

Holdingsford Community Education Husker Kids' Zone Parent Handbook 2023-2024 School Year



Holdingsford Community Education
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Welcome to the Husker Kids' Zone School Age Child Care Program 2023-2024! This program is being provided as a service to the community and there is limited space available. We plan to begin our program on Tuesday, September 5, 2023 and continue through the school year; the last day will be May 30, 2024. Spots are filled on a first come first serve basis, once we have reached our maximum number of students we will start a waiting list. **Kids Zone is full M-F afternoons and Wed. mornings for the 2023-2024 school year.**

Staff:

Kendra Posch, Community Education Director
Becca VanHeel, Community Education Coordinator
Husker Kids' Zone Leader
Hired Kids' Zone Assistants

Enrollment Policy :

This program is designed to serve children Grades K-5.

Hours:

6:45am - 7:50am	Morning Care
3:00pm - 5:45pm	After School Care
1:00pm - 5:45pm	Early Release Days
8:45am - 10:00am	2- Hour Delay Days
6:45am - 5:45pm	Non- School Days

Fees:

- \$10.00 non-refundable registration fee per family to guarantee your spot for the 2023-24 school year.

- **After School Care**
 - \$35.00 - 5 days/ week
 - \$30.00 - 4 days/ week
 - \$24.00 - 3 days/ week
 - \$17.00 - 2 days/ week
 - \$9.00 - 1 day/ week
 - \$10.00 - drop-in (1 day/week if a spot is available, need a 24-hour notice that your student will be attending)

- **Morning Care**
 - \$14.00 - 5 days/ week
 - \$12.00- 4 days/week
 - \$10.00 - 3 days/week
 - \$8.00- 2 day/week
 - \$5.00 - 1 day/week
 - \$6.00 - drop-in

- *\$12.00 - Early release days*
- *\$25.00 - Non-school days (6:45am - 5:45pm)*
- *\$12.00 - Field trip fee (charged in addition to daily fee)*
- *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.*

- **Late Pick Up Fee**

If your child is here past closing you will be charged \$5.00 for additional 10 minutes they are here. You will receive one "grace" day on this policy. If you are continually late, you will be asked to make other arrangements for your child.

➤ **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 \$5.00 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 ensure your child's safety.

➤ **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 \$100.00 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 Kids' Zone you will still be asked to pay for that time period. This will reserve your place with our program and help to keep our budget intact. A vacation day can be used when a student is typically scheduled to attend, but is not in attendance. Each student is provided with a number of vacation days that reflect their weekly contract. For example, if your contract is 5 days/ week you will receive 5 vacation days, if it is 4 days a week you will receive 4 vacation days, and so on. Please notify staff members ahead of time in writing or by email of when your child will be gone.

Invoicing/Payment Options:

Kids' Zone is invoiced 1 week in advance, you are charged the first week's fees at registration. If you have any question in regards to charges on your account please contact Becca. She will also be able to assist with adding vacation days to your account and auto payments.

The typical week is 5 days long. If it is a short week of care we prorate the fees. For example- if we are open 4 days instead of 5 you will be charged 4/5ths of your contracted rate. Prorating applies to all registrations- if your child doesn't attend on the days we are open you will still be charged at the prorated cost.

We accept cash, check, online payments, and autopayments. If you decide to pay with cash or check please place it in an envelope with your name and put it into the yellow cash box outside of the Kids' Zone rooms.

You can pay online on the revtrak website - <https://holdingford.revtrak.net/RW-Community-Education/#/list>

You can find your balance and payment options under the parent portal tab on your online account. You can pay by card or link your bank account information.

Signing up for auto payments is a great way to stay on top of your bill. We invoice typically every Wednesday for the following week's care. If you choose to set up auto payment we take your card or checking account information and automatically pull funds from the account for your weekly charges. This way you don't have to log on weekly or bring in payment to Kids' Zone. Your information does not carry over from last school year or from the summer, we have to reenter it at the beginning of each new year. If you would like to get set up for auto payments please contact Becca.

Snack:

A snack and milk will be provided for each child after school and on early release 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 lunch you will be charged \$10.00 for staff to purchase one. It is important to let staff know of any dietary restrictions that your child has.

Students are allowed to bring their own snacks from home but cannot share food with other students.

Entering and Leaving:

Husker Kids' Zone is located inside door 7 and is the first door on the right. 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. If Kids' Zone is not in the room there will be a sign posted by the door saying where they are.

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; 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- it is important that your child has 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, Kids' Zone will also be delayed, start time will move to 8:45am. 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 utilize 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. 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 unless your child attends. Husker Kids' Zone will not be open on Holidays.

Kids' Zone will be closed the following dates: November 10, 23-24. December 22, 26. March 8, 29. May 27.

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 Kids' Zone when 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 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 BE 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 medication:

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 completed entirely before any medications will be given out. A written statement from the doctor 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 have with this policy with a staff person before any of these situations occur.

Parental Involvement/Communication:

The main form of communication and updates will be by email and Remind. Please make sure to provide a current email address on the registration form. We will also utilize the school reach phone call system to send messages to parents.

Husker Kids' Zone is not responsible for any personal toys, games, books, etc. that are brought from home. If toys from home become a distraction, staff may ask that they stay in their bag or at 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. If their choices cause disruption or harm, privileges may be withdrawn and/or parents notified of the choices. Continued disruptive or dangerous 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 other safe options.

When a student is disruptive to the program, the following steps will be taken:

1. A behavior chart will be utilized to give warnings to students. Continued warnings or harmful behaviors will lead to a "Behavior Note."
2. If a student receives a "Behavior Note," Kids' Zone Staff will document the incident and explain the situation to the parent when they pick up their child.
3. If there are three "Behavior Notes" 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.
4. If a student cannot attend childcare without being a danger to themselves or others, they will be excluded from the program prior to 3 suspensions.

**As a school district that provides child care, we will provide accommodations and services that are reasonable and necessary to provide 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.

- 2023-24 HUSKER KIDS ZONE REGISTRATION FORM -

Child's Name	Last	DOB	Grade	T-shirt Size

Circle one- DAYS PER WEEK: 5 4 3 2 1 drop-in

SCHEDULE: **AM:** MON__ TUES__ **WED FULL** THURS__ FRI__

PM: **MON FULL** **TUES FULL** **WED FULL** **THURS FULL** **FRI FULL**

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PM: **MON FULL** **TUES FULL** **WED FULL** **THURS FULL** **FRI FULL**

Child(rens) Address

Expected drop-off time: _____ Expected pick-up time: _____

Parent/Guardian 1	Phone Number	Email

Address	Employer	Work Phone Number

Parent/Guardian 2	Phone Number	Email

Address	Employer	Work Phone Number

Authorized Pickup/ Emergency Contact	Phone Number	Relationship

Does your Child have any health concerns, allergies, or needs that we should know about?

NO _____ YES _____ (please explain)

What Techniques are helpful 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 resources before the parent/guardian.

Guardian Signature

Date

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

Guardian Signature

Date

- My Child(ren) has permission to watch movies that are rated G or PG at Husker Kids' Zone

Guardian Signature

Date

- 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 may have to make claims or lawsuits against them. I acknowledge that this is not an essential service provided by Holdingford Schools and Holdingford Community Education. 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 or 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.

Guardian Signature

Date

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

Guardian Signature

Date

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

Date Received (office use only)