



Parent Handbook

Welcome to Kids Club / Papillion La Vista Community Schools Foundation!

Kids Club / Papillion La Vista Community Schools Foundation is proud to work closely with Papillion La Vista Community Schools to provide a unique before and after school care program, meeting the needs of children in kindergarten through sixth grade. Kids Club is designed to provide supervision in a safe, structured, fun, educational and age-appropriate atmosphere.

Each site meets Nebraska Department of Health and Human Services standards for Child Care School Aged Centers as well as meeting inspection requirements from the Fire Marshall and County Health Department.

Welcome to Kids Club!

Kids Club / Papillion La Vista Community Schools Foundation
242 W. Grant Street
Papillion, NE 68046
402-829-1340

Kids Club email: kids.club@plcsfoundation.org

Kids Club Website: <https://plvschoolsfoundation.org/kids-club>

Facebook: www.facebook.com/plvschoolsfoundation

About Papillion La Vista Community Schools Foundation

Founded in 1986, the Papillion La Vista Community Schools Foundation is a 501(c)3 nonprofit organization that supports Papillion La Vista Community Schools. It enhances educational opportunities for our community's public-school students that would not otherwise be possible through the district's funding formula. Foundation support includes teacher grants, scholarships, school grants, tutoring, arts programs, and Outdoor Education.

Mission Statement

To enhance educational opportunities for Papillion La Vista Community Schools students by offering the opportunity to participate in activities and take advantage of programs that would not otherwise be possible.

Who We Serve

The PLCS Foundation serves our district's students, families, and staff. We engage with generous stakeholders like alumni, parents, and donors to grow financial resources that enhance educational experiences for the children of our community. As the district's fundraising partner, we support and assist all schools. Additionally, we operate Kids Club, the before and after school childcare program for district families.

Kids Club Sites are located at each Papillion La Vista Community Elementary Schools

Ashbury
11740 S. 120th Street
Papillion, Ne 68046
402-315-9881

Anderson Grove
11820 S. 37th Street
Bellevue, Ne 68123
402-898-0499

Bell
7909 Reed Street
Papillion, Ne 68046
402-898-0452

Carriage Hill
400 Cedardale Road
Papillion, Ne 68046
402-898-0492

G. Stanley Hall
7600 S. 72nd Street
La Vista, Ne 68128
402-898-0493

Golden Hills
2912 Coffey Ave
Bellevue, Ne 68123
402-898-0494

Hickory Hill
1307 Rogers Drive
Papillion, Ne 68046
402-898-0497

La Vista West
7821 Terry Drive
La Vista, Ne 68128
402-898-0495

Parkview Heights
7609 89th Street
La Vista, Ne 68128
402-898-0490

Patriot
1701 Hardwood Drive
Papillion, Ne 68046
402-898-0489

Portal
9920 Brentwood Ave
La Vista, Ne 68128
402-898-0438

Prairie Queen
10520 S. 123rd Ave
Papillion, Ne 68046
402-592-6714

Rumsey Station
110 Eagle Ridge Drive
Papillion, Ne 68133
402-898-0498

Tara Heights
700 Tara Road
Papillion, Ne 68046
402-898-0491

Trumble Park
500 Valley Road
Papillion, Ne 68046
402-898-0496

Walnut Creek
720 Fenwick Drive
Papillion, Ne 68046
402-898-96

Licensing

Kids Club is a school-age only childcare program licensed by the State of Nebraska, Department of Health and Human Services. Kids Club is a group child care program with a ratio of one caregiver for every fifteen children. We are licensed to serve Children ages 5 to 12 years who have at least attended one day of kindergarten. If you are interested in reading a copy of the Child Care Licensing Standards or have any other questions or concerns, please contact the Program Director at 402-829-1340.

Any questions or concerns related to State regulations or complaints can be directed to Children's Services Licensing: 402-471-6564 or DHHS.

ChildCareLicensing@Nebraska.gov.

Kids Club is an independent Childcare Facility. While Kids Club collaborates with Papillion La Vista Community Schools, they are two different entities run separate from each other.

Regular Licensed Hours of Operation

Monday through Friday, 6:30 am to 8:00 am (when school begins) and 3:00 pm (school dismissal) to 6:00 pm. Kids Club is open from 6:30 am - 6:00 pm during the summer and on most Out of School days. Hours of operation are subject to change based on weather conditions, building concerns, etc.

