



**Holdingsford Community Education  
Husker Kids' Zone  
Parent Handbook**

**2018 Summer**

Holdingsford Community Education

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Welcome to the Husker Kids' Zone School Age Child Care Program Summer 2018. This program is being provided as a service to the Community and we must have enough participants for the program to run. Limited space is available. Registrations will be accepted on a first come first serve basis and all students enrolled in the school year program will have to re-register for the summer program. We will plan on beginning our program on Monday, June 4<sup>th</sup> 2018 and continuing through the summer.

#### Staff

Kendra Posch, Community Education Director; Dani Zapzalka, Husker Kids' Zone Leader; along with hired staff.

Location: Park by tennis courts and enter door 5. Room E16

#### Enrollment Policy

This program is designed to serve children Grades K-6 in the 2017-18 school year.

#### Hours

6:45 am-6pm Monday- Friday

Closed July 4, 5 & 6 and the last day of care will be August 30<sup>th</sup>.

#### Fees:

**\*\$10.00 non-refundable family registration fee** to ensure your spot for the 2018 summer. In addition you will need to pay **\$5 per child** to go towards a Husker Kids' Zone t-shirt that students must wear on field trips. If your child already has a shirt from last year they do not need to purchase another.

**\$95 for 5 days/week**

**\$80 for 4 days/week**

**\$63 for 3 days/week**

**\$44 for 2 days/week**

**\$25 for drop-in or 1 day/week students (space permitted)**

(Community Education will need a 24-hour notice that your student will be attending if they drop-in, a week notice is needed for a field trip day)

If your child is here past closing you will be charged \$5.00 for every 10 minutes they are here past closing. If it becomes a habit, then you may be asked to find alternative care.

#### \*\*\*Prepayment

Prepayment will be required for the program. You must pay in advance and keep a positive balance in your account.

Payments can be made online with a credit card.

#### 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. Please notify our providers of day(s) that your child will not be in attendance.

Each student will receive 5 vacation days in the summer where they can be absent and not have to pay. If you want to use vacation days you must let staff know at least 1 week prior to when they will be gone. Vacation days will not carry over to the school year.

#### Snack

A snack and milk will be offered two times a day per child (one in the AM and one in the PM). If your child is not at Kids' Zone during snack time they will miss that snack for that day.

#### Lunch

Lunch is not provided. Parents should send along a bag lunch, which may be put into a cooler/fridge. Microwaves will be available to warm food up.

#### Entering and Leaving

Please sign in when you arrive in the AM and out when you pick up your child 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 so an extra pair of clothing should be left at the Child Care.

### Dress Code

Time will 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. A lost and found box will be provided. Students may wear sandals but tennis shoes are recommended for playground and gym activities. Students may not go barefoot.

Each child will be asked to bring sunscreen that will stay at Kids' Zone with their name on it for them to use. (Spray sunscreen works best if children need staff to help)

Water fountains are available to use but students may bring water bottles.

### 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 daycare 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 Activities

Games, indoor and outdoor structured activities, playground, crafts, music, Ipad use, grade appropriate curriculum, library books. Each day will include a quiet time to read or be read to.

### Community Ed. Activities

If your child is registered for other Community Ed. programs such as swimming lessons during the time they are at Kids' Zone; you must give staff a written note ahead of time stating the days and times that your child is involved in the program. Staff will escort the student to and from any Community Ed. activities on the school grounds. An exception would be if Husker Kids' Zone is on a field trip off grounds during this time.

### Academics

Time will be spent each day for children to read and complete academic worksheets appropriate for their grade level.

### Field Trips

Husker Kids' Zone will go on various field trips around the area about every other week. Students attending those days will be asked to wear their Husker Kids' Zone shirt. Additional rates may apply on field trip days to cover busing and other fees (\$10/trip). If your child is signed up to attend on a field trip day and does not attend you will still be charged the additional cost.

### Program rules

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 or disruption to the group, privileges may be withdrawn and/or parents notified of the choices. Continued disruptive behavior that is affecting other children, staff members or the program will result in suspension or dismissal from the program.

### **Fees:**

\$10.00 Family non-refundable fee to ensure your spot and an additional \$5 per child for a t-shirt

\$95 per week for 5 days/week

\$80 per week for 4 days/week

\$63 per week for 3 days/week

\$44 per week for 2 days/week

\$25 for drop-in (1 day/week) students (Community Education will need a 24-hour notice that your student will be dropping in if there is space)

# Husker Kids' Zone

## 2018 Summer

**First Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Circle One:**    Days/Week    5      4      3      2      1    Drop-In    T-Shirt Size: \_\_\_\_\_

**Second Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Circle One:**    Days/Week    5      4      3      2      1    Drop-In    T-Shirt Size: \_\_\_\_\_

**Third Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Circle One:**    Days/Week    5      4      3      2      1    Drop-In    T-Shirt Size: \_\_\_\_\_

**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:

\_\_\_Monday    \_\_\_Tuesday    \_\_\_Wednesday    \_\_\_Thursday    \_\_\_Friday

Normal estimated time of drop off and pick up: \_\_\_\_\_ **Start Date:** \_\_\_\_\_

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

**Contact (1) Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_ **Work Phone #** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Contact (2) Name:**

\_\_\_\_\_ **Address:** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_ **Work Phone #** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**NOTE:** Husker Kids' Zone hours will be 6:45 a.m.—6:00 p.m. Once Community Education receives your registration and t-shirt fee, your spot will be reserved. Child must be in kindergarten—sixth grade during the 2016-2017 school year.

# 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:** \_\_\_\_\_

My child has permission to leave school grounds with staff for field trips or walks to the park. Parents will be notified when these events will be take place.

**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.**