

FORT COMMUNITY SCHOOLS
FOUNDATION
CALHOUN

Pioneer Adventure Club

**2024-25 School Year
Family Handbook**

Dear Pioneer Adventure Club Families:

Welcome to Pioneer Adventure Club (PAC), the before and after school and summer child care program operated by Fort Calhoun Community Schools. PAC is a self-supporting program offered at the District's elementary school building. PAC provides quality, reliable child care in your child's own elementary school at a competitive child care price. Our site meets Nebraska Department of Health and Human Services standards for Child Care Centers as well as meeting inspection requirements from the Fire Marshal and Department of Health and Human Services. The program attends to the educational and nutritional needs of each child by providing morning and afternoon snacks as well as large muscle activities supplemented with fine motor skill activities such as arts and crafts and table games. Children will also have opportunities to complete school assignments, read, have free choice time, and participate in outdoor play.

This Family Handbook is intended to outline what you may expect from the PAC Program and vice versa. If questions arise that are not covered in this Family Handbook, please feel free to speak to the Program Director using the contact information listed below.

We are dedicated to providing a fun, safe, and enriching childcare experience for your child and welcome all suggestions and ideas to better our program! Please do not hesitate to call with any questions, concerns, or ideas!

Welcome to PAC!

Thank you,
PAC Director and Staff
Fort Calhoun Community Schools Foundation
Before and After School Program
1020 Monroe Street, PO Box 430
Fort Calhoun, Nebraska 68023
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PAC CONTACT INFORMATION

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PROGRAM INFORMATION

LICENSING

PAC is a child care program licensed by the State of Nebraska through the Nebraska Department of Health and Human Services. PAC will be routinely visited through the year by a Child Care Inspection Specialist appointed by the Nebraska Department of Health and Human Services to ensure all regulations are met and sustained on a daily basis in order to maintain our licensing compliance with the State of Nebraska. PAC maintains the school-age child to adult ratio of 15:1, as dictated by State regulations. Nothing is more important than a dedicated, experienced, and well-trained staff. Staff is selected on their experience, training, and personal commitment to the needs of children. All employees of the District must pass a background and Adult and/or Child Abuse and Neglect central registry check before beginning work, this includes all staff members of the Before and After School Program. All staff members are required to have annual training, and the Director is required to be certified in CPR/First Aid.

CHILDREN SERVED

The Fort Calhoun Community Schools PAC program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or mental abilities. Child care is eligible for "school age" children, ages five through thirteen years of age who are enrolled in the Fort Calhoun Community Schools Elementary. **"School Age" starts the first day of kindergarten and goes through 6th grade.** If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at PAC), please notify us AT THE TIME OF ENROLLMENT. A special needs care plan may be developed with the involvement of the child's parents/guardians, PAC Program Director, and other appropriate personnel. The feasibility of the plan's implementation will be determined by several factors, including but not limited to trained personnel resources, state guidelines, and program safety.

PAC cannot provide one-on-one supervision during operating hours. Care of all children must allow PAC to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in PAC must meet each of the following criteria:

- Must be currently enrolled in the Fort Calhoun Community Schools System,
- Must be "school age" and between the ages of 5-12 years old,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face),
- Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),
- Must have physical endurance to interact or participate in indoor and outdoor play,
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

PAC reserves the right to restrict admission or continued enrollment on a case-by-case basis.

It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or accommodations. Failure to comply with this request at the time of registration may

result in removal from the PAC program. All information listed will remain confidential; but it is for the safety and well-being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

HOURS OF OPERATION

PAC is available at 6:30 AM until school begins and from school dismissal until 6:00 PM. In the event of an early dismissal, PAC will be open from the designated time of dismissal until 6:00 PM at no extra charge. On non-school days and during the summer, the program is available from 6:30 AM to 6:00 PM, Monday through Friday.

DAYS OF OPERATION

The program will operate during vacations, staff in-service days, parent-teacher conference days, teacher conventions, and early release days. On non-school days, hours of operation are 6:30 AM-6:00 PM; PAC will provide breakfast, a sack lunch and an afternoon snack.

Pioneer Adventure Club 2024-25 Important Dates	
Aug-15	First Day of PAC
Sept-2	Labor Day/ NO PAC
Sept-13	Homecoming Parade
Sept-30	No School/ PAC 6:30-6
Oct 23-24	Early Out/ PAC 1:15-6
Oct 25	No School/ PAC 6:30-6/ Field Trip Day (TBD)
Nov 28-29	No School/ NO PAC
Dec 23	No School/ PAC 6:30-6
Dec 24-26	No School/ NO PAC
Dec 27-30	No School/ PAC 6:30-6
Dec 31-Jan 1	No School/ NO PAC
Jan 2-6	No School/ PAC 6:30-6
Jan 20	No School/ PAC 6:30-6
Feb 19-20	Early Out/ PAC 1:15-6
Feb 21	No School/ PAC 6:30-6/ Field Trip (TBD)
Mar 13-14	No School/ PAC 6:30-6
Apr 4	No School/ PAC 6:30-6
Apr 18-21	No School/ NO PAC
May 22	Last Day of School/ Early Out/ PAC 11:15-6

HOLIDAYS

PAC will be closed for the ten following holidays:

Labor Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Good Friday

Memorial Day

July 4th

If a holiday falls on a Saturday or Sunday, PAC will either be closed the Friday preceding the holiday, or the Monday following the holiday.

SNOW DAYS

If school is canceled due to weather conditions, PAC will also be closed. An emergency text will be sent with updates.

SCHOOL CLOSED DURING SCHOOL DAY

If school is closed due to weather conditions during the school day, PAC will also be closed. *Tuition will be prorated on the next monthly invoice.*

EMERGENCY CLOSINGS

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., PAC will close as well. If PAC closes early due to emergency conditions, the Director will notify you or your emergency contact by using the telephone numbers you have supplied in the registration packet. If PAC closes early due to emergency conditions, we ask for your full cooperation in arranging for your child(ren) to be picked up as quickly as possible. *Tuition will be prorated on the next monthly invoice.*

SUMMER SESSION (If offered)

PAC offers care through the summer, Monday through Friday from 6:30 AM until 6:00 PM. The first day of summer care will begin a week after school is out and the last day of summer care will be on the last Friday before school begins. PAC will be closed on the Monday, Tuesday and Wednesday prior to school starting to accommodate site set-up for the school year program. Enrollment for the summer program is a commitment for the entire summer program.

