



2026 Summer
2026-2027 School Year
Family Handbook
Revised January 2026

Elkhorn Public Schools Foundation
20272 Veterans Dr.
Elkhorn, NE 68022
(402) 289-1727
Fax (402) 289-3716
www.elkhornfoundation.org
ekc@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 or email us at the number/email listed below. Thank you for considering us for your childcare needs!

Sincerely,
The EKC Team
ekc@elkhornfoundation.org
(402) 289-1727 option 2

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

Hardship Scholarship
Site Locations and Numbers
Family Handbook
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.

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.
- Promptly updating Playground with any changes in information including phone numbers, emergency contacts, addresses, and persons authorized to pick.
- 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 us through the Playground app that your child(ren) will be absent. We do ask that this be completed in the morning so we are aware before afternoon care begins.

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. Staff are also required to be certified in CPR and first aid.

School Year and Summer 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 and no older than 12 years of age on the last day of school.

For summer care children must have completed Kindergarten before they can attend and can not be older than 12 years of age on the last day of summer care.

To register in the EKC program, the following information **must be completed through Playground BEFORE your child can start the program:**

- Registration form with emergency contacts and disclosure of special needs
- Immunizations Records
- Banking information **(even if you qualify for title 20)**
- Permission release form
- Signed contract
- Field trip permission form **(summer program only)**
- T-shirt order form **(summer program only) (A link will be sent out to summer families)**
- Med forms if needed **(request by email ekc@elkhornfoundation.org)**

All families will remain enrolled in the program until an email is sent to ekc@elkhornfoundation.org to cancel care or until the child ages out of the program.

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/Closings

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 will participate in walking club. After school we are open until 6 PM. The first day of care for the 2026–2027 school year is August 18, 2026; the last day of care is May 21, 2027.

Consolidation Days

On most in-service and or vacation days, EKC will consolidate and offer a full day of care. **A notification will be sent through Playground with a link.** Reminders to sign up will be on Twitter, Facebook, Instagram, and through our texting program. Registration will remain open up to the given due date or until all spots are filled. 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 Playground and are **non-refundable once a deduction is made.**

Snow Days/Late Starts

If the district closes due to inclement weather **EKC will also close.**

If the district calls for a late start, **EKC will not be open** for morning care. We will be open to provide care in the afternoon.

School Emergency Closings

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

EKC Emergency Closings

If EKC closes early due to emergency conditions, an EKC staff member 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 and use our social media accounts Twitter, Facebook, Instagram, and our texting program. [We ask for your full cooperation in arranging for your child\(ren\) to be picked up as quickly as possible.](#)

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

2026-2027 EKC Closings - Dates may change

May 25	Memorial Day
May 25-29	Setting up for Summer
July 3	Fourth of July
August 10-17	To set up for school care
September 7	Labor Day
November 25	Thanksgiving Vacation
November 26	Thanksgiving Vacation
November 27	Thanksgiving Vacation
Dec. 24-25	Closed
Dec. 31 and Jan 1st	Closed

School Year 2026 - 2027 Rates and Fees

(Tuition only covers the 177 days the kids are in school)

Enrollment Category	Annual Amount	Deduction Amount Per Pull
Full Time First Child	\$3,678	\$194
Full Time Additional Child	\$3,471	\$183
PM Only First Child	\$3,032	\$160
PM Only Additional Child	\$2,825	\$149
AM Only First Child	\$2,407	\$127
AM Only Additional Child	\$2,198	\$116
Drop In (Per Child)- 1 day	\$1,494	\$79
Drop In (Per Child)- 2 Days	\$2,456	\$129
<i>Must be the same two days each week</i>		

Consolidation Day Rates

\$45.00 per child.

*Breakfast, lunch, and two snacks are included.

