

ALL STAR KIDS

FAMILY HANDBOOK

2021-2022

Bennington Public Schools Foundation
Before and After School Program
11620 North 156 Street P.O. Box 309
Bennington, Nebraska 68007
(402) 238-3044 ext. 218



Dear All Star Kids Families:

Welcome to All Star Kids, the before and after school and summer childcare program operated by the Bennington Public Schools Foundation! All Star Kids is a self-supporting project offered in each elementary school building in the Bennington School District. All net proceeds from All Star Kids go toward the Foundation's benevolent programs within the Bennington Public Schools, including classroom grants and scholarships.

All Star Kids provides quality, reliable child care in your child's own elementary school at a competitive child care price. Each site meets Nebraska Department of Health and Human Services standards for Child Care Centers as well as meeting inspection requirements from the Fire Marshal and County Health Department. The program attends to educational and nutritional needs of each child by providing morning and afternoon snacks as well as large muscle activities supplemented with fine motor skill activities such as arts and crafts and table games. Children will also have opportunities to complete school assignments, read, have free choice time, and participate in outdoor play.

This Family Handbook is intended to outline what you may expect from the All Star Kids Program and vice versa. If questions arise that are not covered in this Family Handbook, please feel free to speak to your Site Director or contact the Program Director using the contact information listed on page three of this Family Handbook.

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

Welcome to All Star Kids!

Thank you,
All Star Kids Administration

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About the Bennington Public Schools Foundation:

HISTORY OF FOUNDATION

The Bennington Public Schools' Foundation was formally founded as a non-profit corporation on December 29, 1992. The Foundation was initiated under the leadership of the Bennington Public School District's Board of Education members: Wayne Andersen, Mark Backhuus, Jim Bonge, Sue Cohrs, Darrell Kading, Marcia Taylor and Superintendent of Schools Dr. Doug Townsend. They recognized that the principal support of the school district must come from tax appropriations but that gifts from community members and other friends are essential to the future success of the district's commitment to quality education. The Foundation's initial Board of Directors included Jim Bonge, Mary Ferdig, Darrell Logemann, Rod Laible and Superintendent Douglas Townsend.

One of the Foundation's principal goals has been to provide scholarships to graduating seniors. In 1998 one \$300 scholarship was given and today the Foundation awards over \$20,000 in scholarships annually to graduating seniors of Bennington Public High School.

In 2001 the Foundation held its first annual awards banquet recognizing the scholarship winners, a volunteer of the year and an educator of the year. Currently, the annual awards banquet is attended by over 125 community members and students.

A generous donation was received from the Ernest Katzner Estate, in 2004, which secured the future of the Bennington Public Schools' Foundation.

In the fall of 2005, the Foundation supported the start-up costs of operating a Before and After School Care program. This program has been a huge success and has grown significantly over the years with the growth of the school district.

The Classroom Grants program was implemented in 2008. Classroom Grants fund innovative ideas and projects at the classroom level. The Foundation awards over \$5,000 annually in classroom grants to teachers in the school district.

The Foundation has grown significantly over the past two decades and continues to partner with the school district to make our children and their futures a key priority in our community.

MISSION STATEMENT

The Mission of the Bennington Public Schools Foundation is to generate and distribute resources to or on behalf of the Bennington Public School District to enrich teaching, inspire learning, maximize opportunities and promote excellence in education for all students.

The Foundation will achieve its mission by directing resources as follows:

- Assist students in achieving their educational goals through a variety of scholarship opportunities
- Support staff for innovative efforts through classroom grants
- Recognize excellence of caring adults within our school system
- Support programs for the betterment of our school district
- Build community awareness for the Bennington Public Schools Foundation

The Bennington Public Schools Foundation is governed by a voluntary Board of Directors. Board members agree to serve a minimum of one three-year term. If you are interested in serving on the Foundation Board or have questions regarding the Foundation, please contact **Regina Meradith, Foundation Executive Director, at 402-490-5269 or by email at RMeradith@bennps.org.**