ENROLLMENT AND REGISTRATION PROCEDURES

In order to register into the PAC program, the following information must be completed and submitted to the office **prior to your child(ren)'s first day of program:**

*(Please remember that PAC does not share and cannot obtain any of these documents from School Officials necessary copies will need to be submitted to **both parties**)*

- A completed registration form for each program (annually)
- A copy of your child's immunization records (annually)

- A signed and dated Family Handbook Policies Agreement (annually)

All registration forms may be obtained by going online to <http://fortcalhounschoools.org> under Schools/Pioneer Adventure Club/ Registration Link.

TAX RECORDS

The Federal Tax ID number of Fort Calhoun Community Schools is 47-6005807. It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with a complimentary statement in January with the prior year's tuition and payment information. Statements can be accessed at any time through Procure.

ENROLLMENT CATEGORIES

Families have three (3) choices of enrollment categories from which to choose. Tuition charges depend upon their chosen enrollment category, along with the number of children that are enrolled. *Space is limited.*

Your tuition is determined by the enrollment category for which you register your child(ren). Tuition charges are based on enrollment category, not attendance or the amount of dates between billing dates.

School Year Program Enrollment Categories

Full Time – reserves a space each morning and afternoon

AM Care– reserves a space each morning

PM Care – reserves a space each afternoon

Summer Program Enrollment Categories (If offered)

Full Time – reserves a space each morning and afternoon, up to five (5) days per week

Part Time – reserves a space each morning and afternoon, up to three (3) days per week

Each enrollment category has an annual amount. The annual amount is then divided into eight (8) equal installments for the school year program and four (4) equal installments for the summer program. Invoices will be processed and sent at the beginning of each month September through April for the school year program and May through August for the summer care program. Tuition is based on the above registration categories and is due regardless of the child's actual attendance or number of dates between billing dates.

Failure to submit payment for all tuition and associated fees accrued on a paying party's account will result in termination of the account and the balance being turned over to collections. Terminated accounts are subject to be reviewed for reinstatement by PAC the school year following termination and all determinations made regarding all accounts are at the discretion of PAC.

RETURN PAYMENT

If the bank returns any payment, a \$25.00 return fee will be assessed on your account. Please note that the amount of payment returned, the \$25.00 return fee, and any other current payments or fees will be processed on the **next scheduled monthly invoice**. Failure to resolve outstanding balances may result in termination from the PAC Program.

TITLE XX PROVIDER

The Fort Calhoun Community Schools is an approved Title XX provider. Authorization from the State of Nebraska must be provided with the registration paperwork, prior to the first day of care. Title XX recipients are expected to attend as indicated in the registration category of their contract; if a Title XX recipient does not attend as expected, the family may be billed.

LATE PICK-UP FEES

All children are to be picked up by 6:00 PM. Parents will be charged for late pick-up at a rate of \$6.00 per 15 minutes per child, beginning at 6:01 PM. This fee will be assessed through the monthly billing process and added to the next scheduled monthly invoice.

YEAR END TAX STATEMENTS

It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with one itemized statement by January 31 with the prior year's tuition and payment information. Tax statements can be found on Procure.

TERMINATION/CHANGE OF STATUS FEE

A fee of \$50.00 will be assessed when a family has been granted a withdrawal from their contract or a change of status in their contract amount. Weekly charges continue to accrue until such time that a "Withdrawal or Change of Status Request Form" is approved by the Program Director or authorized representative for the Fort Calhoun Community Schools. If you remove your child from the PAC program at any time, and choose to register them back into the program, a registration fee of \$20.00 for the first and \$10.00 for each additional child will be collected at that time.

STATUS CHANGES: Any change in registration status for your child, such as changing from full-time to part time AM, must be provided in writing on a 'Withdrawal or Change of Status Form' obtained from and returned to the Director at least two weeks (10 business days) in advance.

WITHDRAWAL FROM PAC (by the family): Families who wish to discontinue child care services with PAC must give written notice of withdrawal on our "Withdrawal or Change of Status Form". These forms are available at the site, from the Program Director, or by going to pac@pioneers.org, Schools, Before and After School. Forms must be submitted to the Program Director at least two weeks (10 business days) prior to withdrawal. Parents are obligated to continue payment of any tuition or fees to meet the requirement regardless of the child's attendance as well as the Termination/Change of Status Fee of \$50.00. Any charges incurred during this time are **non-refundable**.

WITHDRAWAL FROM PAC (by the Program): Reasonable steps will be taken to avoid termination; however, if we can no longer provide care we will give a two-week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons (please see "Disciplinary Policy"). You are responsible for payment for those two weeks even if your child does not attend. Exceptions will be reviewed by the Program Director. PAC may terminate services for any of the following reasons (but are not limited to):

- Failure to honor obligations listed in the Family Handbook, or in any written policies provided.
- Any actions by parents or children that adversely affect the program.

- Failure to complete required forms.
- Lack of parental cooperation.
- Inability to meet the child’s needs without additional staff.
- Failure to maintain a current account balance.

2024-2025 School Year Fee Schedule

An annual tuition amount for each enrollment category our program offers has been determined. The annual amount is divided into 8 equal deductions occurring over the course of the school year. Our deduction schedule is detailed below. Tuition and deduction amounts are based upon enrollment category, **not attendance**.

Families enrolling more than one child, will receive a 10% discount off the first child rate, for each additional child registered.

Fort Calhoun Community Schools employees receive a 20% discount off the first child and additional rates.

<u>Enrollment Category</u>	<u>Annual Amount</u>	<u>Deduction Amount</u>
Full-Time (reserves a spot before & after school)		
First Child Rate	\$3,200.00	\$400.00
Full-Time PM (reserves a spot after school)		
First Child Rate	\$2,730.00	\$341.25
Full-Time AM (reserves a spot before school)		
First Child Rate	\$1,844.00	\$230.50

All plans include full care days when school is not in session.

