2021-2022
Family Handbook

Revised April 2022

Elkhorn Public Schools Foundation
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Elkhorn, NE 68022
(402) 289-1727
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www.elkhornfoundation.org

Dear Elkhorn Kids Campus Families:

Welcome to Elkhorn Kids Campus, the before and after school childcare program operated by the Elkhorn Public Schools Foundation! Elkhorn Kids Campus is part of the Foundation's commitment to support and enrich the programs and services of the Elkhorn Public Schools. Elkhorn Kids Campus provides childcare in a familiar setting at each of our elementary schools, offering large group games, outside play, arts and crafts, board games, free choice time, and many other activities designed to engage your child. These activities will vary from week to week, providing fun and fulfilling experiences. Elkhorn Kids Campus is proud to be licensed by the State of Nebraska for children ages 5 through 12; we are also CPR and first aid certified and receive continued training throughout the year in many aspects of childcare.

If questions arise that are not covered in this Family Handbook, please feel free to call us at the number listed below. Thank you for considering us for your childcare needs!

Sincerely,
Amy Whorlow
Program Director
Elkhorn Kids Campus (EKC)
(402) 289-1727 option 2

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The following information is also available online for your convenience at www.elkhornfoundation.org

Change of Status Form
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Site Locations and Numbers
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Rates and Withdrawal Schedule

Elkhorn Kids Campus Mission

Elkhorn Kids Campus (EKC) enriches the lives of children by providing a fun, safe, and positive environment and encouraging creativity, learning, and individuality.

Elkhorn Kids Campus Goals

The primary goals of EKC are:

- To provide a positive, interactive environment for children ages 5 through 12 attending Elkhorn Public schools,
- To help children develop and reach their full potential,
- To develop social skills, self confidence, and independence,
- To encourage responsibility, teamwork and a genuine concern for others,
- To stimulate interest in a wide variety of activities including sports, art, music, science and reading,
- To maintain fiscally responsible policies promoting the safety, support, and care of our children, parents/guardians, and staff.

Open Door Policy

EKC has an open-door policy encouraging parents/guardians to visit their child at any time. Involving parents/guardians in our program strengthens our partnership and increases the quality of our program.

Please contact the Program Director if you have any questions regarding EKC. The Program Director can be reached at Elkhorn Public Schools Foundation, 20272 Veterans Drive, Elkhorn, NE 68022, (402) 289-1727, option 2 or awhorlow@elkhornfoundation.org. Office hours are Monday thru Friday, 8 AM to 4 PM.

*DUE TO COVID RESTRICTIONS WE ARE NOT ALLOWED TO LET FAMILIES ENTER THE BUILDING.

The Parent/Guardian and EKC Partnership

Family partnership is key to our program. The following are values we hold important to the partnership EKC has with its families:

- Teamwork: Working together to best meet the needs of your child.
- Respect: Mutual respect is given to our families and staff.
- Understanding: Sincere efforts are made to understand each other's expectations and requirements.
- Communication: Listening and sharing appropriate information regarding your child. Confidentiality is always maintained.

Working together EKC can reach its fullest potential!

Parental/guardian support, communication, and involvement are key factors of each child's development and are essential for the successful operation of our program. Communication between parents/guardians and staff is imperative to maintaining a high-quality program.

Parental/guardians' responsibilities include:

- Signing children in and out daily according to EKC policy.
  By Email ekc@elkhornfoundation.org please communicate the following
- Promptly communicating any changes in information including phone numbers, emergency contacts, addresses, and persons authorized to pick up.
- Immediately communicating any special needs or medical concerns your child may have including behavior concerns, allergies, or pertinent medical conditions.
- Paying all fees, including late fees, according to EKC policy,
- Informing Elkhorn Kids Campus staff of your child's absence from EKC prior to that absence, by texting or calling the site phone.
- Any changes regarding your child will be emailed to ekc@elkhornfoundation.org

Parents/guardians are encouraged to become involved in EKC and can do so by:

- Donating quality toys and materials (new or gently used).
- Sharing any talents that may interest and educate the children.
- Offering suggestions for activities and field trips.
- Providing information regarding potential business partners.

Staff Selection

Our staff members are chosen for their experience, training, and personal commitment to the needs of children. All applicants are screened through the Nebraska Central Registry of Child Abuse and Neglect and the Nebraska Adult Protective Services Registry.

All Elkhorn Kids Campus directors are required to take a minimum of twelve credits of state approved in-service hours annually in the areas of child development and education; childcare assistants are required to complete six credit hours. Directors are also required to be certified in CPR and first aid.