Late Pickup fee and Policy

Kids Club is licensed for care up to 6:00 pm. Parents who arrive after 6:00 pm will be assessed a late fee of \$5.00 per child per minute. After three late fee occurrences have been assessed, the Program Director may contact the guardian to discuss the late pick-up policy. Disregarding the late pick-up policy will result in termination of care. If no parent or authorized person has arrived by 6:15 p.m. to pick up the child, the following procedures will be followed:

The other parent or another authorized pickup will be contacted. If arrangements for pickup have not been made by 6:30 p.m. or emergency contact individuals cannot be reached, the appropriate law enforcement agency will be called.

These fees will be billed to your payment on file, the following billing cycle. Please note that Child Care Subsidy does not pay these fees, the fees are the guardians responsibility.

If for any reason a parent is running late to pick up their child, please do one of the following:

- Call someone authorized to pick up the child.
- Call the Kids Club staff to let them know you or your authorized person will be there with an estimated time of arrival.

If no parent or authorized person has arrived by 6:15 p.m. to pick up the child, the following procedures will be followed:

Enrollment

Children must meet the following criteria to be considered for enrolled in Kids Club:

- Children ages 5 to 12 years who have at least attended one day of kindergarten.
- Children must be toilet trained (non-diapered) and able to consistently meet all toileting needs independently; to include cleaning themselves up after restroom use. Staff is not able to assist with this.
- Children must be able to move independently to and from the toilet and the restroom.
- Children must have independent eating skills.
- Children must be able to dress themselves independently, i.e., remove or put on coats, boots, swimsuits, etc. and redress themselves after restroom use.
- Children must have independent hygiene skills, i.e. they are able to wash their hands or face without assistance.
- Children must be able to adhere to the behavior policy and the indoor/outdoor rules and follow directions.

Kids Club / Papillion La Vista Community Schools Foundation does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities.

To ensure a successful placement with Kids Club, it is mandatory that parents list on the registration form at the time of registration if their child has any special needs or has a need for any accommodation.

If a child is identified by the parent as having special needs, if the child may need special accommodations, or if a staff member recognizes that a child may have such needs, Kids Club will conduct an individualized assessment of the child to determine if the child may be integrated successfully into the center's childcare program. An individualized assessment may take place whenever a child exhibits behavior or special needs that may require individualized accommodation. Kids Club staff will talk to parents and any other professionals who work with the child in other contexts to complete the assessment. The assessment will include a review of accommodations needed to ensure a successful experience at Kids Club.

Kids Club will make reasonable efforts to integrate children with special needs or behavior needs into the program; however, children will be excluded if their presence could pose a direct threat to the health or safety of the child or to others, or require a fundamental alteration of the program, which is a large-group child care program with a staff to child ratio of 1:15. Kids Club cannot provide services if additional staff are required or if a child requires one-on-one supervision.

Registration

Registration is done online and is done on a first come first serve basis. Go to <https://www.plcsfoundation.org/kids-club/enrollment-information.html>

- Two emergency contacts are required.
- Credit card or ACH information is required for all families.
- We ask that you keep your information updated.

An annual school registration fee will be due at the time of registration per child.

An annual summer activity fee will be due at the time of registration per child.

A minimal processing fee is due at the time of each transaction.

Parents/guardians who remove their child from the Kids Club program but then would like to re-enroll their child for the same session will be charged a reactivation fee in the amount of half the enrollment fee.

Children will be allowed to attend Kids Club only if all forms have been completed, and payments have been submitted.

Parents or Guardians receiving Child Care Subsidy will follow all the same registration guidelines and must have the proper authorization before their child can begin care. Parents or guardians are responsible for any co-pay, late fees and any other fees not covered by Child Care Subsidy. A credit card or ACH is required on file even when utilizing Child Care Subsidy.

Change of Status or Withdrawal

Any change in enrollment status (discontinuation of care, site change, etc.) requires a two-week notice from the nearest deduction date and a completed change of status form that can be found on our website.

If a child is removed from the program due to safety concerns, behavior issues or for other reasons as determined by the program management, a refund will be considered for the remaining days of care not used.

Wait List

When a program is filled to site capacity, the Foundation Office will maintain a current list of children who are waiting to enroll in that program. A Parent or Guardian will be called when an opening becomes available. Once contact is made, they will have 24 hours to respond. If they choose not to complete the enrollment process in the 24-hour period, their name will be removed or if the parent would like, placed at the bottom of the list.

