14.00
- 3 days/ week - \$10.50
- 2 days/ week - \$7.00
- 1 day/ week - \$3.50
- Drop in - \$5.00 / day, space permitting. 48 hour notice is required.

### Afternoon Care

- 5 days/ week - \$40.00
- 4 days/ week - \$32.00
- 3 days/ week - \$24.00
- 2 days/ week - \$16.00
- 1 day/ week - \$8.00
- Drop in - \$10.00 / day, space permitting. 48 hour notice is required.

### Field Trip/ Activity Fee:

- \$15.00 per trip/ activity

### Non-School Day Fee:

- \$28.00 per day

### Early Release Day Fee:

- \$14.00 per day

### Finder's Fee:

- \$5.00 per incident
- A finders fee will be charged to your account if you do not communicate schedule changes with staff. If your child is scheduled to attend Kids' Zone in the afternoon and they don't show up without notification by a parent or guardian you will be charged \$5.00. If your child is scheduled to attend a non-school day and they don't show up by 10 AM you will be charged \$5.00. Staff will reach out to confirm your child's whereabouts. Please give notice asap of days you know your child will be gone, a 48 hour notice is required.
- You will be charged a finders fee if your child is not signed out at the end of each day.

### Late Pick-Up Fee:

- \$1.00 per minute
  - If your child is here past 5:45 PM your account will automatically be charged \$1.00/minute until they are signed out by a parent. If you are continually late you will be asked to find other childcare arrangements for your child.

### Late Payment Fee:

- \$10.00
  - Invoices will be emailed each Wednesday with payments due by the following Monday, if payment is not received by Wednesday you will be charged a \$10.00 late fee.

### **Invoicing / Payments**

Our program requires prepayment, you are billed one week in advance for childcare. Invoicing will be on Wednesdays, payments will be due the following Monday in full. Invoices will be sent via email to the email listed under "Parent/Guardian 1" on the registration form. Kids' Zone employees reserve the right to terminate accounts that fall behind on payments.

We accept cash, check, online payments, or auto-payments.

- Checks must be made out to Holdingford Public Schools. Please put check or cash payments in an envelope labeled with your child's name and place the payment in the yellow checkbox in the Kids; Zone room.
- To pay online please visit our Revtrak website, you will find your balance under the "parent Portal" tab.
- Auto-payments are an option and a great way to stay on top of your bill. Fees will be pulled each Wednesday at the time of invoicing. If you are interested in signing up for autopay please fill out the attached form or contact Becca.

The typical week of care is 5 days long- if there is a short week, those who typically attend the day we are closed will not be charged for that day.

### **Absent Days**

If your child is absent from Kids' Zone (vacation, ill, etc.) you are still responsible to pay for those days.

Each student will receive vacation days based off of their contracted schedule (ex. Those who attend 3 days/ week will receive 3 vacation days.) Vacation days do not roll over from or into a new registration. Please reach out to Becca if you would like to redeem any of your vacation days.

### **Entering and Leaving**

A parent or guardian must sign their child in if they attend in the morning, and they must sign their child out when picking up. The Chromebook for signing in/out is located inside the Kids' Zone room. If you do not sign your child in/out you will be charged a finder's fee. We ask that a photo of each authorized pickup person is emailed to [becca.vanheel@isd738.org](mailto:becca.vanheel@isd738.org) to be added to our system, this is to ensure the safety of your child.

### **Release of Children**

Children will only be released to a parent/guardian or those listed as an authorized pickup person. Please list all authorized pick-up people on the registration form and send in a photo for our system. If your child will be picked up by someone not listed on the authorization form, staff must be notified via note, email or phone call. A photo ID must also be presented for the child to be released.

### **No School/ Early Release Day Policy**

If school is not in session for workshop or in-service days, Kids' Zone will be in session. There will be a minimum number of students needed to attend in order for Kids' Zone to open.

If there is an early release day from school, Kids' Zone will be open the remainder of the day.

If your child attends a non-school day or early release day you will be charged additional fees. Permission slips will be sent out for non-school days and early release days, please fill one out regardless if your child is attending or not and turn it in by the deadline. This is to ensure attendance is accurate and to help us know if we will meet the minimum number to open for the day.

You will not be charged for non-school days or early release days unless your child is in attendance.

Husker Kids' Zone will not be open on holidays

### **Closures/ Weather Related Situations**

If the school has an early dismissal due to severe weather, all children who attend childcare after school must be picked up within 1 hour of school being dismissed.

If school is canceled for the entire day due to weather or emergencies, Husker Kids' Zone will also be closed.

If the school has a delayed start, there will be no AM care at Kids' Zone.

Please develop an emergency plan with your child. Listen to local radio/TV stations during inclement weather for school cancellations or closures. We will utilize our School Reach phone system to notify you of any cancellations.