Deduction Dates for the 2024-25 School Year

- September 1, 2024
- October 1, 2024
- November 1, 2024
- December 1, 2024
- January 1, 2024
- February 1, 2024
- March 1, 2024

April 1, 2024

Rates are calculated on an annual basis and billed in eight (8) equal installments. Invoices will be processed and sent at the beginning of each month September through May and due by the 15th of the month.

As a reminder, Reserved space tuition is strictly based on enrollment; not attendance or the number of days between billing dates.

LATE PAYMENT FEE

If the entire tuition payment isn't made by the 15th of each month, each day after the 15th a \$5 late payment fee will be added. If you have multiple children enrolled in PAC this would be \$5 per day per child enrolled. If the original tuition payment and any late payment fees aren't paid in full by the end of the month your child(ren) will not be allowed to attend until payment is up to date.

YOUR CHILD'S DAY

PROGRAM PLANNING

All activities are prepared in advance so that staff members are aware of the week's activities in order to be fully prepared. A variety of age appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

SUPPLIES & MATERIALS

PAC has a variety of developmentally appropriate supplies and materials for each child to be engaged in an activity. Supplies and materials are inspected weekly to ensure that they are in good condition. Supplies and materials not in good condition will be removed from the site immediately.

ITEMS FROM HOME

Please discourage your child from bringing any toys or other items from home. We have ample equipment to meet the children's needs. If toys or other items are brought to PAC they will be confiscated by a staff member and given to a parent/guardian at pick up. PAC cannot assume responsibility for toys or other items brought from home.

LOST AND FOUND

Articles of clothing, such as sweaters, jackets and boots, should be marked with your child's name. If you lose something, please check with the Director or in the school's lost and found.

PAC DAILY SCHEDULE

(Please note that this is a generic schedule and may be subject to changes throughout the entirety of the program).

AM Schedule

6:30 am: Site Opens

6:30 am - 7:45 am: Homework/ Quiet Reading/ Independent Study/ Kid's Choice

7:45 am: Dismissal for Breakfast/ Walk & Talk/ Reading in the Library (optional)

PM Schedule

2024-25 School Year PAC Monday-Thursday Schedule		
Time	Activity	Location(s)
3:00 pm - 3:30 pm	Attendance & Homework/Quiet Reading	Classroom & Lobby
3:30 pm - 4:00 pm	Snack	Cafeteria
4:00 pm - 5:00 pm	Outside	Playground
5:00 pm - 5:20 pm	Rotation 1 (K-2: Classroom, 3-6: Gym)	Classroom & Gym

5:20 pm - 5:40 pm	Rotation 2 (K-2: Gym, 3-6: Classroom)	Classroom & Gym
5:40 pm - 6:00 pm	Free-Time	Classroom

*** Reading will be available as an alternative activity at all times during center hours.**

Rotations will change each day so that each child has the opportunity to be in the classroom and the gym.

- Rotation 1 will work as followed:
 - K-2 will be in the classroom on Monday and Wednesday and in the gym on Tuesday and Thursday.
 - 3-6 will be in the gym on Monday and Wednesday and in the classroom on Tuesday and Thursday.
- Rotation 2 will work as followed:
 - K-2 will be in the gym on Monday and Wednesday and in the classroom on Tuesday and Thursday.
 - 3-6 will be in the classroom on Monday and Wednesday and in the gym on Tuesday and Thursday.

2024-25 School Year PAC Friday Schedule		
Time	Activity	Location(s)
1:15 pm - 1:25 pm	Attendance	Classroom
1:25 pm - 2:30 pm	Outside	Playground
2:30 pm - 3:30 pm	Activity (Art or Science)	Classroom or Cafeteria
3:30 pm - 4:00 pm	Snack	Cafeteria
4:00 pm - 4:30 pm	Quiet Time	Classroom
4:30 pm - 5:00 pm	Outside	Playground
5:00 pm - 6:00 pm	Movie	Classroom

*** Reading will be available as an alternative activity at all times during center hours.**

ATTENDANCE

AM Attendance due to the fact that children arrive at different times for the morning program, children will be checked in on the attendance sheet as they arrive, and group attendance will be taken prior to school starting. PM Attendance, after children have arrived and are sitting in midline, attendance will be taken. Within the first 20 minutes of the program opening in the afternoon, the Director will have an accurate attendance record. If any child, who is scheduled to attend in the afternoon, is not accounted for, PAC staff members will implement the Missing Child Procedures (*see page 11*).

SNACKS

Snack/ breakfast will not be provided by PAC in the morning. If you want your child to eat school breakfast, we will send them to breakfast at 7:45, otherwise you are responsible for bringing breakfast. Children will be allowed to eat in the classroom in the morning. All foods served meet USDA guidelines. *Children who wish to participate in the school's breakfast program may do so with parental/guardian consent-PAC will not pay for this service.*

Afternoon Snack, after attendance and homework/quiet reading is completed the children will wash their hands and be served snack. Weekly menus are posted so that staff, children, and parents are aware of the snack items being served. Snacks must represent two of the four food groups. Adequate and appropriate portions will be served based on the children's needs. Substitute snacks are provided for children who have special dietary needs (as documented by a doctor's note) on days when the scheduled snack is not appropriate. You may also send your child with a snack from home if they do not like the snack that is being served that day or if they would like an extra snack in addition to what is being served.

ACTIVITIES

PAC offers a variety of structured as well as unstructured experiences to the children including, but not limited to:

- Arts and Crafts
- Science Experiments
- Group Gym Games
- Homework Help
- Quiet Reading
- Outdoor Free Play
- Gym Free Play
- Free Art Time
- Free Board Game and Toy Time
- Field Trips
- Splash Pad
- Snack

OUTDOOR ACTIVITY

Weather permitting, the children will play outdoors. All children who are well enough to be at PAC will be expected to participate in this activity. You can help your child enjoy this time outdoors by being sure that he or she is dressed for the existing weather conditions. If your child has chronic health problems that prohibit or limit outdoor play, please notify the Director.