Payment Information

Checking, Savings or Credit Card is required for all registrations. Tuition is automatically deducted on a bi-weekly basis. Deductions will occur whether Kids Club is in session, or the school is closed. Tuition is based on the enrollment program you have registered for and is due regardless of attendance. Tuition, enrollment fees and processing fees for each program can be found on the Papillion La Vista Community Schools Foundation website. Some programs will be assessed additional fees for Out of School days. Once signed for any program, including out of school days, no refunds will be given.

A minimal processing fee will be assessed for each transaction for both ACH and Credit Card.

A \$30.00 return payment fee will be assessed to your account if Kids Club receives notification of a return payment from your financial institution.

Split Accounts, more than one guarantor or payment option, is not offered and will not be accepted by Kids Club.

Suspension of childcare could result if two consecutive payments are returned or remain unpaid. All charges and costs associated with collections will be the parent or guardian's responsibility.

A current Parent Calendar with deduction dates can be found on the Papillion La Vista Community Schools Foundation Website

Daily Schedule

All schedules vary by location and are subject to change. Please reference the posted schedule at each site. Below is an example of a site schedule.

Morning Schedule:

6:30 am Open
6:30-7:45 Board games, puzzles and help with homework
7:45-Bell Group Game/Activity

At sites where school breakfast is provided, breakfast will be served at the same time each morning. Please check the breakfast schedule at each site. Any child arriving after breakfast time will be given a breakfast bar or something comparable.

Afternoon Schedule:

3:05 pm School out
3:05-3:15 Arrival/Attendance
3:15-3:45 Wash-up/Snack
3:45-4:15 Supervised Homework Time
4:15-5:00 Indoor play/Outside games/Clubs
5:00-5:45 Group Games
5:45-6:00 Clean Up
6:00 pm Site Closes

Out of school day schedule

6:30 am Open
6:30-7:45 Board games, puzzles, and cards
7:45-8:00 Clean up toys, wash hands/restrooms
8:00-8:30 Breakfast
8:30-10:30 Arts & Crafts/Cultural Awareness
10:30-11:15 Music & Movement (gym game, dance, etc.)
11:15-11:30 Wash hands/ Clean up toys
11:30-12:30 Lunch/clean up
12:30-1:30 Read
1:30-2:45 Center time
2:45-3:15 Group Game Outside (Weather Permitting)
3:15-3:45 Wash up/snack
3:45-4:30 Service Project/Science & Nature
4:30-5:30 Group Game Inside
5:30-6:00 Independent Play
6:00 pm Clean-up/Close

A monthly snack menu will be provided to parents or guardians. This schedule is subject to change depending on weather and facility usage.

Preparation and Attire

Please be sure to provide children with appropriate clothing for indoor and outdoor playtimes. Both the winter and summer seasons provide changes to the indoor and outdoor temperatures. Please dress children in layers that could either be removed or added for comfort.

Sunscreen will be applied with your permission as needed. It is the parent or guardian's responsibility to provide spray sunscreen to suit your child's needs. Please bring sunscreen to your site labeled with your child's name.

Shoes are always required while either inside or outside. Socks may be required for special activities such as bowling, skating, bounce houses, etc.

Personal Property

Children's personal property, coats, clothing, school bags, etc. should be labeled with the child's name. Any personal property remaining after the session will be stored until the next program session. Children should not bring money, toys, food, cell phones, electronic devices, or other items not necessary for Kids Club activities. If any of these items are brought, they will stay in the child's backpack/bag/basket.

Kids Club and the Papillion La Vista Community Schools Foundation is not responsible for any items brought to the program that become lost, stolen, broken, or damaged. If something is lost, please contact the Site Director to check the lost and found.

Attendance and Absences

The ability to effectively monitor absences of children at Kids Club is vital to track and identify missing children. This policy greatly reduces the chance of a missing child and aids in response time in the unlikely event of a missing child. For the safety of your child Kids Club requires all parents or authorized adults to sign children in/out of our program. Kids Club staff are not allowed to sign children in/out. If children are not properly signed in/out by parents or an authorized adult on a regular basis children can result in removal of the program.

Attendance: The parents/guardians of the child are responsible for keeping the staff informed of schedule changes and scheduled absences.

Authorized Pickup

An authorized pickup is anyone, 18 years or older, designated by the parent or legal guardian to pick up their child from Kids Club care. Anyone the parent wishes may be added or removed from this list at any time. All changes should be submitted to our online registration portal. Please be sure to keep this list updated. A photo ID will be required for any authorized person, which could include a parent until staff becomes familiar with parents or guardians.

