Holdingford Community Education
Husker Kids' Zone
Parent Handbook
2017/2018 School Year

Holdingford Community Education
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Welcome to the Husker Kids' Zone School Age Child Care Program 2017/2018. This program is being provided as a service to the Community and we must have enough participants for the program to run. A minimum of fifteen children will be required to continue the program. We will plan to begin our program on Tuesday, September 4, 2017 and continue through the school year. Towards the end of the school year there will be another registration for summer child care.

Staff

Kendra Posch, Community Education Director; Dani Zapzalka, Husker Kids' Zone Site Supervisor; Rachel Schwartz, Assistant; Shelby Burg, Assistant; and Trinity LeBlanc, Assistant.

Enrollment Policy

This program is designed to serve children Grades K-6.

Hours

6:45am-7:50am	Morning Care
3pm-6pm	After School Care
12pm-6pm	½ Days of School
7am-6pm	Non- School Days

Fees:

After School

$10.00 per family non-refundable registration fee to ensure your spot for the 2016-2017 school year.

$32 per week for full time (4-5 days/week) students

$22 per week for part time (2-3 days/week) students

$10 for drop-in (1 day/week) students (Community Education will need a 24-hour notice that your student will be attending)

Morning Care

$12 per week for full time (4-5 days/week)

$8 per week for part time (2-3 days/week)

$5 drop in

Morning & After School Care

$40 per week for full time (4-5 days/week)

$30 per week for part time (2-3 days/week)

Half school days (12pm-6pm)

Early Dismissal due to weather- No additional charge- Kids' Zone will be open for 1 hour after school closes to give parents time to make other arrangements.

Non-school days (7:00 a.m.—6:00 p.m.) $22.00

***Late Pick Up Fee**

If your child is here past closing you will be charged $5.00 for every 10 minutes they are here past closing. You will receive one "grace" day on this policy.

***Finders Fee**

If your child is scheduled to attend Kids' Zone and does not show up and there is no message from parents. There will be a $5 fee charged to your account. Parents must inform both **Kids' Zone Staff (ex.4493)** and their child's teacher when there are changes. This is to make sure that your child is safe.

Prepayment

Prepayment will be required for the program. You must pay in advance and keep a positive balance in your account. If your balance becomes $100 or greater you will be required to give a credit card number that will be automatically charged each week.

Missed Days (vacation, illness, etc.)

If your child or children will be absent from child care you will still be asked to pay for that time period. This will reserve your place with our program and help keep our budget intact. Each child will receive 10 vacation days throughout the school year where they can miss when they are scheduled to attend and not be charged. Please notify our providers in writing of day(s) that your child will not be in attendance ahead of time.

Snack

A snack and milk will be provided for each child after school and on half/non-school days. A morning snack and afternoon snack will be provided on non-school days but your child must bring a bag lunch. Fridge and microwave are available. If your child does not have a lunch you will be charged extra for staff to purchase one.

If your child attends before school they will escorted to the elementary cafeteria at 7:50am to eat breakfast.

Entering and Leaving

Husker Kids' Zone is located inside high school door #5 and is the first door on the right (E16). Please sign in the time you arrive in the AM and the time you pick up your child to leave in the PM. Parents/guardians must walk their child to the room and must come into the room to pick up their child in the evening.

Release of Children

Children will only be released to their parents or other people authorized in advance by the parents on the registration form. If a child is to be picked up by someone other than the person(s) stated on the form, written permission from the parents/guardians must be on file.

Bathroom/Toilet Responsibilities

Children need to be fully toilet trained to enter our program. This means taking care of all bathroom needs with NO assistance. Accidents do happen and an extra pair of clothing can be left at Husker Kids' Zone or in your child's bag.

Dress Code

Time may be spent outdoors so it is important that your child have appropriate outdoor clothing for the season. The program is not responsible for lost clothing.

Snow Day Policy

If the school district has an early dismissal due to severe weather, all children who attend child care after school must be picked up within 1 hour. If school is canceled for the entire day due to bad weather or other emergencies, Husker Kids' Zone will also be closed for the day. If school has a delayed start, there will be NO MORNING CARE. Please develop an emergency plan with your child. Listen to local radio/TV stations during inclement weather for school cancellations or closings. We will also activate our School Reach phone system to notify you of any cancellations.

No School Policy

If school is not in session for workshop or in-service days Kids' Zone will be in session. Husker Kids' Zone will not be open on Holidays. There will be a minimum number of students needed to attend for Kids' Zone to be open on non- school days. You will not be charged for days that Kids' Zone closes.

Medical Emergency /Illness

If your child becomes ill while attending our program they will be made as comfortable as possible until you arrive to pick them up. NO child can attend child care while ill.

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

If your child should receive a minor injury, they will be given first aid and you will be notified when you come to pick up your child.