CONTACT INFORMATION

BENNINGTON PUBLIC SCHOOLS FOUNDATION BOARD OF DIRECTORS

Brad Baumert, President
Melissa Freed, Vice President
Dr. Terry L. Haack, Secretary/Treasurer
Dr. Heather Goertz, School Board Liaison
Dee Clark, Member at Large
Ty Hughes, Member at Large
Sheryl Cornett, Member at Large
Whitney Fagan, Member at Large
Matt Deaver, Member at Large
Darrin Mercer, Member at Large
Troy McKinney, Member at Large

FOUNDATION CONTACT INFORMATION

Bennington Public Schools Foundation

11620 North 156 Street P.O. Box 309
Bennington, NE 68007
(402) 238-3044 ext. 218
(402) 238-2185 (fax)

Foundation Executive Director

Regina Meradith

(402) 490-5269

RMeradith@bennps.org

ALL STAR KIDS CONTACT INFORMATION

All Star Kids Program Director

Lance Sindelar

(402) 672-4810

lsindelar@bennps.org

All Star Kids Assistant Program Director

Faith Dawson

(402) 670-1690

fdawson@bennps.org

Bennington Elementary Site

11620 N 156 St, P.O. Box 309, Bennington, NE 68007
(402) 670-6434

Pine Creek Elementary Site

7801 N HWS Cleveland Blvd, Bennington, NE 68007
(402) 670-4799

Heritage Elementary Site

9950 Rosewater Parkway, Bennington, NE 68007
(402) 670-4294

Anchor Pointe Elementary Site

17007 HWS Cleveland Blvd
(402) 672-9261

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PROGRAM INFORMATION

LICENSING

All Star Kids is a child care program licensed by the State of Nebraska through Nebraska Health and Human Services. All Star Kids sites are routinely visited through the year by a Child Care Inspection Specialist appointed by Nebraska Health and Human Services to ensure all regulations are met and sustained on a daily basis in order to maintain our licensing compliance with the State of Nebraska. All Star Kids maintains the school-age child to adult ratio of 15:1, as dictated by state regulations.

Nothing is more important than a dedicated, experienced, and well-trained staff. Staff is selected on their experience, training, and personal commitment to the needs of children. The Child and Adult Protective Service Registry completes a background check for all staff of the Bennington Public Schools Foundation Before and After School Program. All staff members are required to have annual training, and all Site Directors are required to be certified in CPR/First Aid.

CHILDREN SERVED

The Bennington Public Schools Foundation All Star Kids program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or mental abilities. Child care is eligible for "school age" children, ages five through thirteen years of age who are enrolled in Bennington Public Schools. **"School Age" starts the first day of kindergarten and goes through 6th grade.**

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at All Star Kids), please notify us AT THE TIME OF ENROLLMENT. A special needs care plan may be developed with the involvement of the child's parents/guardians, Site Director, classroom instructor, All Star Kids 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.

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

- Must be currently enrolled in the Bennington Public Schools System,
- Must be "school age" and between the ages of 4-13 years old,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face),
- Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),
- Must have physical endurance to interact or participate in indoor and outdoor play,
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

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

It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or accommodations. Failure to comply with this request at the time of registration may result in removal from the All Star Kids program. All information listed will remain confidential; but it is for the safety and well-being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

HOURS OF OPERATION

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

CONSOLIDATION DAYS

The program will operate during vacations, staff in-service days, parent-teacher conference days, teacher conventions, and early release days.

On non-school days, All Star Kids will consolidate care for all schools at one site, offering a full day of care. Hours of operation are 6:30 AM-6:00 PM; the location of All Star Kids on consolidation days will be posted at your home site prior to the date of care. To receive care during a consolidation day, parents/guardians must pre-register by the deadline posted at your home site. Payment will be processed through Tuition Express and is non-refundable (please see the Tuition Deduction Schedule for exact dates). Registration signup will be available at your home site approximately one week prior to the consolidation days. Registration cut-off dates will be published at the time of consolidation signup. Enrollment is available to All Star Kids registered students from all All Star Kids sites; Space is limited. Parents/Guardians must provide a disposable sack lunch and drink for their child(ren); All Star Kids will provide breakfast and afternoon snack. Please note that late registrations cannot be accepted due to staffing schedules and ratio requirements.