If, for any reason, a custodial parent does not want the non-custodial parent to pick up the child from our care, then official court documents must be provided. Unless official court documents or restraining orders are on file, Kids Club cannot deny a parent the right to pick up their child.

Video and Photograph

For the protection and safety of all children, the State of Nebraska requires your approval for Papillion La Vista Community Schools Foundation - Kids Club to take videos and/or photographs. Your approval allows us to use these photos in our marketing material, on social media or for sharing within Kids Club or Papillion La Vista Community Schools Foundation - Kids Club. Children in protective care or Foster Care will not have any videos or photographs taken. Outside vendors are not allowed to take or use videos or photographs of the children, however we can share photographs with outside vendors unless the parent designates otherwise. Parents will mark approval on the initial registration form.

Use of Electronics

Electronics, such as, cell phones, tablets, watches, game consoles, etc. inhibit the safety and care of the children. For this reason, children are only allowed to have electronics out during designated times as set by the Site Director or staff. At that time, what the children are using the electronics for and the duration of time they are on them is strictly monitored.

Electronics, when not in approved use time, must be kept with the child's personal belongings and not on their person.

A child may request to use their electronic device if they need to contact a parent or guardian. Staff will monitor the use during this time to assure the child is remaining safe.

To protect all children, no videos, recordings, or pictures may be taken of any child or children by other children. Please note that there are some children that may not have their picture taken for their safety or parents may have designated that they do not want any pictures taken of their children.

Children in Kids Club may be allowed to use the "guest" wireless internet provided by PLCS; however, the "guest" wireless internet does have very strict limits on what the children can sign onto. Please see the PLCS policy on wireless internet use and restrictions.

If Kids Club finds that use of electronics is impeding on the safety of the program, is a safety distraction or difficult to monitor, all electronic use may be prohibited.

To protect all children, Kids Club has the right to monitor any use of information technology resources and to examine, use and disclose any data found. This information may be used in disciplinary actions and release to the police if it is criminal in nature.

Kids Club is not responsible for any loss or damage that occurs with electronic devices if you choose to send them with your child.

Controlled and Banned Substances

All facilities, grounds, and field trip locations used by Kids Club are Tobacco-Free, Drug free and weapon free Environments.

According to Nebraska state law, "Staff shall not smoke in the presence of children." Alcohol or controlled substance, as defined in Section 28-401 through 403 and 28-439, Nebraska Revised Statutes, must not be consumed on the premises during the hours of operation of the center."

Smoking by any person for any reason while in the presence of children or on Papillion La Vista Community School grounds is prohibited.

Guidelines for Dispensing Medication

It is the policy of the Papillion La Vista Community Schools Foundation - Kids Club that all child medication will be administered by a parent at home. If under exceptional circumstances a child is required to take oral medication during Kids Club hours, only the Director, Assistant Director and/or Teacher will administer the medication in compliance with the regulations that follow:

1. The Papillion La Vista Community Schools Foundation - Kids Club does not have licensed medical personnel on staff and retains the discretion to reject requests for administration of medicine and/or medical attention. For example, subcutaneous, Intramuscular (other than EpiPen) and other injectables, some topical medications and tube feedings, to name a few, will not be administered by Kids Club staff.

2. We suggest you consult your physician on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during Kids Club hours.
3. Prescription medication can only be administered with a written and signed physician order. Prescription medicine will be in the original prescription container, properly labeled, including the child's name, physician's name, expiration date (if applicable) and directions for administering.
4. Over the counter medication such as aspirin, ibuprofen, cold tablets, cough drops, etc. cannot be administered without a written order from a physician. Along with the written and signed physician order, it will be in the original packaging and expiration date visible.
5. Kids Club and PLCS are two different entities. If your child needs medication left at Kids Club, two different containers must be provided, this includes inhalers and EpiPens. One for Kids Club and one for the PLCS School Nurse.
6. All medications administered at Kids Club will be stored in a locked container.
7. All medication not picked-up after termination of childcare, will be properly disposed of. This will be done by management and one witness.