IF YOUR CHILD HAS A FEVER, HAS THROWN-UP OR HAS DIARRHEA, KEEP THEM HOME FOR 24 HOURS AFTER ALL SYMPTOMS ARE GONE.

THEY MUST HAVE BEEN ON PRESCRIPTION MEDICATION FOR ANY INFECTIOUS DISEASES FOR 24 HOURS BEFORE RETURNING TO OUR PROGRAM.

Use of Medication

The following policy applies to all prescription and over the counter medications.

1. Parents are encouraged to schedule medication doses at home when at all possible. Only in exceptional cases where failure to take medication would be detrimental to the child's health or participation in our program will staff administer medications.

2. A medication form must be entirely completed before any medications will be given out. Please have a written statement from the doctor that must accompany any medications.

3. The medication must be brought in a container labeled by the pharmacy or doctor, not by the parent. Any over the counter medication must be in the original container.

Please discuss any questions or concerns you may have with this policy with a staff person before any of these situations occur.

Parental Involvement

Donations of new or gently used craft materials, crayons, children's games, books, puzzles, construction paper, and old magazines would be greatly appreciated.

Husker Kids' Zone is not responsible for any personal toys, games, books, etc. that are brought from home.

Program rules

Husker Kids' Zone will follow the same expectations that Holdingford Elementary School uses.

Positive Behavioral Interventions & Supports Program

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 "hot spots" 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:

- Being Ready
- Being Respectful
- Being Responsible

Every Day, Everywhere

Children will have a clear understanding of the expectations of the program. A copy of the expectations will be posted in the room. Children will be helped to understand their responsibility to the other children, staff, and environment, and if their choices cause harm, privileges may be withdrawn and/or parents notified of the choices. Continued disruptive behaviors that are affecting other children, staff members or the program will result in dismissal from the program.

Kids' Zone staff will try their best to de-escalate situations by offering the child time away from the group, talking with them or giving them another safe option.

When students have negative behaviors or aggression towards staff, students or equipment the following plan will be put in place.

-If there is an incident, Kids' Zone Staff will document it and explain what happened to the parents when they pick up their child. If there are three incidents within 30 days (example Sept. 6th – Oct. 6th) the child will be suspended from the program for 2 days. If there are 3 suspensions within a school year program or summer program it will lead to dismissal from the program. Parents are still required to pay for days when the child does not attend.

Husker Kids' Zone
2017-2018 School Year

First Child's Name: ______ Date of Birth: _____ Grade: _____

Circle One: Full Time (4-5 days/wk) Part Time (2-3 days/wk) Drop-In

Circle One: Morning Care After School Care Both

Second Child's Name: _____ Date of Birth: _____Grade: _____

Circle One: Full Time (4-5 days/wk) Part Time (2-3 days/wk) Drop-In

Circle One: Morning Care After School Care Both

First Parent's Name: ______ Cell Phone # _____ Home Phone # _____

Address: _____ Email: _____

Employer: _____ Work Phone #_____

Second Parent's Name: _____ Cell Phone # _____ Home Phone # _____

Address: _____ Email:_____

Employer: _____ Work Phone # _____

**My child will be attending Husker Kids' Zone on the following schedule:

AM: ____Monday ___Tuesday ___Wednesday ___Thursday ___Friday Start Date:_____

PM: ____Monday ____Tuesday ___Wednesday ___Thursday ___Friday

Emergency Contact/Authorized Pickup People: (Other than parents listed)

Contact (1) Name: _____Address:_____

Cell Phone # _____Home Phone # _____Work Phone # _____

Relationship to child: _____

NOTE: Once Community Education receives your registration fee, your spot will be reserved. Child must be in kindergarten—sixth grade during the 2017-2018 school year.

Fees:

$10.00 per family non-refundable registration fee to ensure your spot for the 2017-2018 school year.

After School	Morning Care
$32 per week for full time (4-5 days/week) students	$13 per week full time (4-5 days/week)
$22 per week for part time (2-3 days/week) students	$8 per week part time (2-3 days/week)
$10 drop-in (1 day/week) students	$5 Drop in

Both Morning Care & After School Care: Full Time $40/week (4-5 days/week) Part Time $30/week (2-3 days/week)

Half school days are $12.00 (12pm-6pm)
Non-school days (7:00 a.m.—6:00 p.m.) are $22.00

Husker Kids' Zone Form

Child's Name: _____

Does your child have any special health concerns or needs that we should know about? Please Explain:_____

_____

_____

What techniques are effective when your child is distressed? _____

_____

_____

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 resource before the parent.

Sign and Date:

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

Sign and Date:

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

Sign and Date:_____

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

Sign and Date:

*****A copy of your child's vaccinations must be turned in to Community Ed. or Kids' Zone staff before they can attend.**