

# Husker Kids' Zone

## *Summer 2026 Parent Handbook*

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## **Welcome to Husker Kids' Zone 2026 Summer Care!**

This program serves students who have completed grades K-6 in the 2025-26 school year.

Space is limited for childcare, pick-a-day contracts are a first come first serve basis.

Summer care will begin on Tuesday, June 2, 2026 and end on Friday, August 14, 2026.

Registration will open to the public on Wednesday, February 18 at 8am at the following link under "childcare"- <https://holdingford.revtrak.net/RW-Community-Education/#/list>

### **Staff**

Amanda McDonough, Community Education Director

Becca VanHeel, Community Education Coordinator

Katrina Kolles, Husker Kids' Zone Supervisor

Staff will be trained on basic first aid procedures and discipline policies. 18+ leads will be First Aid/ CPR certified. The target ratio for staffing is approximately 1:10.

### **Location**

Grades K-2: Room 305 (preschool room)

Grades 3-6: Room 304 (preschool room)

Drop-off and pick-up will be at door 6. There will be a sign posted outside the room stating where the group is if they are not in the room at drop-off/ pick-up times.

### **Hours**

Monday – Friday: 6:45 AM - 5:45 PM

Please do not drop your child off before 6:45 AM - staff may be there but they are preparing for the day.

Kids' Zone will be closed the following days:

- Friday, June 19th, 2026
- Friday, July 3rd, 2026

### **Fees**

Registration Fee:

- \$10.00/ child

Daily Rates:

- \$28.00/ day

Finders Fee:

- \$5.00 per incident
- Finders fees can be added for the following:
  - If your child is signed up for a day and they are a no-show with no communication to staff prior to 9:30 AM.
  - If you do not sign your child in or out on the Chromebook at the end of the day.

Late Pick-up Fee:

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

Late Payment Fee:

- \$10.00
- Invoices will be emailed monthly, with payment due by the Monday of the last full week of the month. If your payment is not received by the due date, a late fee will be applied to your account. **Childcare will be suspended if no payments are received for 30 days.**

Field Trip/ Activity Fee:

- \$16.00/ per trip or activity
- Added to your invoice if your child is signed up for the day of the trip

**Field Trip/ Activities**

Kids' Zone will participate in field trips or extra curricular activities weekly on Wednesdays. Please keep this in mind when signing your child up for their days. If your child is signed up on Wednesdays, you are agreeing to paying the additional field trip/ activity fee. As well as giving

permission for them to attend the field trip. Additional permission slips may need to be signed, but this does not apply to every activity.

All students in attendance on field trip days are required to go on the trip, no staff nor students will stay behind.

- Transportation for field trips will be provided by ISD#738, school bus or van. By signing your child up for field trip days, you consent to them being transported by ISD#738.

### **Contract/ Invoicing Information**

Pick-a-day contracts allow you to log into your Revtrak account and pick the days your child will be attending each month. You can add/ remove days for the next month up until the Sunday of the last full week of the month. The calendar will close for the following month and you will be invoiced for the days you pick, and you will be responsible for paying for those days regardless of schedule changes. No refunds.

Invoices will be sent to the email address of the account holder, there will be an option to add multiple email addresses to receive any emails regarding Kids' Zone and invoices.

Payments can be made online on the Revtrak store by logging into your Parent Portal, by check (made out to Holdingford Public Schools), cash, or auto payment. Auto payments will be made on the Monday of the last full week of the billing month.

### **Invoicing Schedule:**

<b>Billing Month</b>	<b>Days Must Be Picked By</b>	<b>All Fees Due/ Autopay Date</b>
June 1 - June 30, 2026	Sunday, May 24, 2026	Monday, June 22, 2026
July 1 - July 31, 2026	Sunday, June 21, 2026	Monday, July 27, 2026
August 1 - August 14, 2026	Sunday, July 26, 2026	Monday, August 17, 2026

### **Entering and Leaving**

A parent or guardian must sign their child in when arriving and out at the time of pick-up.

Students are NOT allowed to sign themselves in or out. Sign in/ out will be on the chromebooks by the classroom door. If you fail to sign your child in or out you will be charged a finders fee.

You can list multiple authorized pick-up people. Please be sure to send in a photo of those listed, (send to [becca.vanheel@isd738.org](mailto:becca.vanheel@isd738.org)) this will give them permission to drop-off and pick-up your child at any time without parent notification to staff. If at any time you want to add or remove an authorized pick-up person, please contact Becca.

If someone who is not authorized to pick-up your child is going to be picking them up one day, please notify staff. This person will need an ID on them at the time of pick-up.

### **Bathroom/ Toilet Responsibilities**

Children need to be fully toilet trained in order to attend our program. This means taking care of ALL bathroom needs without assistance. We understand that accidents happen, with that being said all students should bring an extra pair of clothes on the first day of care to keep at Kids' Zone (shirt, socks, pants, underwear.)