Medical Conditions

If your child has a known medical condition, asthma, diabetes, seizure disorder, etc., please be sure to communicate with the Site Director, with an action plan, should a problem arise during program hours. Be sure that any medication is available and that the appropriate forms for its use have been completed. While Kids Club staff are all CPR Certified and First Aid trained, they are not medically trained or medical providers and are not able to calculate medical treatment or provide hands-on medical treatment. Please contact your Site Director if your child has special medical needs to determine if this can be done at Kids Club.

Illness and Communicable Diseases

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

- Temperature of 100.4 degrees or higher
- Diarrhea or vomiting
- Unexplained skin rash or irritation
- Evidence of contagious disease
- Head Lice
- Conjunctivitis or Pink Eye
- Constant Cough
- Sore Throat
- Any open sores that may be contagious

A child will not be permitted to return to the site until all symptoms, including fevers, are not present for 24 hours without the use of any medications such as fever-reducers or anti-diarrheal medications or, in the case of contagious illness, the confinement time for the illness has passed. A parent may also be requested to provide a doctor's note stating that the child is healthy enough to return to the site and does not present a contagious threat to others.

In the event of an accident or illness, the parent of the child will be notified immediately. In serious cases, emergency personnel will be contacted for treatment and the child may be transported to a local hospital (if necessary). In this situation parents will be notified as soon as possible.

Under normal care staff are not able to provide transportation to a parent or a child.

Accidents

Minor Accidents

Every effort will be made to provide proper care of a child in case of injury. Scrapes, scratches, and bruises caused from everyday circumstances will be treated on-site and will not be the cause of an accident report. In many instances, the application of an ice pack, cleaning the wound or band aid is used more for the soothing of a child than out of medical need. If you prefer to know of each occurrence that a child is given a band aid or ice pack, please make this clear in writing to the Site Director.

Should there be injuries caused by the aggressive behavior of another child or reason for additional concern from staff, an incident report will be filled out and a parent/guardian will be notified.

Please Note: Neosporin and antibiotic ointments are considered medication and cannot be administered to a child without prior written consent from the parent and written physician's order.

Emergency Closings

Kids Club will not operate in a building when it has been declared unsafe for occupancy due to the following items but not limited to:

- Electrical problems
- No plumbing/water main breaks
- Natural gas leak
- Water damage
- Heating/Air failure
- Weather related conditions, etc.

Should one of these conditions occur while Kids Club is in progress parents will be notified and required to immediately pick up their child.

In some situations, children will first be taken to an emergency off-site location as designated in Papillion La Vista Community Schools Foundation – Kids Club emergency plan before phone calls are made.

Fire/Tornado/Lock Down Drills

Fire, tornado, and lock down drills are conducted regularly by your Site Director to ensure proper procedures in case of emergencies.

When evacuations are necessary, children with known IEPs or physical disabilities will be paired up with assigned support staff.

Snacks and Nutrition

During the School Year and Summer, sites where school breakfast is not available, Kids Club will provide breakfast. Breakfast time varies at each site. During the School Year, all sites will supply an afternoon snack. During Out of School days, breakfast and morning and afternoon snacks will be provided at all sites. Families are required to bring a sack lunch which contains fruit and protein. Kids Club will provide milk at each meal. While Kids Club does strive to provide nut free breakfast, snacks, and lunch, if served, we do not guarantee that all items are nut free. In addition, Kids Club will do their best to meet all children's dietary needs, if special dietary needs are required above and beyond what we provide, a parent will need to provide breakfast, snack, or lunch. Adjustments, refunds, or credits will not be issued if a parent must supplement a food item. Please contact the Site Director to find out the breakfast/snack serving time. Monthly menus will be sent to parents or guardians and will be posted at each site. All menus are subject to change.

For the safety of your children and staff, food deliveries for your children from outside sources, such as restaurants that deliver, DoorDash, Grubhub, etc. are prohibited.

Child Abuse

According to law, staff members and other school personnel are Mandatory Reporters and are required to report any suspected child abuse or neglect to Nebraska Child Protective Services and Law enforcement officials.

Behavior Policy

Kids Club should be a rewarding experience for every child. Rules and expectations are established to protect the health, safety, and wellbeing of all children in the program. To maintain this objective, the following policies have been established. It is strongly recommended that parents or guardians review the following expectations with their child prior to participation in the Kids Club program.

Basic Expectations of Children

- Follow Kids Club policies
- Follow staff directions
- Participate in program activities
- Be respectful
- No physical contact
- No use of foul language or other derogatory comments.