Registration Information

EKC is open to children enrolled in the Elkhorn Public Schools district.

For school year care children must be 5 years of age prior to the first day of school care and no older than 12 years of age on the last day of care.

For summer care children must have attended Kindergarten before their first day of summer care and no older than 12 years of age on the last day of care.

To register in the EKC program, the following information **must be completed and received by the Foundation office BEFORE your registration packet can be accepted and your child can start the program**:

- Registration form with emergency contacts and disclosure of special needs
- Immunizations Records **(for new families)**
- "Tuition Express" ACH agreement form **(this form must be completed every year, even if you qualify for title 20)**
- Permission release form
- Signed contract
- Field trip permission form **(summer program only)** **TBD**
- T-shirt order form **(summer program only)** **TBD**
- Parent Brochure **(new families)**
- Registration fee
- Med forms if needed **(request by email ekc@elkhornfoundation.org)**

All families wishing to receive care in the EKC program must provide the above required information prior to securing enrollment in the program.

Priority is given to families currently enrolled in EKC. Parents/guardians of current enrollees may re-register their child(ren) by returning a completed registration packet to the Foundation office during specified registration dates. Summer registrations will be available during these dates as well. Please refer to the cover letter in the registration packet for specific dates and times or online at www.elkhornfoundation.org

Registration for the summer program will close April 30, 2021 and re-open June 7, 2021 space permitting.

EKC operates with a specific capacity for each site at a 1:15 childcare provider to child ratio. Registrations cannot be accepted when the staff to child ratio cannot be maintained or the site capacity is met; a wait list will be implemented accordingly.

Hours of Operation

School Days

On regular school days, EKC is open Monday through Friday from 6:30 AM until 7:55 AM. All kids who are utilizing the morning care and with us by 7:55 will participate in walking club. After school we are open until 6 PM. The first day of care for the 2021 – 2022 school year is August 17, 2021; the last day of care is May 24, 2022.

Consolidation Days

On teacher in-service and most school vacation days, EKC will consolidate and offer a full day of care. An email will be sent out to the email provided with the link to sign up. Reminders to sign up will be on Twitter, Facebook, Instagram, and our texting program. Registration cut-off dates will be published at the time of

consolidation sign-up. Enrollment is available to EKC registered students from all EKC sites; space is limited. Hours of operation are 6:30 AM until 6 PM.

Please note: late registrations cannot be accepted due to staffing schedules and ratio requirements. Payment will be processed through Tuition Express and is **non-refundable**.

Snow Days/Late Days

We will follow the district and if they close EKC will be closed.

If a late start occurs we will not be open for the morning care, but will be able to provide afternoon care.

NOTE: Tuition will not be prorated for weather-related school dismissals.

School Emergency Closings

If school closes early due to emergency conditions such as severe weather, fire, etc., EKC will close as well.

EKC Emergency Closings

If EKC closes early due to emergency conditions, your Site Director will notify you or your emergency contact by using the telephone numbers you have supplied in the registration packet. We will also send an email to the email address provided. If EKC 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.

EKC Closings

May 28, 2021	Prep for summer
May 31, 2021	Memorial Day
July 5, 2021	Fourth of July
August 9th-16th	To setup for school care
Sept 6, 2021	Labor Day
Nov 25, 2021	Thanksgiving
Nov 26, 2021	Friday after Thanksgiving
Dec 24, 2021	Closed
Dec 31, 2021	Closed
January 3, 2021	Closed
May 25th-27th	To setup for summer

Summer Session

We will be offering care at two locations this summer, Monday through Friday from 6:30 AM until 6 PM. We will start at Manchester and West Dodge Station Elementary. We will move locations in the middle of summer to Sagewood and Fire Ridge.

Children who attend: Arbor View, Hillrise, Manchester, Sagewood, Westridge, and Woodbrook will attend Manchester and Sagewood for the summer.

Children who attend: Blue Sage, Fire Ridge, Skyline, Spring Ridge, West Bay, and West Dodge will attend West Dodge and Fire Ridge for the summer.

The first day of summer care will be June 1, 2021.

The last day of school is August 6, 2021.

Rates and Fees

Registration Fee: The annual registration fee is $50 for the family's first child and $40 for each additional child in the family. This fee covers enrollment in EKC from May 27, 2021 through May 24, 2022 (depending on snow days) and is **non-refundable**.