### **Bathroom/ Toilet Responsibilities**

Children need to be fully toilet trained in order to enter our program. This means taking care of ALL bathroom needs with no assistance. We understand that accidents happen, please provide an extra set of clothes for your child in case of an accident in the bag we provide to you (pants, shirt, socks, underwear.)

### **Dress Code**

Time will be spent outdoors- it is important that your child is dressed appropriately for indoor and outdoor activities. During the cold winter months please be sure your child has winter gear with them daily. We are not responsible for any lost clothing.

Shoes are required to be worn at all times.

Each student will be given a green Husker Kids' Zone t-shirt, this must be worn if your child attends any field trips.

### **Snack/ Lunch**

A snack and milk is provided daily after school. A morning and afternoon snack and milk is provided on non-school days. Students are allowed to bring snacks from home. Candy is not allowed as a snack option.

If your child is attending a non-school day they must bring a cold lunch from home. The fridge is available to keep lunches cool. We do not allow students to share or trade food.

### **\*\*Microwaves will NOT be available\*\***

In the event that your child does not have lunch, staff will purchase them a lunch, and a \$10.00 fee will be charged. Please let staff know of any dietary restrictions.

### **Medical Emergency/ Illness/ Allergies**

If your child becomes ill at Kids' Zone, staff will contact a parent to pick their child up. Your child will be made as comfortable as possible until a parent arrives. No child can attend Kids' Zone with a fever of

100.4°F or higher. A child must be fever-free WITHOUT medication for 24 hours in order to return to the program.

In the event of a medical emergency or accident, staff will attempt to contact parents/guardians. If they cannot be reached, staff will take whatever emergency medical measures necessary for the care and protection of your child.

If your child receives a minor injury, staff will administer first aid and a parent will be notified via phone call, text, or at pickup. An injury report will be written by staff and a parent's signature will be required. Injury reports are filed.

Children who are vomiting or have diarrhea must remain at home for 24 hours and be free of any symptoms before attending Kids' Zone

Children must have been on prescription medication for any infectious diseases for 24 hours before returning to our program.

If your child has any allergies please provide a detailed description of the allergy and include severity of the allergy, specific triggers, and symptoms of the allergic reaction. Please inform staff of procedures for responding to an allergic reaction. This can be noted on the registration form under the question, "*Does your child have any health concerns, allergies, or needs that we should know of? If yes, explain...*"

### **Use of Medication**

The following policy applies to all prescriptions and over the counter medications:

- Parents are encouraged to schedule medication doses at home when possible. Only in exceptional cases where failure to take medication would be detrimental to a child's health or participation in our program will staff administer medications.
- A medication form must be entirely completed before any medications will be given out. Please have a written statement from the doctor to accompany any medication.
- The medication must be brought in a container labeled by the pharmacy or doctor, not the parent. Any over the counter medication must be in its original container.

Please discuss any questions or concerns with the Kids' Zone Supervisor.

### **Program Activities**

After school activities may consist of, but not limited to, free choice, gym time, snack, group games, craft, outside time.

Kids' Zone may take field trips on early release or non-school days.

### **Community Ed. / School Activities**

If your child is attending any extracurricular activities on school grounds, our staff will drop them off and pick them up from their activities. A written note/ schedule is required in order for our staff to bring your child to these activities. Please notify staff of any changes within these activities.

## **Program Rules / Discipline Policy / Behavior Tracking**

Husker Kids' Zone will follow the same rules and policies of Holdingford Elementary.

### Positive Behavior Interventions and Supports Program (PBIS)

- PBIS serves as an approach to school-wide discipline. With PBIS students are explicitly taught the expectations and procedures for the school as a whole, as well as specific "hotspots" where problems are known to occur. Through this explicit instruction, the students learn what kind of behavior is and is not appropriate in each specific area. PBIS strives on being a positive support system, where the adults in the school are recognizing good behavior and decision making.
- Positive Behavior = Positive Results

### Student Expectations , The Husker Way:

- Being Ready
  - Being Respectful
  - Being Responsible
- Every Day, Everywhere!

Children will have a clear understanding of expectations of the program. If their choices cause disruption or harm privileges may be withdrawn and parents will be notified of their actions. Continued disruptive and or dangerous behavior that is affecting other children, staff, or the program may result in dismissal from the program.

Staff will try their best to de-escalate situations by giving the student other options (time away from the group, talking with them, or other safe options.)

When a student is disruptive to the program, staff will follow the discipline policy below:

- Students will receive a warning for poor choices
- Class Dojo points will be taken away
- Continuous disruptive behavior or poor choices may result in a Behavior Note
  - Written documentation of the student's behavior will be shown to parents at pickup, this must be signed and returned back to staff for filing. If a student receives 3 behavior notes within 30 days they will be suspended from the program for 2 days (parents are still required to pay for these days.) If they receive 3 suspensions within the summer program, they will be dismissed from Husker Kids' Zone.
    - If a child cannot attend childcare without being a danger to themselves or others, they will be excluded from the program prior to 3 suspensions.
- A behavior note will automatically be given without warning for physical harm of others such as, hitting, kicking, biting, tackling, etc. Kids' Zone has a zero tolerance policy for physical harm.