Zero Tolerance

To provide a safe atmosphere for all children and to assure all parents and guardians know their child is safe, we have zero tolerance for the following behaviors:

- No sexually explicit comments, obscene gestures, or other inappropriate sexual behaviors.
- Exposure of genital area such as pulling pants down or pulling others pants down.
- Physical contact to include but not limited to – hitting, punching, kicking, slapping, pushing, throwing items at other children or staff.
- Leaving the supervised area without permission or supervision.
- Destruction of property.
- Disruptive behavior which infringes on the rights of other children.
- Repeated and deliberate violation of rules.

Basic expectations of Children Disciplinary action within the Kids Club program may include but not limited to any or a combination of:

- Verbal warnings
- Verbal warnings and discussion with parents
- Exclusion from activities
- Written warnings
- Suspension from Kids Club program
- Expulsion from Kids Club program

* Each site may have additional rules or expectations specific to their location.

Zero Tolerance Disciplinary action within the Kids Club program may include but not limited to any or a combination of:

- First Incident: written warnings and discussion with parents
 - Could contain consequences of missing an activity, being sent home, one day suspension and or expulsion from the program.
- Second incident: written warning and discussion with parents
 - Will contain consequences of missing an activity, being sent home, two-day suspension and or expulsion from the program.
- Third incident: written warning and discussion with parents
 - Will contain consequences of being sent home, three-day suspension and or expulsion from the program.
- Fourth incident: will result in expulsion of the program.

Refunds will not be issued for any days a child is suspended or sent home early.

If a child is expelled from the program, it is for a minimum of one year, but could be permanently. After one year of expulsion a parent or guardian may ask to have their child re-enter the program. Review of the child's behavior in school, other programs, age, nature of the incident, previous patterns of behaviors, help the child is receiving for behaviors, counseling the child is receiving, considering the child's help in school, are they with a para at any time during the day, and many other circumstances will be considered before the child is allowed to re-enter the program. Kids Club is dedicated to ensuring that all children are safe and that all children are set up for success. If a parent does not agree with a suspension or expulsion, an appeal can be made to the Program Director. The decision of the Program Director will be final.

Confidentiality

Disciplinary action and behavior plans for children in the care of the Kids Club program are confidential in nature and will not be shared with anyone other than the parents/guardians of the child in question and, if reasonable, with school personnel to coordinate a behavior plan between the classroom and Kids Club.

Out of School Days and School Vacations

All day care "Out of School Days" may be provided on most teacher in-service days, school vacations, and out of school time. Parents need to pre-register in advance for all out of school days to guarantee their child's spot, to assure adequate staffing, and for Kids Club to meet state licensing requirements. Registration forms for these days will be available prior to the date of the out of school day. All children must be registered by the due date listed on the registration form. Due to licensing requirements no exceptions will be given to late registration. If children are registered and do not attend, parents' accounts will be charged. Registration is extremely important, as we must have an exact count of children to provide adequate staff, sufficient activities, and snacks for these days.

Snow Days or School Closures Due to Inclement Weather

If PLCS closes for a snow day or inclement weather, Kids Club will also be closed and will not provide care on these days.

If PLCS announces a late start for the school day, Kids Club will not provide care that morning. Weather pending, we should open for afternoon care.

It is the responsibility of parents to keep informed regarding site closings. Site Directors will send emails and post in the parent portal. Calls will not be made.

If severe weather occurs on an out of school day when school is closed but Kids Club is still open, please watch for announcements regarding closings or condensed sites.

Field Trips

Field trips are designed to enrich a child's learning experiences. Trips to different areas of interest can help broaden a child's experience and education.

The following are field trip procedures:

- Parents will be notified of upcoming field trips.
- Field trips will be "all site" activities. As such, children do not have the choice of staying back from field trips.
- Parent permission for field trips must be provided on the Kids Club field trip enrollment form.
- If a parent has a particular reason for not wanting their child to participate, notice must be given to the Site Director.
- All transportation provided is on school buses. Kids Club staff are not allowed to transport children in their personal vehicles.
- Children misbehaving will follow the behavior policy and parents may be asked to pick the child up at the field trip site.
- No refund will be given to parents for field trip absences or suspensions.
- Field trips during the school year will occur during vacations, for special events or during out of school days.
- Money, toys, food, and cell phones are not allowed on field trips.

To ensure proper staffing and safety, parents or guardians must sign their children into Kids Club care a minimum of one hour before any field trip, unless alternate arrangements have been made with the Site Director.