SUPERVISION & SAFETY

PROVIDING APPROPRIATE CARE AND SUPERVISION

Staff members of a childcare program are the most important element in successful operation of the PAC Program. It is the staff that is responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibilities for providing adequate and appropriate supervision at all times children are in attendance. Every situation will differ; however, it is expected that childcare staff will use good judgment in assessing proper supervision while children are in our care.

ABSENT CHILD PROCEDURES

A major goal of PAC is to provide a safe environment for each child. Knowing which children should be present is very important. Attendance is taken as your child comes in after school. If a child is scheduled to attend PAC, the child does not arrive, and a parent/guardian has not notified PAC, the Director will initiate the Missing Child Procedures. If a child will be absent or will be late to PAC, messages may be left on the program phone via voice mail or with the Elementary office number 24 hours a day by calling 402-468-5715 or you may email the Director at pac@ftcpioneers.org.

MISSING CHILD PROCEDURES: If a child is scheduled to attend PAC after school, the child does not arrive, and a parent/guardian has not notified PAC, the following procedures will be followed:

- 1.) Check with the school secretary to see if the child left school or has gone home ill.
- 2.) Check classroom and with the classroom teacher. The Director will use all-call to access help to check other areas of the building and alert additional staff.
- 3.) Call parent or emergency numbers on enrollment form.
- 4.) If unable to reach a parent or emergency number, the Police Department will be called for assistance. If step 3, "call parent or emergency numbers on enrollment form," is reached on more than **three** occasions because the parent/guardian did not notify PAC that the child would be absent, **the child will be permanently removed from PAC.**

If your child is going to be absent from PAC in the afternoon, please take the following steps to report their absence:

- 1.) Call or text the program phone and leave a message stating that your child will be gone (please include the date and time that you are calling if leaving a voicemail and the date your child will be absent).
- 2.) Call or email the Elementary office or Director to let them know that they will not be attending PAC after school that day. **PAC will not notify the school if your child is absent from PAC.**

DROP OFF AND PICK UP

A child will be allowed to leave PAC only when accompanied by a parent or by a person listed in writing by the parent as authorized to pick up the child. **Any parent or authorized person who picks up the child must come inside the building and sign the child out using the ProCare app on the Ipad at the sign-in/out stand.** PAC staff members cannot sign a child in or out of the program nor can a parent call in to authorize someone to pick their child up (all authorizations must have written consent). A photo I.D. will be required for any authorized person, other than a parent, to pick up a child. PAC will not be responsible for children left unsupervised before our official opening time. Failure to sign in the child in the morning or out in the afternoon may result in removal of the child from PAC. **Parents must come inside the building to sign in their child in the morning and sign out their child in the afternoon. PAC will not dismiss children to parents in their car.**

ENTRANCES TO THE BUILDINGS

Proceed to the North West side of the school building and use the double-doors located by the Pre-school playground to enter and exit the building (the gym entrance). Signing in and out takes place at the iPad outside of the classroom. If your child is registered for afternoon care, please instruct him/her to go directly to the cafeteria or classroom.

RELEASE OF A CHILD: CUSTODY/DIVORCE/UNAUTHORIZED INDIVIDUALS

It is our policy to release a child to either parent unless we have a copy of a court order/ divorce decree prohibiting one of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day as stated in the court order/divorce decree. The school may have a copy of the court order/divorce decree on file, but because we are a separate program, we require a copy for our records. For the safety of your child, it is imperative that this information is supplied and discussed with the Director. The Fort Calhoun Community Schools or its Foundation will not assume responsibility for children released to unauthorized individuals if the Before and After School program does not have the proper documentation on file.

If your child is to be picked up by someone other than who is listed on your emergency/authorized pickup list (as designated on your child's registration form), you will be required to submit permission in writing before your child will be authorized to leave with the individual. You may not call in to give verbal permission for your child to leave with an individual-it must be in writing.

Please call ahead if someone other than the child's parent/guardian will be picking them up to make the Director aware. As a reminder, all individuals must provide a photo I.D. to verify their identity before the child will be released.

HEALTH & SAFETY

ILLNESS POLICY

If your child becomes ill while attending the program, you will be notified immediately. The child may not remain at the program if any of the following symptoms are present:

- 1.) Temperature of 100 degrees F or above
- 2.) Diarrhea or vomiting
- 3.) Unexplained skin rash or irritation
- 4.) Evidence of contagious disease

A sick child must be picked up from the program within one hour of being notified by a PAC staff member. Please let the Director know if your child has been diagnosed with a contagious illness. Notice will be posted to all families, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will never be released. Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. Please refer to the health exclusion policy for additional information:

- 1.) Temperature of 100 degrees F, or higher 1.) Free of fever for 24 hours.
- 2.) Temperature of 100 degrees F, or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash.
- 2.) a) Free of fever for 24 hours and b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
- 3.) Red, watery or draining eye(s). 3.) All discharge has ceased.
- 4.) Drainage from the ears.
- 4.) a) All drainage from the ear(s) has ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
- 5.) Lice. 5.) After treatment, free of lice and nits.
- 6.) Skin lesions, i.e., impetigo, ring worm, and scabies.
- 6.) a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
- 7.) Vomiting. 7.) Free of upset stomach and vomiting for 24 hours.
- 8.) Diarrhea (2 or more loose, watery stools per day). 8.) Diarrhea free for 24 hours.
- 9.) Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.
- 9.) a) Free of symptoms, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
- 10.) Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.
- 10.) Free of fever for 24 hours.
- 11.) Any combinations of symptoms for consecutive days of attendance. 11.) Free of symptoms.

HEAD LICE

If head lice or nits are found on your child, you will be called to pick up the child and given information on treatment. The child will be checked upon their return and may stay if the child is “nit free”.

CHRONIC AND SPECIAL HEALTH NEEDS

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at All Star Kids), please notify us **AT THE TIME OF ENROLLMENT**. A special needs care plan may be developed with the involvement of the child’s parents/guardians, Program Director and other appropriate personnel. The feasibility of the plan’s implementation will be determined by several factors, including but not limited to trained personnel resources, state guidelines, and program safety.