2026 Summer Rates

Enrollment Category	Full Summer Rate	Deduction Pull
Full-Time		
First Child	\$2,917	\$291.70
Part Time		
First Child	\$1,815	\$181.50

- Summer will run from June 1st to August 7th
- Summer Hours 6:30 am to 6 pm
- Summer locations TBA
- Tuition covers the following:
 - Care
 - Breakfast (dropped off prior to 8:30 am)
 - Lunch (**If your child(ren) does not like the lunch option please pack them a cold lunch**)
 - 2 snacks (one in the morning and one in the afternoon)
 - All activities in and out of house
 - T-shirt
 - Vacation week
 - Sunscreen
- Full time is everyday
- Part time is considered 3 or fewer days per week

Tuition

Tuition will automatically deduct through Playground from either a checking, savings or credit card provided. **Please see the tuition breakdown on page 4.**

- A 3% processing fee and \$.30 transaction fee will be assessed per deduction for all credit card users.
- A \$1 transaction fee will be added to each family per deduction.
- Once a tuition pull is done we are unable to give a refund or credit.

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 by email ekc@elkhornfoundation.org. If both parties do not provide banking the party that does provide banking must pay 100% until the other party provides banking.

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

EKC is an approved Title XX provider. Banking is still required even 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 Playground. **It is the family's responsibility to make sure Title XX does not expire.** If you have a family fee the fee will be billed on the first deduction of each month.

If Title XX expires EKC will pull tuition from the account we have on file and a refund can not be issued.

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. To change the status an email must be sent to ekc@elkhornfoundation.org

Charges continue to accrue until an email is received with a termination date. 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 withdraw from the program you will be considered a new family if you need to re-register.

If you disenroll from the 2026-2027 school year you will be considered a new family for the 2027-2028 school year.

Scholarship Hardship Form

The Elkhorn Public Schools Foundation will work with families during times of financial hardship. Please email ekc@elkhornfoundation.org to request a form.

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 Playground. 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.

Tax Records

The Elkhorn Public Schools Foundation Federal Tax ID number is 90-0780704. All statements can be found in the Playground app.

PayFlex Statements

You may access your statements through Playground. If you need a signature please email the form to ekc@elkhornfoundation.org.

Arrival and Departure

A child will only be allowed to leave EKC when accompanied by the authorized persons listed in the Playground App. If someone other than the authorized persons listed in Playground is picking up your child, you will need to update Playground or email ekc@elkhornfoundation.org with the person's first and last name. A photo ID is required for any authorized person until we know who you are. 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 on the Ipad.

Evening Departure Procedure

A person authorized to pick up your child must come into the EKC site, show a photo ID when asked and sign the child out on the Ipad. If you have conferences or other school business which you need to attend, please sign your child out when you are leaving the school. Children cannot sign themselves in/out.

If a child is not picked up by 6 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.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

Blue Sage

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 (Door 15). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 9). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

Iron Bluff

Proceed to the east side of the building and use the door located by the cafeteria to enter and exit the building. Signing in and out takes place in the cafeteria (Door 7). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 13). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

Skyline

Proceed to the west side of the school building and use the back doors to enter and exit the building. Signing in and out takes place near the cafeteria. If your child is registered for PM care, please instruct him/her to go directly to the gym after 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 (Door 13). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

Stone Pointe-

Proceed to the north side of the building and use the door located by the cafeteria to enter and exit the building. Signing in and out takes place in the cafeteria (Door 7). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

Westridge

Proceed to the east side of the building and use the entrance to the cafeteria. Signing in and out takes place in the cafeteria (Door 3). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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 (Door 14). If your child is registered for PM care, please instruct him/her to go directly to the gym after school.

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.

Reminder- Once a tuition pull is done we are unable to give a refund or credit.

Snacks/Lunch

Morning

Breakfast will be served 7:30 am-7:55 am 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 snacks are served from **3:30 PM until 4:30 PM**. Snack menus are posted on our website and consist of one fun snack, fruit cup, and a glass of milk.

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 after 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.

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.

Phones/Smart Watches, Earbuds Etc.....

Elementary students will keep personal electronic devices (including cell phones, smart watches, earbuds, etc.) powered off and placed in backpacks during EKC hours. It is the recommendation of EKC that devices be left at home as EKC is not responsible for devices brought to school. If parents/guardians need to communicate with their child during the school day, they should contact EKC and a message will be shared with the student.

Students who need electronic devices to monitor health conditions will continue to follow their individualized plans.

If this procedure is not followed, the device will be kept at the front desk until the parent/guardian picks up for the day.