Children are not allowed to be picked up or dropped off by the parent or guardian during a field trip unless the child is ill or having behavior issues.

According to Nebraska State Law we are required to staff swimming trips at a specific ratio. If for any reason children come late and there is not adequate staffing to meet the ratio regulation for swimming, your child may not be able to attend the planned event. Most costs for summer field trips are covered in the summer tuition fees.

Transportation Policy

1. Bus Vendors will be used for all Kids Club transportation needs.
2. Parents are responsible for all daily transportation to and from the Kids Club program.
3. Under rare emergency situations Kids Club may need to transport children to a hospital or clinic. When possible, the locations that are determined by parents or guardians in the enrollment form will be honored. All Nebraska laws will be honored during the transportation.

Bus Rules

The following are bus rules that children are expected to follow:

Children must stay seated and always face the front.

If windows are down, hands must remain inside the bus.

Feet must be kept out of the aisle.

Electronic devices are prohibited

Voice levels must be kept to a minimum while on the bus.

In conjunction with Nebraska Licensing the following standards will be met:

- Children are not left alone in any vehicle or bus.
- Smoking does not occur in the vehicle.
- Doors are locked when the vehicle is in motion.
- Driver is 18 or older.
- Documentation of current and valid driver's license issued by DMV available.
- Documentation of current and valid driver's license for the type of vehicle available.
- Vehicles are properly registered.
- Vehicles are properly insured.
- Vehicles have first aid kits.
- Vehicles have parent contact information for each child transported.
- Number of children transported does not exceed manufacturers' seating capacity.
- Written parental permission to transport is available for review.
- A roster is available with the names of all the children onboard.

EMERGENCY BUS EVACUATION PROCEDURES

In a school bus accident or emergency, the school bus driver must use his/her best judgment to decide what action shall be taken. The primary responsibility is the child's safety. In an emergency it may be necessary that the bus be evacuated. This procedure requires a definite plan followed by a practice in emergency evacuation drills done at every school during the school year.

A. Reasons for Emergency Evacuation of School Buses

Fire or danger of fire: If any portion of a school bus is on fire, it shall be stopped and evacuated immediately. Passengers shall move to a point 100 feet or more upwind from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the "danger of fire" shall be assumed, and all passengers evacuated.

Unsafe Location: If a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate.

- Driver must evacuate a school bus if it's final stopping position:
 - Is in the path of any train, or on or closely adjacent to any railroad tracks.
- Could change and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated.

B. Important Factors in School Bus Evacuation

The safety of the children is of utmost importance and must be given first consideration. During an evacuation, children should be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the children upwind of the bus at least 300 feet.

Prior to evacuation, place the transmission in park (neutral), activate the hazard warning light, set the emergency brakes, turn the ignition off, and remove the ignition key. The driver shall stay on the bus during evacuation to guarantee smoothness of evacuation procedures.

Evacuations shall be conducted with "deliberate speed." A time interval of 1 ½ to 2 seconds per passenger has proven to be the safest and most efficient.

To ensure a safe exit, passengers must have their hands free. They shall leave lunch boxes, books, and other belongings on the bus.

Passengers selected and trained in advance shall be assigned to serve as:

- Site Director and Assistant Site Director will lead children to safety from the door utilized for evacuation. (Children will be taken to a safe point at least 100 feet from the bus and remain there until given further directions.)

- Teachers and Support Staff – Two staff shall be stationed to aid children as they leave the bus through the rear emergency exit.

C. Common Types of School Bus Emergency Evacuation

Evacuation utilizing the front or service door shall be conducted using the same technique as a routine unloading. The driver will choose whether to evacuate the bus on side at a time or on a staggered seat basis.

Evacuations utilizing the rear exit door have some distinctive features.

1. The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned staff to take their positions.
2. The Site Director/Assistant Site Director will open the rear emergency door, exit, and stand clear, ready to lead existing children to a location set by the driver.
3. The Teachers/Support Staff will exit and take their position, one on each side of the rear emergency exit to assist children in exiting the bus in a safe and orderly manner.
4. Staff and the children shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
5. The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads to exit safely.

Evacuations utilizing roof hatches, side emergency doors, and side/rear emergency windows. Should the bus be on its side, utilize the roof hatches and side door. The side door is located on the left side, the street side, of the bus. Use caution exiting, as belongings will be tossed around and might be a hazard underfoot. Evacuation procedures are the same as if utilizing the 5-step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.