PAC cannot provide one-on-one supervision during operating hours. Care of all children must allow PAC to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in PAC must meet each of the following criteria:

- 1.) Must be currently enrolled in the Fort Calhoun Community School system,
- 2.) Must be between the ages of 5-12 years old,
- 3.) Must be toilet trained and non-diapered,
- 4.) Must be able to move to and from the toilet in the restroom without assistance,
- 5.) Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing of hand and face),
- 6.) Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- 7.) Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),
- 8.) Must have physical endurance to interact or participate in indoor and outdoor play,
- 9.) Must be able to adhere to the discipline policy, indoor rules and outdoor rules.

PAC reserves the right to restrict admission or continued enrollment on a case-by-case basis.

ACCIDENTS AND MEDICAL EMERGENCIES

The health and safety of children entrusted to our care is our top priority and we work to prevent accidents from happening. If a minor accident occurs during our care, an accident report outlining the care and procedures administered to your child will be completed and placed in your child's file. The accident report must be signed by the parent/guardian before the child will be allowed to return to PAC.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent/guardian immediately at the telephone numbers you have supplied. If we are unable to reach a parent/guardian, our procedure is to contact the emergency people listed on your registration form and the child's physician or ambulance as needed. A staff member would accompany any child being transported to a local hospital, and remain with the child until the parent or guardian has arrived. A copy of the child's registration form and immunization records would be brought to the hospital with the staff member. Ambulance units are dispatched by the city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A signed emergency medical authorization is required from the parent/guardian to allow the PAC staff member to take necessary emergency medical measures. This permission is included on your registration form.

General Guidelines Used for Administering First Aid:

- 1.) Staff will not move the child until we determine the extent of the injury.
- 2.) Any mild cut or abrasion will be washed with warm water and a Band-aid will be applied. Salves, ointments, or creams will not be applied or kept on site, unless an "as needed" script is provided by a licensed health care professional and the parent/guardian has supplied the medication.
- 3.) In case of deeper cuts possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another authorized person on the child's registration form, or notify the child's listed physician for medical advice.
- 4.) If a limb is visibly distorted, we will contact the parent/guardian immediately. The parent/guardian can then make the recommendation as to having 911 dispatched, or if the parent would prefer to transport. If we are unable to get in contact with the parent/guardian, staff will call 911 immediately. If a child is transported to a local hospital, a staff member will accompany the child to the hospital, and remain with the child until the parent or guardian has arrived.
- 5.) If a child becomes unconscious, 911 will be called immediately.

6.) In case of a head injury of any kind, staff will apply a cold compress to the injured area, and call the parent/guardian.

CPR/FIRST AID

At least one staff member who is CPR/First Aid certified must be on duty at all times. Oftentimes several employees are certified per site, as Fort Calhoun Community Schools provides training for all employees to become CPR/First Aid Certified.

MEDICATION GUIDELINES

If possible, a parent/guardian should administer all students' medications at home. If a circumstance requires a student to take medication while at PAC, the Director or Assistant Director may administer the medication in compliance with the regulations that follow:

- 1.) All medication to be administered by PAC must be accompanied by written parental/guardian permission and the physician's statement indicating the need and instructions for correctly administering the medication. The parent/guardian must complete the "Medication Permission and Questionnaire" including signing a competency statement which will be kept in the child's file.
- 2.) All medication must be presented in the prescription container, properly labeled, including the child's name, physician's name and the directions for administering.
- 3.) Over the counter medication, or as needed medication, (i.e. aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without a verbal or written order from a physician.
- 4.) All emergency medication, such as asthma inhalers and Epi-Pens, must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions, from a physician.
- 5.) If at all possible, consult with your physician about the timing of the medication. Some prescriptions can be written so there is not a need to administer medication during PAC.
- 6.) All medications administered at PAC must be stored and/or refrigerated in a locked container, available only to PAC staff.
- 7.) All medication not picked up will be disposed of at the end of the year or when the child is no longer enrolled in the PAC Program. PAC will not store nor administer any medication that has not been delivered to the Director by parent/guardian, accompanying proper completed documentation. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply PAC with non-expired medication, accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

Please note that PAC does not have access to the schools medications-any medication needing to be administered during PAC hours will need to be supplied.

The following medication guidelines are set forth by the Nebraska Health and Human Services Regulation and Licensure Division:

8-016.03 Delivery of Medication: Any child care provider, center, or preschool staff person who gives or applies medication shall do so in accordance with the "5 Rights" as required in Nebraska Statute 71-6718 through 6742. These are:

1. The right drug;
2. The right recipient;
3. In the right dose;
4. By the right route;
5. At the right time;

8-016.04 Parental Responsibility: Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication. Center and preschool directors have the responsibility to assess the ability of staff to give or apply medication safely.

8-016.05 Confidentiality: Any child care provider, center, or preschool staff who gives or applies medication shall not disclose information about a child's medication unless such information is needed to protect the health of other children or staff.

8-016.06 Written Permission and Instructions: All child care providers, center or preschool staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Child care providers, center or preschool staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

8-016.06A Report to Parents: Any error in giving or applying medication shall be reported to the parent.

8-016.07 Unusual Circumstances: There must be a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN); or
2. By route other than oral, topical, inhalant, or installation.

8-016.09 Hand washing: All child care providers, center and preschool staff shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

EPI-PENS

If your child has an allergy that may require the use of an Epi-pen, PAC will require their own Epi-pen kept on site which will be provided by the parent or guardian. All Epi-Pens must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions, from a physician. If your child would require the use of the Epi-pen while in attendance, the following steps will be taken:

- 1.) The Epi-pen would be injected by a staff member.
- 2.) 911 would be called after the Epi-pen is injected.
- 3.) The parent or guardian would then be contacted and given further information.

LATEX GLOVES

Latex gloves are worn by staff when administering first aid. Please inform the Director and indicate on your child's registration form if your child has a latex allergy.

SUNSCREEN

In order for PAC to administer sunscreen to a child during school year and summer operations, a sunscreen permission form must be completed (this is included on your registration form). A physician's note is not required in this case. Instead of having to provide your child(ren) with sunscreen throughout the entire summer program, we have implemented a mandatory sunscreen fee of \$25 per child. Spray-on sunscreen with an SPF of 90 or higher will be purchased to apply to your child(ren) throughout

the entirety of the 2022 summer program. This fee does not apply to the school year program. During the school year, it is the responsibility of the parent/guardian to provide a labeled bottle of sunscreen for their child(ren).