On days when school is not in session, regular rates do not apply. The enclosed Fee Schedule shows the current rates for these days. Discounts are given for additional children. A disposable sack lunch and a drink are required for non-school days.

HOLIDAYS

All Star Kids will be closed for the ten following holidays:

Labor Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Good Friday

Memorial Day

July 4th

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

SNOW DAYS

If school is cancelled due to weather conditions, All Star Kids will also be closed. *Tuition will be pro-rated on the next scheduled Tuition Express deduction.*

SCHOOL CLOSED DURING SCHOOL DAY

If school is closed due to weather conditions during the school day, All Star Kids will also be closed. *Tuition will be pro-rated on the next scheduled Tuition Express deduction.*

EMERGENCY CLOSINGS

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., All Star Kids will close as well. If All Star Kids 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. If All Star Kids closes early due to emergency conditions, we ask for your full cooperation in arranging for your child(ren) to be picked up as quickly as possible. *Tuition will be pro-rated on the next scheduled Tuition Express deduction.*

SUMMER SESSION

All Star Kids offers care through the summer, Monday through Friday from 6:30 AM until 6:00 PM (*location will be announced at time of registration*). The first day of summer care will begin on the Tuesday following Labor Day and the

last day of summer care will be on the last Friday before school begins. All Star Kids will be closed on the Monday and Tuesday prior to school starting to accommodate site set-up for the school year program. Enrollment for the summer program is a commitment for the entire summer program

ENROLLMENT AND REGISTRATION PROCEDURES

In order to register into the All Star Kids program, the following information must be completed and submitted to the Foundation office **prior to your child(ren)'s first day of program, with at least ten days notice:**

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

- A completed registration checklist (annually)
- A completed registration form for each program (annually)
- A completed registration form for Tuition Express (new families & those who wish to make account changes)
- A copy of your child's immunization records (new families & children)
- A completed Payment Agreement (annually)

All registration forms may be obtained by going online to benningtonschoolsfoundation.org/programs/allstar or by contacting the Program Director at 402-672-4810 or by email at lsindelar@bennps.org.

REGISTRATION FEE

A **non-refundable** registration fee will be charged at the time of registration into the program, and again annually at re-registration. This fee will be deducted through Tuition Express and will be included on the first scheduled Tuition Express deduction of the program you are registering for. The fee is \$25.00 for the first child and \$15.00 for each additional child. This fee covers enrollment in All Star Kids from the beginning of summer to the end of the school year and is **non-refundable**. Registrations accepted after January 1 will be required to pay a pro-rated registration fee of \$12.50 for the first child and \$7.50 for each additional child for the remainder of the **school year**.

TAX RECORDS

The Federal Tax ID number of the Bennington Public Schools Foundation is 36-3880988. It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with a complimentary statement in January with the prior year's tuition and payment information. If you are in need of a monthly statement of your payments, you may access those forms online. Please see the enclosed Tuition Express Online directions sheet, and call the Program Director at 402-672-4810. You may also email the Program Director at lsindelar@bennps.org.

ENROLLMENT CATEGORIES

Families have five choices of enrollment categories from which to choose. Tuition charges depend upon their chosen enrollment category, along with the number of children that are enrolled. *Space is limited.* Families will be given the option to place their child on the All Star Kids wait list, in the event the position they are requesting is full.

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

School Year Program Enrollment Categories

Full Time – reserves a space each morning and afternoon

Part time AM – reserves a space each morning

Part time PM – reserves a space each afternoon

2 days/week – reserves a space for 2 specified days of the week (both morning & afternoon)

Consolidation Only – is reserved for **consolidation care** (families must register prior to attending)

Summer Program Enrollment Categories

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

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

TUITION

NOTICE: All Star Kids does not accept cash, checks, or money orders. All payments must be made through Tuition Express, NO EXCEPTIONS.