Evacuation of children with disabilities – Each bus route shall have its own written emergency evacuation plan.

When evacuations are necessary, children with known IEPs or physical disabilities will be paired up with assigned support staff.

D. School Bus Pupil Representatives

The school bus driver is responsible for the safety of the children. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed pupils) should be selected, trained, and prepared to direct the evacuation. This would be Kids Club staff.

Training programs shall prepare children, school bus representatives to a) turn off ignition switches; b) set emergency brakes; c) summon help be available on buses; d) use windows for evacuation in emergencies; e) set flags and reflectors or reflective triangles; f) open and close service and emergency exit doors; g) direct school bus evacuations; h) perform other duties as directed by the driver.

E. School Bus Evacuation Drills

All children who are transported in a school bus shall be given an opportunity to participate in evacuation drills by Papillion La Vista Community Schools.

All children shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.

Section Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each child who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills."

Communication and Announcements

Open lines of communication between parents and Kids Club staff are very important. Our goal is to make it as easy as possible to access upcoming events and schedules. Upcoming holidays, closings, and out of school days will be listed in advance via emails and on our parent calendar. Reminder postings will also occur in the parent portal. In addition to regular emails, parent portal postings and parent calendar, Kids Club staff will post notices on the bulletin boards.

A solid relationship between parents and Kids Club employees is built on mutual trust and respect. This relationship is extremely important in making the Kids Club program work well for everyone and most importantly, to help your child succeed. Keep these tips in mind as you begin to build your relationship:

- Always keep the lines of communication open. Let the Site Director know if there is something going on in your child's life that may be affecting behavior.
- Get involved with the program. The more parents participate, the more connected they will feel, the better your child will succeed.
- Be aware of the program policies and honor them. Respect the drop-off and pick-up times and be aware of the late pick-up policy.

There may be certain topics or situations that are difficult to talk about with the Kids Club employees. If you have developed an honest and open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- Voice concerns when they first develop. It is much easier for everyone to discuss situations when the details are fresh in their minds.

- Avoid confronting Kids Club employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about the discussion ahead of time, and practice how to present it in a respectful manner.
- Be specific about your concerns. Give examples of things that have happened and observations that have been made.
- Remember that conflicts are normal and a part of most relationships. Conflicts can best be resolved when both parties can see each other's views and are willing to compromise.

Parent and Guardian Involvement

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality childcare program and helping your child grow and succeed. Visitation is encouraged by parents.

Kids Club Staff Working For You

If you would like a Kids Club staff member to care for your children outside of normal Kids Club hours, you must make all arrangements while off site and outside of Kids Club hours of operation.

Please note that Kids Club is not responsible for any outside childcare arrangements parents make with Kids Club staff members, and thus cannot be held liable for any injuries or damages which may occur during such childcare arrangements.

Parent and Guardian Expectations

Kids Club expects that parents will complete all required registration information, comply with the fee and payment policy, and adhere to the guidelines regarding the child's participation in the program.

Parents are expected to treat the staff with courtesy and respect. Abusive or foul language and/or threatening behavior are not allowed and may result in the child's removal from Kids Club.

Kids Club reserves the right to refuse childcare services for reasons including but not limited to:

- Failure of parent or child to follow Kids Club policies and rules.
- Parents or children are physically or verbally abusive to staff.
- Failure to pay childcare fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to start times or closing times.
- Failure to sign the child in and out according to policy.
- When the Site Director and Program Director, at their discretion, believe that the continued service is not in the best interest of the child or program.

Employee Qualifications

The State of Nebraska requires annual background paperwork for all employees.

The State of Nebraska requires annual health screening paperwork for all employees.

The State of Nebraska requires all employees to be certified in CPR and First Aid.

The State of Nebraska requires all employees to have criminal background checks and checks on the national registry completed before employment.

All staff must complete the required 3 hours of Prepare to Care training.

All Site Directors and Assistant Site Directors are required to have a prominent level of professional development and are required to attend a minimum of 12 hours of in-service training per year.

All Teachers and Support staff are required to have a prominent level of professional development and are required to attend a minimum of 6 hours of in-service training per year.

All management staff are required to be of the age of majority, 19 years and have at least 1500 hours of childcare.

Kid Club takes pride in providing a great before and after school and summer program that is safe and fun for your child. We would like to take this opportunity to welcome your family into Kids Club and hope that your experience is enjoyable.