School Year 2021-2022 (Tuition only covers the 177 days the kids are in school)

Enrollment Category per Pull	Annual Amount	Deduction Amount
Full-Time		
First Child	$3,132	$174
Additional Child	$2,952	$164
PM Only		
First Child	$2,574	$143
Additional Child	$2,394	$133
AM Only		
First Child	$2,034	$113
Additional Child	$1,854	$103
Drop In (Per Child)		
One Day Per Week	$1,242	$69
Two Days Per Week	$2,070	$115

Must be same two days per week*Drop in not available during the summer

Consolidation Day Rates

$40.00 for the first child.
$40.00 for each additional child in same family.
*Breakfast and Lunch is included.

Annual Rates for Summer 2021

Enrollment Category	Full Summer Rate	Deduction Pull	Daily Rate
Full-Time w/ lunch			
First Child	$2,220	$370	$46.25
Additional Child	$2,160	$360	$45.00
Full-Time no lunch			
First Child	$2,016	$336	$42.00
Additional Child	$1,968	$328	$41.00
Part Time w/lunch			
First Child	$1,387.50	$231.25	$46.25
Additional Child	$1,350	$225	$45.00
Part Time no lunch			
First Child	$1,260	$210	$42.00
Additional Child	$1,230	$205	$41.00

** Summer families will receive one tuition free vacation week per child. In order to receive your vacation week please email ekc@elkhornfoundation.org with the week you will be gone. **
A sunscreen fee of $25 per child will be assessed through Tuition Express

Tuition

The Elkhorn Public Schools Foundation will automatically deduct tuition twice a month (skipping Dec 17th, this is for winter break only charges) from either a checking or savings account. **Tuition is based on the above registration categories; the tuition above only covers the 177 days the kids are in school. The annual amount is taken and divided up into 18 equal payments**. A withdrawal schedule is provided online for your convenience.

If childcare expenses are shared between two or more parties, EKC will divide the tuition rate between the parties, based on legal documentation (divorce decree, etc.) provided to the EKC Program Director by one or more of the parties.

Tuition payments must be current for your child to attend EKC. Nonpayment will result in the forfeiture of the space reserved for your child in EKC. Accounts 30 days past due may be forwarded to a collection agency, with a collection fee attached.

Please Note: Parents/guardians are responsible for all charges.

Title XX Provider

The Elkhorn Public Schools Foundation is an approved Title XX provider. A voided check will still be required if your child is covered by Title XX. The 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 through Tuition Express.

Termination/Change of Status Fee

A fee of $50 for each child enrolled will be assessed when a family has been granted a withdrawal from their contract or a change of status in their contract amount. To change the status an email must be sent to ekc@elkhornfoundation.org

Weekly charges continue to accrue until such time that a Termination or Change of Status Request Form is approved by the Program Director. Should a family re-enroll in the EKC program during the current school year, a $50 non-refundable registration fee will be assessed.

If you withdrawal from the program you are considered a new family if you want to register again.

If you withdrawal from the current school year after the registration process has been done for the following school year, you will be removed from the current school year and the following school year. You will be considered a new family and must register again.

Hardship Scholarships

The Elkhorn Public Schools Foundation will work with families during times of financial hardship. Please contact the Program Director at 402-289-1727 option 2 for information regarding our scholarship program or download a form from www.elkhornfoundation.org and fax the form to 402-289-3716 or email it to awhorlow@elkhornfoundation.org.

Late Pick-Up

Pickup time is 6 PM. If a child is not picked up prior to or at pickup time, a fee of $1 per child will be assessed for every one-minute increment that pick-up is delayed; after 5 minutes the fee increases to $2 per minute. This fee will be assessed through Tuition Express. When someone other than the parent/guardian picks up late, the parents/guardians will be held responsible for the late fees. More than three instances of late pickup may result in your child being disenrolled from the program.

If a child is not picked up by 6:15 PM our staff will begin contacting other authorized people on the child's registration form. If a child is not picked up by 6:45 PM, the appropriate authorities will be contacted.

Return Payment

If your bank returns any payment, a $20 return fee will be assessed to your Tuition Express bank account. The amount of payment returned, the $20 return fee and any other current payments or fees will be processed on the next Tuition Express withdrawal date. If the second attempt for tuition does not clear, you will receive a call and a letter by email letting you know that your child can no longer attend until tuition has been cleared. Cash or money orders will be required for all payments not successfully collected through Tuition Express on the second withdrawal attempt.

Tax Records

The Elkhorn Public Schools Foundation Federal Tax ID number is 90-0780704. It is the responsibility of the parent/guardian to maintain records of the total amount paid for the calendar year. Each family will be provided with a complimentary statement to the email that was provided by the end of January with the previous year's tuition and payment information. If you misplace your tax statement you will be charged $5 to replace it.