Each enrollment category has an annual amount. The annual amount is then divided into 20 equal deductions for the school year program and 6 equal deductions for the summer program. All Star Kids automatically deducts your tuition **every other Monday** from either a checking or savings account via Tuition Express. Charges for consolidation days will be added to the regular tuition which is automatically deducted from your account. Tuition is based on the above registration categories and is due regardless of the child's actual attendance or number of dates between deduction dates.

A fee/deduction schedule is provided in this packet and online for your convenience. Please review the enclosed fee/deduction schedule for the current tuition rates and deduction dates.

All Star Kids has the capability to withdraw funds out of two separate accounts. In divorce situations, All Star Kids is able to split that amount by the necessary percentage as outlined in the divorce decree and/or as agreed upon by both paying parties. Failure of both paying parties to adhere to the conditions as stated in their divorce decree and/or signed acknowledgement of responsibility may result in termination of one or both paying parties, reallocation of financial responsibilities or termination of services. Paying party eligibility will be terminated if All Star Kids receives three (3) returned payments on behalf of a given paying party during one school year.

Should the financial institution account of one paying party no longer be valid or if their eligibility is terminated, 100% of the tuition will then become the responsibility of the other paying party. Notification will be requested from the eligible paying party to assume 100% of tuition to continue services. Families will have one-week from the date of request to comply. Failure to comply will result in termination of services. Once the eligible paying party acknowledges 100% payment responsibility to continue services, All Star Kids will continue to withdraw 100% of the tuition out of their financial institution account until the non-eligible party provides valid financial institution information or is granted reinstatement as an eligible paying party. This also applies to all other two paying parties.

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

TUITION EXPRESS

Through Tuition Express, All Star Kids automatically deducts tuition from either a checking or a savings account. This is a more secure way to pay your child's account rather than writing a check. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

After registering in All Star Kids and the approval of your Tuition Express account, you will be assigned a unique Tuition Express ID number (please contact the Program Director at 402-672-4810 to obtain). With this number and the last four digits of the account that the tuition is deducted from, families have the capability to register their account through Tuition Express. By doing this, you can print monthly receipts. The Tuition Express system can only hold three months worth of account information, and only payments collected via Tuition Express will be reflected on statements. It is our recommendation that families access their account once per month and print off a transaction receipt. The website is www.tuitionexpress.com.

TUITION EXPRESS REGISTRATION FORM

All families registered in the All Star Kids program are required to have their account set up on automatic tuition deductions through Tuition Express. At the time of registration, families will complete a Tuition Express Registration Form and provide a voided check. A completed Tuition Express Registration Form and a voided check will need to be completed each year for record-keeping purposes. If you should need to make account changes, you must do so by submitting a completed Tuition Express Registration Form to either your Site Director or the Program Director.

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 user name and password, which will be used each time they log into 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 (call 402-672-4810 to obtain).
 - Note: Tuition Express does not accept phone calls from parents.
- 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 into TuitionExpress.com. **If you forget your username or password you can always re-register.**
- Follow the on-screen instructions to complete the process.

***After this process is complete, every time a Tuition Express deduction is made, you will receive an email with the latest charges.

RETURN PAYMENT

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

TITLE XX PROVIDER

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

LATE PICK-UP FEES

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

YEAR END TAX STATEMENTS

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

TERMINATION/CHANGE OF STATUS FEE

A fee of \$50.00 will be assessed when a family has been granted a deduction from their contract or a change of status in their contract amount.

Weekly charges continue to accrue until such time that a "Deduction or Change of Status Request Form" is approved by the Program Director or authorized representative for the Bennington Public Schools Foundation.

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

DEDUCTION FROM ALL STAR KIDS (by the family): Families who wish to discontinue child care services with All Star Kids must give written notice of deduction on our "Deduction or Change of Status Form". These forms are available at the site, from the Program Director, or by going to <http://benningtonschoolsfoundation.org/allstar>. Forms must be submitted to your Site Director or the Program Director at least two weeks (10 business days) prior to deduction. Parents are obligated to continue payment of any tuition or fees to meet the requirement regardless of the child's attendance as well as the Termination/Change of Status Fee of \$50.00. Any charges incurred during this time are **non-refundable**.