Husker Kids' Zone will utilize Class Dojo to track progress of each child's day.

Class Dojo uses a point system- good behavior will be rewarded with points, poor behavior will result in the loss of points. Students will be able to redeem their points for prizes weekly. The more points they earn, the better the prize is!

Parents can create a profile on Class Dojo to view their child's progress. Class Dojo also offers direct messaging to staff/parents, as well as the option for staff to send out mass posts to keep parents in the know of happenings. We highly encourage all parents to create an account!!

### **Communication**

Parent/ staff communication is very important to us! Please provide a current email address on the registration form. We will utilize email for mass communication. For direct communication, staff may use email, phone call, texting, or Class Dojo messaging. We may use the SchoolReach phone system for any urgent messages.

### **Miscellaneous**

- Students should bring a water bottle to Kids' Zone each day.
- Personal items are not allowed at Kids' Zone without staff permission (blankets, toys, electronics, etc.)
- Promoting proper hygiene and respecting personal boundaries is important as these help to prevent the spread of germs. We encourage parents to work with us by reinforcing these practices at home
- A copy of your child's vaccination records must be on file with our school's nurse before they are able to attend the Kids' Zone program
- Husker Kids' Zone reserves the right to dismiss any child from the program if staff determines that the program cannot meet the needs of the child.
- As a school district that provides childcare, we will provide accommodations and services that are reasonable and necessary to students with an equal opportunity to participate in the program. However, we cannot provide accommodations that would fundamentally alter the nature of a program or place an undue burden on the school district. If accommodations or services are needed to provide care for a child; the child cannot attend until they are in place.



2024-2025 School Year Registration Form.  
Please detached from Handbook and turn in

Child's Name	Last	DOB	24/25 Grade

My child needs a field trip shirt (circle one): No Yes , Size \_\_\_\_\_

AM Schedule (circle): **MON** **TUES** **WED** **THURS** **FRI**

PM Schedule (circle): **MON** **TUES-FULL** **WED** **THURS** **FRI**

Child's Name	Last	DOB	24/25 Grade

My child needs a field trip shirt (circle one): No Yes , Size \_\_\_\_\_

AM Schedule (circle): **MON** **TUES** **WED** **THURS** **FRI**

PM Schedule (circle): **MON** **TUES-FULL** **WED** **THURS** **FRI**

Child's Address

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Parent/Guardian 1	Phone Number	Email Address

Address	Employer	Work Phone Number

Parent/Guardian 2	Phone Number	Email Address

Address	Employer	Work Phone Number

Add Parent/Guardian 2 to receive emails and invoices? Yes No

Authorized Pickup/ Emergency Contact	Phone Number	Relationship

Authorized Pickup/ Emergency Contact	Phone Number	Relationship

Authorized Pickup/ Emergency Contact

Phone Number

Relationship

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Does your child have any health concerns, allergies, or needs that we should know of? If yes, explain...

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What techniques are helpful when your child is distressed?

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Please initial each box for the following —

In the event of an emergency I give my permission to Husker Kids' Zone staff to secure medical help. This may include services of the rescue squad to the emergency room of the nearest health facility. In some emergencies this may mean that Husker Kids' Zone staff contacts the local emergency resources before the parent/guardian.

In the event that Husker Kids' Zone is included in any publicity, I give my permission for my child to be included in pictures, films, newspaper articles, school website, district newsletter, etc.

My child has permission to watch movies that are rated G or PG at Husker Kids' Zone.

I give permission for staff to use a shared spray sunscreen on my child.

In order to participate in any activity or program, I agree to hold harmless Holdingford Area School and Holdingford Community Education, its employees, agents, volunteers, and contractors harmless and I give up any right I have to make claims or lawsuits against them. I acknowledge that this is not an essential service provided by ISD 738 or HCE. I understand and acknowledge that the activities I am about to voluntarily engage in as a participant have certain risks. I understand that these risks known or unknown, anticipated or unanticipated, may result in injury, death, illness, disease, or damage to myself, my property or to other persons or their property. I voluntarily agree and promise to accept and assume all responsibilities and injuries, death, illness, disease, or damage to myself or my property arising from my participation. I am voluntarily participating in activities with knowledge of the dangers and risks involved and no one is forcing me to participate.

I have read the Husker Kids' Zone Handbook and understand all of the policies.

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Parent/Guardian signature

Date

Date Received (office use only) \_\_\_\_\_

## Auto Pay Information

If you would like to set up autopayments please provide your credit card or bank account information where funds will be drawn from.

\*This information will be shredded once it is entered in our system.

Name on Card

Credit Card Number

Exp. date

CVV

OR

Name on Account

Routing Number

Account Number

Address Line 1 (of account holder)

Please circle whether or not you would like the registration fee pulled from this account at the time of registration.

Yes

No