PayFlex Statements

If you need a monthly statement for your payments, you may access those forms online. Please see the enclosed Tuition Express Online directions sheet and email the Program Director at ekc@elkhornfoundation.org to request your Tuition Express ID number.

Arrival and Departure

A child will be allowed to leave EKC only when accompanied by a parent/guardian or by a person listed in writing by the parent/guardian as authorized to pick up the child. If someone other than the parent/guardian or authorized persons listed in your child's file is picking up your child, you are required to notify the Program Director by email ekc@elkhornfoundation.org with the person's name and phone number. A photo ID is required for any authorized person other than a parent/guardian to pick up the child. Any parent/guardian, or authorized person who picks up the child must sign the child out by recording the time and signing their name in the Sign In/Out Book provided. EKC staff members cannot sign a child in or out of the program. EKC will not be responsible for children who have not been signed in or out by an authorized person or for children left unsupervised before our official opening time.

Morning Arrival Procedure
Morning care opens at 6:30 AM. Your child must be accompanied into the facility and signed in. When signing in, please record the time of arrival and sign your name.

Evening Departure Procedure
A person authorized to pick up your child must come into the EKC site, show photo ID when asked and sign the child out of our care using the Sign In/Out Book provided. When signing out, please record the time of departure and sign your name. Once your child is signed out, they are no longer in our care. If you have conferences or other school business which you need to attend, please sign your child out when you are leaving the school.

If a child is not picked up by 6:15 PM our staff will begin contacting other authorized people on the child's registration form. If a child is not picked up by 6:45 PM, the appropriate authorities will be contacted.

This information is also noted on permission slip that you have signed.

Entrances to the Buildings

Arbor View

Proceed to the south side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care

Blue Sage

Proceed to the east side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care.

Fire Ridge

Proceed to the east side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care. ***For summer session please accompany your child to the cafeteria.**

Hillrise

Proceed to the west side of the building and use the door located by the gym to enter and exit the building. Signing in and out takes place in the gymnasium. If your child is registered for PM care, please instruct him/her to go directly to the gym after school. Sign in/out book is located right inside the door.

Manchester

Proceed to the east side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care. ***For summer session please accompany your child to the cafeteria.**

Sagewood

Proceed to the north side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care. ***For summer session please accompany your child to the cafeteria.**

Skyline

Please use the back doors to sign your child in and out. If your child is registered for PM care, please instruct him/her to go directly to the gym after school. Sign in/out book is located when you enter the back doors of the school.

Spring Ridge

Proceed to the east side of the school and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care.

West Bay

Proceed to the north side of the school and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care.

Westridge

Proceed to the front or east side of the building and use the entrance to the cafeteria. Signing in takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the double doors North of the cafeteria doors for PM care.

West Dodge Station

Proceed to the east side of the school building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the gym for AM care and in the cafeteria PM care. ***For summer session please accompany your child to the cafeteria.**

Woodbrook

Proceed to the south side of the building and use the cafeteria doors to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the cafeteria after school. Sign in/out book is in the cafeteria for AM care and in the cafeteria PM care.

Contract Agreements

A registration contract agreement is required. Payment is expected regardless of whether the child attends EKC on all days during the contract term. This shall remain in effect until a "Termination or Change of Status Request" has been submitted by the parent/guardian by email to ekc@elkhornfoundation.org. Contract agreements are included in the registration packet.

Snacks

Morning

Hot breakfast will be served by Sodexo to any child that is pre-registered with EKC and is signed in by a parent/guardian at no additional cost.

Afternoon

Afternoon snack is served from **3:30 PM until 4:30 PM.** Snack menus are posted each week and consist of one fun snack, fruit cup options, cheese stick and a glass of milk or water.

If your child has specific dietary restrictions, you must inform EKC staff. We will do our best to accommodate your child, but you may be asked to provide additional snacks to meet the specific restrictions.

**Please note: In compliance with state regulations all snacks provided by EKC must include at least two food groups.

Lunch

For any full day session, lunchtime is from 11 AM to noon unless otherwise noted at site. We are not able to heat items packed in a lunch, so when a packed lunch is necessary, please be sure your child **brings a ready to eat lunch and a drink if they would prefer not to eat the lunch provided.** Please note that state regulations require each meal to include all five food groups. Most of our lunch periods are held at the EKC site. When we are on a field trip and eat at a different location, please remember that a disposable sack lunch is required.

Children and staff are to always wash and dry their hands thoroughly handling or consuming food, and after the use of the bathroom facilities

Clothing and Field Trip T-shirts

Your child should come properly dressed to participate in the activities for the day. If your child is going to participate in summer field trips, they will need an EKC t-shirt and tennis shoes preferable. T-shirts will be distributed the first week of summer care.