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

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

YOUR CHILD'S DAY

PROGRAM PLANNING

All activities are prepared in advance so that staff members are aware of the week's activities in order to be fully prepared. Weekly plans will be posted by the sign in/out book each Monday for the upcoming week. A variety of age-appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

SUPPLIES & MATERIALS

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

ITEMS FROM HOME

Please discourage your child from bringing toys or other items from home. All Star Kids has ample equipment to meet the children's needs. All Star Kids cannot assume responsibility for toys or other items brought from home.

LOST AND FOUND

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

ALL STAR KIDS DAILY SCHEDULE

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

AM Program

6:30am: Program Opens

6:30am-7:30am: Quiet play/Homework

7:30-7:45: Breakfast

7:45am-8:15am: Free Play/Children's Choice

8:05: Clean up and get ready for school

8:10am: Children are dismissed for school

***7:45am: School breakfast/Walking Club/Reading Club (optional)**

PM Program

3:07pm: School Dismissal

3:07pm-4:00pm: Attendance, Restroom Break, Snack, Homework, and Free Play/Children's Choice

4:00pm-4:45pm: Group Activities

4:45pm-5:45pm: Free Play/Children's Choice

5:45pm-6:00pm: Cleanup and prepare for departure

6:00pm: Program Ends

***Weather-permitting, we will go outside for free play each day**

***Extra activities will be scheduled for early dismissal and consolidation days**

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

ATTENDANCE

AM Attendance

Due to the fact that children arrive at different times for the morning program, children will be checked in on the attendance sheet as they arrive, and group attendance will be taken prior to school starting.

PM Attendance

After children have arrived and are sitting in midline, attendance will be taken. Within the first 20 minutes of the program opening in the afternoon, the Site Director will have an accurate attendance record. If any child, who is scheduled to attend in the afternoon, is not accounted for, All Star Kids staff members will implement the Missing Child Procedures (*see page 18*).

SNACKS

Morning Snack/Breakfast Program

Breakfast will be served from 7:10 AM-7:45 AM each morning for all children in attendance. All foods served meet USDA guidelines. *Children who wish to participate in the school's breakfast program may do so with parental/guardian consent-All Star Kids will not pay for this service.*

Afternoon Snack

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

Lunch

On consolidation days and during the summer program, All Star Kids will not serve lunch. You will need to send your child with a disposable sack lunch and drink each day your child is in attendance. All meals must meet USDA guidelines.

ACTIVITIES

Each All Star Kids site offers a variety of structured as well as unstructured experiences to the children including, but not limited to:

- Arts and Crafts
- Group Gym Games
- Homework/Study Time
- Outdoor Free Play
- Free Art Time
- Kids Choice Time

- Designated Reading Time
- Field Trips

OUTDOOR ACTIVITY

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

SUPERVISION & SAFETY

PROVIDING APPROPRIATE CARE AND SUPERVISION

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

ABSENT CHILD PROCEDURES

A major goal of All Star Kids is to provide a safe environment for each child. Knowing which children should be present is very important. Attendance is taken as your child comes in after school. If a child is scheduled to attend All Star Kids, the child does not arrive, and a parent/guardian has not notified All Star Kids, the Site Director will initiate the Missing Child Procedures. If a child will be absent or will be late to All Star Kids, messages may be left on the site phone via voice mail or text message 24 hours a day by calling the number for your All Star Kids site.

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

- 1.) Check with the school secretary to see if the child left school or has gone home ill.
- 2.) Check classroom and with classroom teacher. The Site Director will use all-call to access help to check other areas of the building and alert additional staff.
- 3.) Call parent or emergency numbers on enrollment form.
- 4.) If unable to reach parent or emergency number, the Police Department will be called for assistance.