MANDATED REPORTING

According to Nebraska law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse or neglect to include but not limited to:

- 1.) Endangerment of physical or mental health.
- 2.) Deprivation of necessary food, clothing, shelter, or care.
- 3.) Minor child six years of age or younger left unattended in a motor vehicle.
- 4.) Suspected sexual abuse and/or exposure to sexual situations/materials.

EVACUATION, FIRE, AND TORNADO DRILLS: Evacuation, fire and tornado drills are conducted monthly to ensure proper procedures in case of emergencies.

NUTRITION AND FOOD SAFETY

As a licensed child care center, all of our meals that we serve meet USDA guidelines. Weekly menus are posted to inform staff, children, and parents of upcoming meals being served.

BEHAVIOR

DISCIPLINE OF CHILDREN

Under the Nebraska Department of Social Services regulations, no child shall be pinched, punched, left alone, shaken, struck with an object, bitten or spanked by staff. Parents will be informed if the child's behavior becomes unmanageable.

INAPPROPRIATE FORMS OF DISCIPLINE

The following are inappropriate forms of discipline that will not be used by staff at the PAC program:

- Restraints
- Profane or abusive language
- Isolation without supervision
- Placing a child in a dark area
- Inflicting physical pain
- Forced physical activity, such as running laps, doing push-ups, etc.
- Verbal abuse or loud voice tones directed in a derogatory manner
- Writing sentences

DISCIPLINE POLICY

If an inappropriate behavior does occur we will use a positive approach by encouraging the child's good behavior and redirecting his/her activity. If the behavior continues, the child will be removed from the entire situation, or given "time out" or consequence (will be told they need to clip down on the clip chart). At the judgment of the Director if the inappropriate behavior is serious a parent/guardian will be contacted to remove the child from PAC activities for the remainder of the day. We will consult with parents regarding any serious problems. Each consultation is documented and placed in the child's file, these consultation forms are called Parent Contact Consultation Form. After the third (3) Parent Contact Consultation Form has been completed, a Child Disciplinary Report will also be completed. Examples of behavior that may result in a Parent Contact Consultation Form being filled include but are not limited to:

- Failing to follow any of the Standards of Behavior (see page X)
- Yelling or screaming at another child or staff member

When, in the judgment of the Director, the inappropriate behavior is serious enough to warrant further action but not serious enough to warrant immediate suspension from PAC, the Director will complete a Child Disciplinary Report. A copy of the Child Disciplinary Report will be given to the parent/guardian, and the child may not return to PAC until the parent/guardian has signed the Child Disciplinary Report. After three (3) Child Disciplinary Reports, the child will be suspended from the PAC program for three (3) school days. Following the suspension, three (3) additional Child Disciplinary Reports will result in suspension from the PAC program for ten (10) school days. Following the 10-day suspension, any behavior serious enough to warrant a Child Disciplinary Report will result in immediate and permanent

removal from the PAC program. If the inappropriate behavior is of a serious nature, the Director and the Elementary Principal may determine it is necessary to immediately suspend or terminate a child from PAC. This decision would be determined after the Director has investigated the facts, and consulted with the Foundation Executive Director. Examples of behavior that may result in immediate suspension or termination from PAC include, but are not limited to:

- Intentionally striking or injuring another child or a staff member.
- Intentionally damaging school or PAC property.
- Threatening another child or staff member.
- Repeated occurrences of behavior that might otherwise result in a Parent Contact Consultation Form being filed.

Any parent/guardian wishing to appeal any Child Disciplinary Report may address their concerns by writing to the Program Director at 1020 Monroe Street, P.O. Box 430, Fort Calhoun, NE 68023. It will then be forwarded to the Foundation Executive Director of the Fort Calhoun Community Schools Foundation for further review. All determinations made by the Executive Director are final.

The school facilities are the property of the Fort Calhoun Community School District. Damage or misuse of any part of the facility cannot be allowed.

Note: During the discipline process, the child may be required to write a note or letter of apology to whomever they may have offended or a letter to their own parent/guardian explaining what they have done. Any recurrent and excessive inappropriate will be discussed with the parent/guardian. **If the behavior cannot be controlled, the child may be suspended or terminated from the PAC program.**

STANDARDS OF BEHAVIOR

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in PAC. These standards of behavior are expected to be followed by all children at all times while at PAC. Please take a few minutes to go over these statements with your child.

- 1.) The rights, property, dignity of each person in and around the school and PAC are to be safeguarded at all times.
 - Abusive language, signs, or expressions are not allowed and will not be tolerated.
 - Theft of any kind is not allowed and will not be tolerated.
- 2.) Authority in the program is established for the health, safety, and well-being of all members of the program. No child will be allowed to undermine the authority.
 - Continued “back talk” from students, after being given a warning, when reasonable requests are made is not allowed and will not be tolerated. Abusive language or signs will not be tolerated.
 - Children enrolled in the program are to address the adults and all staff members by “Mrs.”, “Ms.”, or “Mr.” they are not to use the familiar first name salutation unless the adult of staff is ok with it.
- 3.) The school facilities are the property of all residents in the Fort Calhoun School District. Day to day abuse of any part of the facility is not allowed to occur.
 - Playground balls and gym equipment will be used in the gymnasium or on the playground ONLY. Use of these items outside of their designated areas will not be tolerated.