Personal Items

Parents are **STRONGLY** encouraged to refrain from sending any items of monetary or sentimental value to EKC; the safety of these items cannot be guaranteed.

All children are responsible for their personal items and should bring a bag clearly marked with their name for storing his/her belongings. Coats, hats and gloves should be labeled with the child's name. EKC will not assume responsibility for items brought from home; missing items will not be replaced. EKC employees cannot hold money for a child if a child brings money to the site. Use of cell phones by the children during EKC hours is prohibited.

Items placed in lost and found during the summer will remain there for two weeks and then donated to a needy cause.

Items left at EKC will be placed in the schools lost and found.

Tornado and Fire Procedures

Tornado drills are conducted at each EKC site quarterly. Fire drills are conducted at each site monthly. EKC uses the same evacuation procedure for tornados and fires as the Elkhorn Public Schools. There are maps posted at each site referring to tornado shelters and evacuation procedures.

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 EKC.

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 on your list and the child's physician or ambulance as needed. 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 EKC staff to take necessary emergency medical measures. This permission is included in your registration materials.

If possible, a parent/guardian should administer all students' medications at home. If a circumstance requires a student to take medication while at EKC staff will administer the medication in compliance with the regulations that follow:

4-006.24A Giving or Applying Medication: Any staff who gives or applies medication must do so in accordance with the "Five Rights" as set out in the Medication Aide Act.

The Five Rights are:

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

4-006.24B Competence to Give or Apply Medication: Parents or any licensed health care professional are responsible for determining if center staff are competent to give or apply medication. Any licensed health care professional, as directed by the prescribing health professional, is competent to give or apply medication under any circumstances as long as it is within the scope of practice of that health care professional. The center director has the responsibility to assess the ability of staff to give or apply medication.

4-006.24C Confidentiality: Any staff who gives or applies medication must not disclose information about a child's medication or physical or mental health condition unless such information is needed to protect the health of other children or staff. The use of a posted medication sign-in sheet does not violate confidentiality if the parent has been advised in writing that the parent has the option of using a private method of informing center staff of the child's medication needs.

4-006.24D Written Permission and Instructions: Any staff who gives or applies prescription or non-prescription medication may do so only with prior written permission and written instructions from a parent (email ekc@elkhornfoundation.org to request forms). Staff must comply with the instructions provided by the parent or inform the parent the dedications will not be given or applied.

1. Any error in the giving or applying medication must be reported to the parents ASAP.
2. The dosage must not exceed that which is printed on the label.
3. Expired medication must not be given or applied to a child and must be returned to the parent. The parents will sign for the expired medication.

4-006.24E Unusual Circumstances: The licensee must obtain a written statement (Action Plan) from the licensed health care professional who prescribed the medication allowing the center staff 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 instillation

The written statement (Action Plan) must describe the route and what symptoms need to exist in order for the medication to be given or applied.

4-006.24H Record-Keeping: The parents must sign a medication log (form found on online at www.elkhornfoundation.org or you can email Amy Whorlow ekc@elkhornfoundation.org for one) and the licensee/director must maintain a record as to the time and amount of medication given or applied.

4-006.24I Children Taking/Applying Medication: With written permission of the parent, a school-age child may take or apply his/her own medications at the direction of the parent who is responsible for direction and monitoring.

Medication is expensive, and we do not want to throw it away, but if it is not picked up at the end of the year it will be disposed of.

Please contact Amy Whorlow at ekc@elkhornfoundation.org or 402-289-1727 option 2 to obtain EKC's required medication administration forms or you may go online to www.elkhornfoundation.org

The Program Director and/or the Foundation retain the discretion and right to reject requests for administration of medicine and/or medical intervention during EKC hours.

Sick Child Policy

If your child becomes ill while attending EKC, you will be notified immediately. Your child may not remain at EKC and will be isolated from the group if any of the following symptoms are present:

- Temperature of 100.4 Fahrenheit degrees or above (must be fever free for 24 hours without meds before returning to Kids Campus)
- Diarrhea or vomiting (symptoms must be gone for 24 hours without meds before returning to Kids Campus)
- Unexplained skin rash or irritation (requires doctor's release for readmission)
- Evidence of contagious disease (requires doctor's release for readmission)
- Lice (must have had treatment and free of lice and nits)
- COVID related symptoms

A sick child must be picked-up from the program within 30 minutes of being notified by an EKC employee.

Please let the Site Director or Program Director know if your child has been diagnosed with a contagious illness. A notice will be posted to all families within the site, letting them know 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.