### **Dress Code**

Time will be spent outdoors, please be sure your child is dressed appropriately for the weather while still following the school dress code. Students may wear sandals, but we recommend closed toed shoes for outdoor and gym time. Shoes are required at all times.

Students will be given a green Husker Kids' Zone shirt, **all students are required to wear this on field trip days.** The first shirt is free, but if your child loses theirs and needs a new one in the summer, you will be charged \$13.00 for a replacement.

\*If you have a shirt that no longer fits your child and is in good condition, we will gladly reuse them!

### **Lunch**

Lunch is not provided. Parents need to pack a cold lunch daily. Microwaves will NOT be available. Students are not to share food with kids outside of their immediate family. If you forget to pack a lunch, staff will reach out to you first to see if you want to bring one, if you choose not to bring one, we will provide one and you will be charged a \$12.00 fee.

## **Snack**

A snack and milk will be offered twice daily at AM & PM snack. If your child is not at Kids' Zone during snack time, they will miss out on that snack for the day. Students are welcome to bring snacks from home (no candy) for themselves, they are not allowed to share with others. We will not allow students to go through their lunch box for the AM snack unless a parent specifies. However, they are allowed to have any lunch leftovers for their PM snack. Students should bring a water bottle with them daily.

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

If your child becomes ill at Kids' Zone, staff will contact a parent to arrange early pick-up for your child. Your child will be made as comfortable as possible until a parent comes.

If your child spikes a fever of 100.4°F + or vomits while at Kids' Zone, a parent is required to arrange pick-up within an hour of staff contacting them.

No child can attend Kids' Zone if they are running a fever of 100.4°F or higher, they must be fever free, without medication, before returning to Kids' Zone. If your child has diarrhea or has vomited, please keep them at home for 24 hours after all symptoms are gone.

Children must be on prescription medication for any infectious disease for 24 hours before returning to Kids' Zone.

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.

In the event of an emergency when immediate attention is needed, the staff will call 911, and then immediately contact a parent. After 911 has been called, it is up to the paramedics to decide what to do. If they decide your child needs emergency treatment, they will take the child to the nearest emergency medical facility, and parents/ guardians will be responsible for the medical charges.

If your child should receive a minor injury, they will receive first aid and you will be notified by call/text/email or at pick-up. Staff will provide an injury report with details that will be provided at pick-up, parents should sign it and it will be filed.

If your child has 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 the procedures for responding to an allergic reaction.

### **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 the 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**

A typical day will consist of the following:

- Free choice
- AM & PM snack
- Gym time
- Outside time
- Educational activities
- Lunch
- Movie/Quiet time
- Craft
- Group activities

There is not a set schedule at this time, but there will be at the start of Summer. The schedule will be displayed in the Kids' Zone room and is subject to change.

Kids' Zone will take multiple field trips and plan various activities throughout the summer, additional fees will apply.

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

If your child is attending any extra-curricular activities on school grounds, our staff will escort them to and from their activities. A written note/ schedule is required in order for our staff to bring your child to these extracurriculars. Please notify staff of any schedule changes of said activities.

## **Program Rules/ Discipline Policy**

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 Parent Square system for any urgent messages.

## Miscellaneous

- Items that your child should bring on their first day of care:
  - Extra set of clothes
- A spray sunscreen will be provided for all children and applied to them before outside time. If your child is required to use a specific sunscreen please note this on your registration in the “health concerns” area and bring one to keep at Kids’ Zone on the first day of care.
- Personal items (toys, blankets, electronics, trading cards etc.,) are not allowed at Kids; Zone. If your child brings something, the staff will take it and give it to the parent at pickup.
- Appropriate hygiene and boundaries are very important with stopping the spread of germs - please work on these skills with your child at home.
- Kids’ Zone may have to close for unforeseen circumstances, if we have to close for any reason you will be notified as soon as possible. If it is a full day closure you will not be charged any fees. If it is a partial day closure your fees will be adjusted to a lower rate.
- 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.
- Helpful links for registration:
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13841048325015](https://regwerks.zendesk.com/hc/en-us/article_attachments/13841048325015)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13841247878167](https://regwerks.zendesk.com/hc/en-us/article_attachments/13841247878167)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13840974897047](https://regwerks.zendesk.com/hc/en-us/article_attachments/13840974897047)
  - [https://regwerks.zendesk.com/hc/en-us/article\\_attachments/13840907141527](https://regwerks.zendesk.com/hc/en-us/article_attachments/13840907141527)
  - <https://regwerks.zendesk.com/hc/en-us/categories/13809538117399-For-Your-Customers-Families> (general Revtrak help)