- Children are not allowed in their regular classrooms before or after school unless they have specific permission from the PAC Director and the classroom teacher. A staff member will accompany students to their classroom.
- 4.) Each child needs a few minutes to “cool down” after an exciting day in school. Children must put their belongings in the designed areas before entering the classroom. There will be attendance and quiet reading/homework until 3:30 pm, during which children are either required to do their homework or read a book quietly.
- 5.) To ensure a fun and safe environment for both the children and PAC staff members some behavior or actions will not be tolerated, including but not limited to:
 - Yelling and screaming at another child or a PAC staff member or adult is not allowed and will not be tolerated.
 - Messing around or inappropriate behavior while in the restroom is not allowed and will not be tolerated.
 - Refusal for follow directions, tasks, or the posted schedule will not be allowed and will not be tolerated.
- 6.) From time to time, PAC will schedule a field trip to enrich the learning experience of the children. All children must abide by the following rules including but not limited to:
 - Children must stay seated and facing the front of the bus at ALL times.
 - Hands must be kept inside the bus at ALL times.
 - Feet must be kept out of the aisle while on the bus.
 - Children must use indoor voices while on the bus.
 - Children must put up the windows at the end of the trip.
 - Children are discouraged from spending money; PAC will not be responsible for a child’s money.
 - If lunches are taken on the field trip, they should be packed in a completely disposable container labeled with the child’s name.
 - All children must know their group leader and remain in the proximity of the leader until instructed to move on to the next area. Children are not allowed to wander off by themselves,
 - A staff member accompanying children to and from the restroom or drinking fountain.
- 7.) If any child is disrespectful or refuses to abide by these rules, the parent/guardian will be contacted to remove the child from PAC activities for the remainder of the day.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS *(Taken from the Fort Calhoun Community Schools Handbook)*

10.03 Internet and e-mail usage Policy

Effective performance of computer and telecommunications networks, whether local or global relies upon users adhering to established standards of proper conduct. This policy sets forth general principles to be applied to all District employees who access the internet and/or e-mail services by using District computer equipment or via District paid access methods.

The District's policy regarding the use of the Internet and e-mail is, among other things, intended to guide you in the performance of your duties as a District employee. It is also intended to place you on notice that you should not expect the Internet and e-mail in your possession or those that you use from time to time, and their contents, to be confidential or private. All data, including any that is stored or printed as a document is subject to audit and review. ***There is no expectation of personal privacy in the use of the internet and e-mail.***

Accordingly, the District reserves the right to monitor Internet use, all e-mail and other computer transmissions, as well as any stored information, created or received by District employees with the District's information systems. The reservation of this right is to ensure that public resources are not being wasted and to ensure that the District's information systems are operating as efficiently as possible in order to protect the public interest. All computer applications, programs, work-related information created or stored by employees on the District's information systems, are District Property.

Any employee found abusing the privilege of Internet access and/or e-mail use will be subject to discipline up to and including possible termination of employment.

10.03 (a) Internet Use:

(a) Use of internet resources must be related to organizational objectives and be consistent with conducting official District business.

(b) Users must abide by copyright, contract or other local, state, or federal laws, District resolutions, administrative regulations and policies.

(c) Internet resources may not be used for prohibited purposes such as; commercial use, conducting private business, political campaigning or any illegal uses.

(d) Internet accounts shall be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users can be held accountable for use of their account by others.

(e) Intentional use of the Internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited, except where such use is job-related (i.e. law enforcement investigation).

(f) Intentional use of the Internet to access, transmit or download files that are knowingly dangerous to the integrity of the network is prohibited.

(g) The District reserves the right, at its discretion, to monitor Internet usage patterns to the extent necessary to ensure that the system is being used in compliance with this policy and any other local, state or federal laws. (e.g. site accessed, on-line length, times of day accessed).

(h) Employees should be aware that there is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users should be aware that the District has no control over and can therefore not be responsible for the content of information available on the internet.

(i) Personal use of the Internet should be governed by the same tests of reasonableness as personal phone calls and e-mail. These include: 1) there is no cost associated with the use; 2) use is moderate in time; 3) use does not interfere with an employee's or co-workers' work.

10.03 (b) E-mail use and Privacy Issues:

(a) Electronic mail (e-mail) is a District resource and is provided as a business communication tool.

(b) The District reserves the right, at its discretion, to review any employee's electronic work product and messages and resources to ensure that the system is being used in compliance with this policy and any other local, state or federal laws.

(c) All users of email should be aware that confidentiality of electronic mail cannot be assured and that any communications which need to remain confidential should not be sent over District provided e-mail systems, unless it is encrypted. People tend to speak freely through e-mail because they falsely assume their messages are private and will be read only by the person receiving it. Even when an e-mail message is erased, it is still retained for a period of time. There are now firms in existence that specialize in finding incriminating or sensitive information in computer systems, including files deleted months or years prior, that still reside inside back-up tapes, diskettes or hard drives.

10.03 (c) E-mail Etiquette – Users of e-mail should consider the following guidelines when sending emails:

(a) Do not send offensive jokes, frivolous messages or anything which is or could be considered as discriminatory, harassing or threatening in nature.

(b) Do not write anything you do not want repeated. E-mail can be forwarded to hundreds of people within or outside the District.

(c) Protect your password and always log off when not using the system.

(d) Ask yourself: Would I want a member of the public or a jury to read this e-mail message?

Management and users of Internet and e-mail are jointly responsible for understanding the terms of this policy and monitoring the continued applicability of this resource to the user's duties and responsibilities. Violations of this policy should be reported to the Administration.

Non School DAYS & SUMMER PROGRAM

NON SCHOOL DAYS

The PAC program will operate during vacations, staff development days, parent-teacher conference days, teacher conventions, etc. On Non School days, PAC operates from 6:30 AM- 6:00 PM. On non-school days, PAC will serve lunch. All meals meet USDA guidelines.

A daily schedule will be posted the morning of the non-school day by the sign in/out sheet. You will be notified at the time of registration if a field trip is planned for that day and any other necessary requirements needed.

FIELD TRIPS

During non-school days throughout the school year, field trips may be planned. Field trips are also an intricate part of the PAC summer program. All children in attendance will be required to attend scheduled field trips as all scheduled staff members will accompany the children on each trip (no staff members will stay behind at the school). You will be notified in advance if a field trip is scheduled and any other necessary requirements needed. Transportation will be provided by licensed drivers and vehicles/buses from Fort Calhoun Community Schools.