Absent Child Policy

If a child is scheduled to attend EKC after school, the child does not arrive, and a parent/guardian has not notified EKC of an expected absence, the following procedure will be followed:

1. Check with the school secretary to see if the child has left school or has gone home ill.
2. Check the classroom and with the classroom teacher.
3. Call the parent or emergency contact numbers on enrollment form.
4. If unable to reach the parent or emergency contact numbers, the police department will be called for assistance.

If step 3, "call the parent or emergency contact numbers on enrollment form," is reached on more than three (3) occasions because the parent/guardian did not notify EKC that the child would be absent, the child will be suspended from the program for three (3) days. Following the suspension, three (3) additional contacts will result in suspension for ten (10) days. Following the ten-day suspension, any additional attendance incidents will result in immediate removal from EKC for the remainder of the school year.

Program Activities

Examples of what our schedule may look like.

Sunny Day Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
3:15 – 3:20	Attendance	Attendance	Attendance	Attendance	Attendance
3:20 – 3:40	Snack (2-5)	Snack (2-5)	Snack (2-5)	Snack (2-5)	Snack (2-5)
3:40 – 4:00	Snack (K-1)	Snack (K-1)	Snack (K-1)	Snack (K-1)	Snack (K-1)
4:00* – 4:30	Outside Play	Outside Play	Outside Play	Outside Play	Outside Play
4:30 – 5:00					
5:00 – 5:30	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria
5:30 – 6:00	Free Play - Gym	Free Play - Gym	Free Play - Gym	Free Play - Gym	Free Play - Gym

**4:00-6:00 // Reading & Homework are always available during these times as alternate activities.*

Gym & Cafeteria

50+ Options	TEAM Relays	Wii Dancing	Musical Spots	Wii Dancing	Sole Survivor
	Space Plate	Parachute	Scooter Races	Classic Relays	Can You Do It?
< 50 Options	Klumps	Splat!	Ships & Sailors	Ultimate Tag	Teddy Tag
	Bunny Battle	Parachute	Bean Bag Football	Guard Your Yard	Obstacle Race
Rotation A	Big Checkers	Model Magic	Blocks/Cars	Pipe Cleaners	Pre-mades
	Duct Tape	Memory Games	Barbies	Puzzles	Looms
Rotation B	Cup Stacking	Straws & Tape	Legos	Board Games	Bracelets
	Crosswords	Playing Cards	Creation Station	Melting Beads	Free Draw

Icky Day Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
3:15 - 3:20	Attendance	Attendance	Attendance	Attendance	Attendance
3:20 - 3:40	Snack (2-5)	Snack (2-5)	Snack (2-5)	Snack (2-5)	Snack (2-5)
3:40 - 4:00	Snack (K-1)	Snack (K-1)	Snack (K-1)	Snack (K-1)	Snack (K-1)
4:00* - 4:30	K-1: Cafeteria (A/B) 2-5: Cafeteria Gym	K-1: Cafeteria (A/B) 2-5: Cafeteria Gym	K-1: Cafeteria (A/B) 2-5: Cafeteria Gym	K-1: Cafeteria (A/B) 2-5: Cafeteria Gym	K-1: Cafeteria (A/B) 2-5: Cafeteria Gym
4:30 - 5:00	K-1: Gym 2-5: Cafeteria (A/B)	K-1: Gym 2-5: Cafeteria (A/B)	K-1: Gym 2-5: Cafeteria (A/B)	K-1: Gym 2-5: Cafeteria (A/B)	K-1: Gym 2-5: Cafeteria (A/B)
5:00 - 5:30	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria	Group Game - Gym Sm. Activity - Cafeteria
5:30 - 6:00	Free Play - Gym	Free Play - Gym	Free Play - Gym	Free Play - Gym	Free Play - Gym

**4:00-6:00 // Reading & Homework are always available during these times as alternate activities.*

Gym & Cafeteria

50+ Options	TEAM Relays	Wii Dancing	Musical Spots	Wii Dancing	Sole Survivor
	Space Plate	Parachute	Scooter Races	Classic Relays	Can You Do It?
< 50 Options	Klumps	Splat!	Ships & Sailors	Ultimate Tag	Teddy Tag
	Bunny Battle	Parachute	Bean Bag Football	Guard Your Yard	Obstacle Race
Rotation A	Big Checkers	Model Magic	Blocks/Cars	Pipe Cleaners	Pre-mades
	Duct Tape	Memory Games	Barbies	Puzzles	Looms
Rotation B	Cup Stacking	Straws & Tape	Legos	Board Games	Bracelets
	Crosswords	Playing Cards	Creation Station	Melting Beads	Free Draw

****The above is an example of activities. Please see parent board as activities may change****

**Please make sure your child(ren) is dressed for existing weather conditions. ** If your child has health problems that prohibit or limit outdoor play, please notify the Site Director.