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 tornadoes and fires as the Elkhorn Public Schools. There are maps posted at each site referring to tornado shelters and evacuation procedures.

In the event of severe weather, EKC refers to the National Weather Service as the authority in activating weather watches and warnings, and implements Standard Response Protocols (SRP) as defined by the I Love U Guys Foundation. Additional information about National Weather Service processes and definitions can be found on the **NWS Warning Definitions Page**, and additional information on SRP practices can be found on **SRP Protocols Defined**.

During a severe weather watch, afternoon activities will continue as normal although modifications to outdoor activities may be necessary. EKC staff will be ready to take action as needed. The procedure for checking out and picking up your student will remain unchanged unless otherwise communicated.

When a severe weather warning is issued by the National Weather Service, all students and staff will follow SRP based on the severe weather type (i.e. tornado, winter weather, thunderstorm, etc.). Notably, in some SRP instances, it may not be safe to dismiss students without putting them or staff members in danger. For example, during a tornado warning, all students and staff will follow "Shelter" by moving to the building storm shelter until the warning expires making the ability to dismiss individual students difficult.

In the event of any severe weather, the safety of students and staff will remain our priority. As such, site phones and doors may go unanswered as staff are tending to the needs of students. Staff may also alert parents or community members on premises and invite them to shelter within the building, if immediately feasible. Communication will be sent from the ekc email (ekc@elkhornfoundation.org) as timely as possible when a building is following SRP protocols in an active severe weather situation, bearing in mind that power outages and the immediacy of severe weather overhead may impact the timing of this communication. It is important to stay alert to Douglas County Emergency Management notification sirens and be aware of local weather warnings for your own personal safety.

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.

Medication Guidelines 4-006.24

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 healthcare professional are responsible for determining if center staff are competent to give or apply medication. Any licensed healthcare 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 medications 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 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 email ekc@elkhornfoundation.org to request Medication Forms.

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-We will follow all guidelines provided by the state, local agencies, and the district.

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 the 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

<h1 style="margin: 0;">EKC Schedule</h1>					
<small>Notes: -Along with the activities list above board games, barbies, and legos are available -Homework time starts everyday after midline</small>					
	Monday	Tuesday	Wednesday	Thursday	Friday
3:06-3:30	Midline	Midline	Midline	Midline	Midline
3:30-4:30	Snack	Snack	Snack	Snack	Snack
4:30-5:30	Art	Melting Beads	Bingo/Fabric Looms	Pony Beads	Creation Station
5:30-6:00	Free Play	Free Play	Free Play	Free Play	Free Play
	Monday	Tuesday	Wednesday	Thursday	Friday
Group Games	Buddy Pin Guard	Dodge Ball	Knock Out	Relay Races	Guard Your Yard
	Sharks and Minnows	Statues in the Garden	Parachute	Dodge Ball	King Pin
	Black Magic	Ultimate Tag	Ships and Sailors	Red Light Green Light	Kickball
	Knock Out	Super Circle	Buddy Pin Guard	Four Corners	Tic Tac Toe Relay

****The above is an example of activities.**

**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 the 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
- Checklist procedure for getting on and off the bus
 - o Children will be checked on the bus when leaving the school
 - o Children will be checked off the bus when arriving at the destination
 - o Before the bus leaves the destination, a staff member will sweep the bus to make sure that no children are left on the bus
 - o Once we are done with the outing children will be checked on the bus
 - o When we arrive back at the school the children will be checked off the bus

- o 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. Parents will also receive a phone call to come and pick up their child.

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 the child's behavior. **Note:** Written

warnings are tallied from the first day of summer (2026) until the last day of summer. Then the write ups start over the first day of school until the last day of school (2026-2027).

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 and will result in immediate termination of care.

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

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 Playground. 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

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

A graphic with a dark blue background, white wavy lines, and white polka dots. It features a circular inset image of a hand holding a smartphone. The text is in white and orange.

STAY CONNECTED!

- ✓ Follow us on Facebook
- ✓ Follow us on Twitter @KidsCampus123
- ✓ Follow us on Instagram
- ✓ Join our Text List!
Text- 402.500.7444 Message- EKC123
- ✓ Email ekc@elkhornfoundation.org
to receive email updates