FIELD TRIP PROCEDURES

Staff Procedures:

- Prior to a scheduled field trip, staff is informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.).
- Staff will wear a designated PAC t-shirt and name tag.
- Proper swimming attire-Staff must be in swim wear, as this is a requirement of all city pools. PAC will maintain a 1:5 adult to child ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- Staff will accompany the children to and from the restroom and drinking fountains.
- During the field trip, staff will count their group before moving to another designated area.
- Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location. The Director will then complete an initial attendance and an additional headcount prior to departure.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

Procedures Established for Children:

- A buddy system will be established for each child.
- Children must wear a designated PAC T-Shirt or a "Pioneer Orange" T-Shirt
- Prior to departing the site, the following will be reviewed with the children:
 - Bus rules.
 - Field trip rules and safety procedures.

- Safety procedures for crossing the street.

Children are taught the following steps indicated below, to take if, for any reason, they are separated from their group.

We feel it is important to teach children the appropriate steps to take should such an incident occur. Upon arrival at the field trip location, a “lost child” area is identified.

We teach children to:

- Remain in the area where they last saw their group or go to the “lost child” area.
- Ask for help in an open visible place from someone in charge.
- NEVER leave the area with an unidentified person.
- Tell a staff member immediately if their buddy is missing.

BUS RULES

The following are bus rules that children are expected to follow at all times:

- Children must stay seated and facing the front of the bus at all times.
- Hands must be kept inside the bus.
- Feet must be kept out of the aisle while on the bus.
- Children must use indoor voices while on the bus.
- Children must put up the windows at the end of the trip.

SUMMER PROGRAM

During the summer, PAC operates Monday through Friday from 6:30 AM until 6:00 PM. Breakfast, lunch, and an afternoon snack will be provided daily for the summer program at no additional cost. A calendar of summer activities, such as field trips, swimming, and special activities will be published and submitted in early May. There are no extra charges for these activities as all charges are already included in the summer rates. Children must be at least five years of age and meet all requirements as outlined in our “Children Served” section on page 4.

PARTNERSHIP WITH FAMILIES

PARENTAL INVOLVEMENT

Parental involvement is a very important part of our program. Parents and children working together with staff members are an important element in a quality childcare program. Parents and other interested parties who wish to visit are encouraged to visit the site. A solid relationship with PAC employees at your school, built on mutual trust and respect, is key in making your child care arrangement work well for everyone. Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your provider know if there is something going on in your child's life that may be affecting behavior.
- Be aware of the program policies and honor them. Respect the drop-off and pick-up times, and call if you are going to be late for any reason.
- Get involved with the program. The more you participate, the more dedicated you will feel.

There are bound to be certain topics or situations that are difficult to talk about with PAC staff. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be so hard. Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- Avoid confronting PAC staff in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

FAMILY INFORMATION

It is the responsibility of parents to notify the Director of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other pertinent information regarding the child or family situation. This information is confidential and will not be released to any other person, company, etc. PAC will be using children's pictures and work done within the program for promotion of the program and in newsletters within the program. Parents/Guardians may inform the Program Director in writing that any or all of the pictures or work should not be released without their prior consent.

OPEN DOOR POLICY & VISITORS

PAC welcomes you to visit the site at any time and wants you to feel free to ask questions. Please consult with the Director should any problems arise concerning your child, whether at home, school or PAC. Visits are also conducted by the Principal, Superintendent, Foundation Executive Director, and State Licensing Officials.

PARENT/GUARDIAN RESPONSIBILITIES

- Call your child's site or speak to the Director if your child will not be attending.
- Notify the site in advance if anyone other than the parent or guardian will be picking your child up.
- Notify the Director of any special needs your child may have. The information must also be listed on your child's enrollment form.
- Sign your child in/out daily.
- Honor PAC operating hours by not dropping your child off before 6:30 AM, and picking your child up by 6:00 PM.
- Update your child's records as changes occur (i.e. phone numbers, emergency contacts, etc.).
- Notify the Director in the event of questions or concerns with PAC staff or policies.
- Notify in writing on the appropriate form provided by the PAC program of changes to your child's enrollment status or intention to withdraw from the PAC.
- Remember that all parents/guardians must follow all of our Standards of Behavior as well (i.e. no profanity, yelling, screaming, etc.).



Parent Information Brochure For Licensed Child Care

Nebraska Child Care Licensing Website:
<http://dhhs.ne.gov/licensure/pages/Child-Care-Licensing.aspx>

Expectations of Child Care Consumers

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Contact Child Care Licensing with any questions or concerns you may have.

Email: DHHS.ChildCareLicensing@nebraska.gov

Phone: 800-600-1289 OR 402-471-6564

Mail: Nebraska Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986

**Sign, date and return to your Child Care provider before your child(ren) begin care.
Your Child Care Provider must retain this receipt for onsite review.**



Child Care Program Name: _____

Enrolled Child(ren)' Names: _____

Parent/Guardian Names: _____

Parent/Guardian Signature: _____

Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children. Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed. The Types of Licensed Child Care in Nebraska are:



- Family Child Care Home I
- Family Child Care Home II
- Preschool
- Child Care Center
- School-Age Only Center



Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care providers and/or staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure, which Child Care providers are required to share with you, provides information that might be helpful in those situations.

Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Provider

Comply with child care regulations for their license type at all times.

Obtain and maintain accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

Keep accurate and up-to-date records for their license on themselves and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any questions or concerns they may have.

**COMPLETE THE OTHER SIDE
AND RETURN TO
YOUR CHILD CARE PROVIDER**

2024-2025 PAC FAMILY HANDBOOK AGREEMENTS

(The following agreements must be signed by both parents/guardians, if applicable.)

RECEIPT OF NEBRASKA DHHS PARENT INFORMATION BROCHURE

I have received a copy of the Nebraska Department of Health and Human Services Parent Information Brochure, located on page 28 of the PAC Family Handbook. I understand that it is my responsibility to read and understand the information listed in this brochure.

Name(s) of Child(ren)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

FAMILY HANDBOOK POLICIES AGREEMENT

I have received a copy of the Fort Calhoun Community Schools Before and After School PAC Family Handbook. It is my responsibility to read and understand the policies listed in the Family Handbook. It is a guide to the program's policies and procedures.

I agree to follow the policies and procedures as approved by Fort Calhoun Community Schools Before and After School and Summer Programs.

Name(s) of Child(ren)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date