**At any time, your child(ren) would like to rest and or nap during the above activities they may ask their leader.

**Reading and homework is offered right after mid-line from 4pm – 6pm every day, if the child is quietly working. If disruptive he/she will be removed from the homework area.

Child Abuse/Neglect

It is the duty of all EKC employees, volunteers, and contract employees to report any suspected child abuse, neglect or threats to the proper authorities or agency. Reports of all claims are kept on file with the Program Director.

Special 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 EKC), 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, Site Director, classroom instructor, EKC 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.

Authorization of the plan's implementation must be approved by the Elkhorn Public Schools Foundation EKC Committee.

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

- Must be currently enrolled in the Elkhorn Public Schools system,
- Must be between the ages of 5-12 years old,
- Must be toilet trained and non-diapered,
- 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 of 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/put 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.

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

Standards of Behavior

To keep our sites safe and operating smoothly, children are expected to follow the rules listed below. Other rules may be added and reviewed with your child(ren) at the discretion of the Program Director.

Indoor

- Use indoor voice levels.
- Stay in the gym or cafeteria. Children and parents/guardians are not allowed in other parts of the building.
- Everyone should be sitting down to do his or her quiet activities.
- Balls, jump ropes, Frisbees, tennis balls, rubber bouncy balls, etc. are not allowed during quiet time.
- If a restroom break is needed, check with a staff member to make sure the restroom is unoccupied.
- When using games, cards, paper, markers, scissors, glue, etc., please return them to their proper storage areas.
- Eating snacks and drinking beverages other than water must be done at snack time only.
- Snacks must be eaten at the tables.
- Children are to remain seated during midline attendance, snack and lunch times.

- If you do not eat all lunch items at lunch, it can be saved to eat during afternoon snack.
- Avoid making a mess at the table and clean up after yourself by throwing away empty containers and cans in the trash.
- Fighting, biting, kicking, physical aggression, throwing toys or game pieces, and use of profanity or improper gestures will not be tolerated.
- Children must always wear shoes.
- Bullying will not be tolerated.

Outdoor

- Stay in sight of the playground supervisors.
- Ask a staff member to retrieve a ball if it goes in the street or over the fence.
- Fighting, biting, throwing rocks, sand, woodchips, etc. are not permitted.
- The use of profanity will not be tolerated.
- One at a time on the slide; feet first, bottom down. Do not walk up the slides.
- No crawling to the top of the play equipment surfaces, i.e. top of slides.
- No crawling or jumping off the playground equipment.
- No tag on the equipment.
- Share the playground equipment with other children.
- No jumping out of the swings, bail out, twist, or double-up on the swings.
- Once outside, children must have permission from the outdoor supervisor to go into the building.
- If a child destroys property, games, or equipment, it is their responsibility to replace it.
- Children must always wear shoes.
- Bullying will not be tolerated.

Bus

- Children must always stay seated and facing the front.
- Hands must be kept inside the bus.
- Feet must be kept out of the aisle.
- Children must use indoor voices while on the bus.
- Children must put up the windows at the end of the trip.
- When the bus makes any type of stop, the children/staff will turn off their voices & raise their hand
- Check list procedure for getting on and off the bus
    - Children will be checked on the bus when leaving the school
    - Children will be checked off the bus when arriving at the destination
    - Before the bus leaves the destination, a staff member will sweep the bus to make sure that no children are left on the bus
    - Once we are done with the outing children will be checked on the bus
    - When we arrive back at the school the children will be checked off the bus

- Before the bus leaves the school, a staff member will sweep the bus to make sure that no children are left on the bus

Please note; if the above rules are not followed an automatic Write Up will be given.

Field Trips

- Children must wear their EKC t-shirts on field trip days.
- Children will not be allowed to purchase anything while on a field trip.
- If lunches are taken on the field trip, they should be 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 to wander off by themselves.
- A staff member must accompany children to and from the restroom or drinking fountain.
- If any child is disrespectful or refuses to abide by the rules, the parent/guardian will be contacted to remove the child from EKC activities for the remainder of the day.

Discipline Policy

EKC staff will always comply with Nebraska Department of Social Services regulations when supervising and disciplining students. Parents/guardians will be informed if a child's behavior becomes a discipline problem. Children are expected to abide by the same rules and guidelines as listed in the Elkhorn Public Schools Student-Parent Handbook in addition to the EKC Family Handbook.

Authority in the EKC program is established for the health, safety and well being of all the children in our program. Children are asked to address EKC employees by" Mrs.", "Ms.", or" Mr." Conditions do not exist which allow for continued "back talk", abusive language or signs from the students.

If an inappropriate behavior does occur, we will use a positive approach by encouraging the child's good behavior and redirecting their activity. If the behavior continues, the child will be removed from the situation or given a "cool down" period. The child will then have the opportunity to problem solve the incident with a staff member. Parents will be consulted regarding any serious behaviors.

When, in the judgment of the Program Director, Site Director, or Assistant Site Director, the inappropriate behavior is serious enough to warrant further action, a Behavior Sheet or a Written Warning will be given.

Behavior Sheets are given so parents and EKC can work together as a team to correct the behavior. After 3 of the same behavior sheets are given the 4th one will be a write up.

Written Warnings will be completed, and a copy given to the parent after a signature has been requested. A parent does not have to sign the form, but that does not void the write up. After three (3) reports the child will be suspended for three (3) days.

Following the suspension, three (3) additional reports will result in suspension for ten (10) days. Following the ten-day suspension, any behavior serious enough to warrant a report will result in immediate removal from EKC. Reenrollments will be evaluated on an individual basis based on corrective actions taken regarding child's behavior. **Note**: Written warnings are tallied from the first day of summer (2021) until the last day of summer. Then the write ups start over the first day of school until the last day of school (2021-2022).

Examples of behavior which may result in immediate suspension or removal from EKC include, but are not limited to:

- Intentionally striking or injuring another child or a staff person.
- Intentionally damaging school or EKC property.
- Threatening another child or an EKC employee.
- Repeated occurrences of a behavior.
- Violent or continuous behavior problems, which endanger your child or other children.

Any parent/guardian wishing to appeal any Disciplinary Report may address their concerns by email to the Program Director awhorlow@elkhornfoundation.org. It will then be placed on the Foundation EKC Committee agenda for review. All determinations made by the Foundation EKC Committee are final.

The school facilities are the property of the Elkhorn Public School District. Damage or misuse of any part of the facility will not 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 behavior will be discussed with the parent/guardian. If the behavior cannot be controlled, the child may be suspended or dis-enrolled from the program

Change of Status at Elkhorn Kids Campus

Families requesting a change of status need to email ekc@elkhornfoundation.org. Families will be responsible for all charges incurred, whether their children are attending EKC during the time in question, until the Program Director receives said request by email. Refunds will not be given after a deduction is done.

All fees will be processed through Tuition Express. If payment is returned, we will notify you by email and explain how the past due funds will need to be cleared up. If a family is not willing to clear up the past due amount the past due tuition will be sent to a collection agency and a reasonable collection fee may be added to the account.

Families with outstanding balances will not be allowed to enroll for summer and or the following school year until the tuition balance is paid in full.

The Elkhorn Public Schools Foundation reserves the right to refuse to terminate or modify any contract.

The Elkhorn Public Schools Foundation reserves the right to modify this Policy, from

time to time, as needed, after reasonable notice has been provided.

Involuntary Withdrawal from Elkhorn Kids Campus

If EKC can no longer provide care, we will give the parent/guardian a two-week notice. The two-week notice is null and void if the child is removed for disciplinary reasons or if EKC is unable to meet the child's needs. The parent/guardian is responsible for payment of those two weeks, regardless of the child's attendance during that period. EKC may terminate services for any of the following reasons (but not limited to):

- Failure to honor obligations listed in the Family Handbook, or in additional written policies that parents/guardians have been provided.
- Any actions by parents/guardians or children that adversely affect the program.
- Failure to complete required forms.
- Lack of parent/guardian cooperation.
- Inability to meet the child's needs without additional staff.
- Failure to maintain a current account balance.

Social Media Information

Tuition Express Online Reports

As a parent or guardian, you can access your account information online by following the steps listed below.

Parents must register (once) to establish a username and password, which will be used each time they log in to TuitionExpress.com.

- Go to TuitionExpress.com and click on My Account at the top of the screen.
- Click on the Register link to set up your account.
- Enter your Tuition Express ID number (email awhorlow@elkhornfoundation.org to obtain)
- Enter the last 4 digits of your bank account number used to process your Tuition Express payments.
- Select a Username and Password. You'll use this information each time you log in to TuitionExpress.com. **If you forget your username or password, you can always re-register.**
- Follow the on-screen instructions to complete the process.

***After the above process is completed you will receive an email from Tuition Express detailing your most recent charges.