If step 3, “call parent or emergency numbers on enrollment form,” is reached on more than **three** occasions because the parent/guardian did not notify All Star Kids that the child would be absent, **the child will be permanently removed from All Star Kids.**

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

- 1.) Call or text the site phone and leave a message stating that your child will be gone (please include the date and time that you are calling if leaving a voicemail and the date your child will be absent).
- 2.) Call or email your child’s teacher/the school to let them know that they will not be attending All Star Kids after school that day. **All Star Kids will not notify the school if your child is absent from All Star Kids.**

DROP OFF AND PICK UP

A child will be allowed to leave All Star Kids only when accompanied by a parent or by a person listed in writing by the parent as authorized to pick up the child. **Any parent or authorized person who picks up the child must sign the Sign In/Out Sheet and enter the time the child was dropped off and/or picked up.** All Star Kids staff members cannot sign a child in or out of the program nor can a parent call in to authorize someone to pick their child up (all authorizations must have written consent). Failure to sign in the child in the morning or out in the afternoon may result in the removal of the child from All Star Kids. All Star Kids will not be responsible for children left unsupervised before our official opening time. A photo I.D. will be required for any authorized person, other than a parent, to pick up a child.

ENTRANCES TO THE BUILDINGS

Bennington Elementary

Proceed to the south side of the school building and use the double-doors located by the playground to enter and exit the building. Signing in and out takes place in the cafeteria. If your child is registered for afternoon care, please instruct him/her to go directly to the cafeteria after school.

Pine Creek Elementary

Please use the cafeteria entrance located north of the main entrance to the school. Signing in and out takes place in the cafeteria. If your child is registered for afternoon care, please instruct him/her to go directly to the gym after school.

Heritage Elementary

Please use the cafeteria entrance located north of the main entrance to the school (on the east side of the building). Signing in and out takes place in the cafeteria. If your child is registered for afternoon care, please instruct him/her to go directly to the gym after school.

RELEASE OF A CHILD: CUSTODY/DIVORCE/UNAUTHORIZED INDIVIDUALS

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

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

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

HEALTH & SAFETY

ILLNESS POLICY

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

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

A sick child must be picked up from the program within one hour of being notified by an All Star Kids staff member.

Please let the Site Director know if your child has been diagnosed with a contagious illness. Notice will be posted to all families within the site, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will never be released.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. Please refer to the health exclusion policy for additional information:

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

HEAD LICE

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

CHRONIC AND SPECIAL HEALTH NEEDS

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at All Star Kids), please notify us **AT THE TIME OF ENROLLMENT**. A special needs care plan may be developed with the involvement of the child’s parents/guardians, Site Director, classroom instruction, All Star Kids 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.

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

- 1.) Must be currently enrolled in the Bennington Public Schools system,
- 2.) Must be between the ages of 5-13 years old,
- 3.) Must be toilet trained and non-diapered,
- 4.) Must be able to move to and from the toilet in the restroom without assistance,
- 5.) Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing of hand and face),
- 6.) Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- 7.) Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),
- 8.) Must have physical endurance to interact or participate in indoor and outdoor play,

- 9.) Must be able to adhere to the discipline policy, indoor rules and outdoor rules.

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

ACCIDENTS AND MEDICAL EMERGENCIES

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

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

General Guidelines Used for Administering First Aid:

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

CPR/FIRST AID

At least one staff member who is CPR/First Aid certified (all Site Directors are CPR/First Aid Certified) must be on duty at all times. Often times several employees are certified per site, as the Bennington Public Schools Foundation pays for any employee who desires to become CPR/First Aid Certified.

MEDICATION GUIDELINES

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

- 1.) All medication to be administered by All Star Kids must be accompanied by written parental/guardian permission and the physician's statement indicating the need and instructions for correctly administering the medication. The parent/guardian must complete the "Medication Permission and Questionnaire" including signing a competency statement which will be kept in the child's file.
- 2.) All medication must be presented in the prescription container, properly labeled, including the child's name, physician's name and the directions for administering.

- 3.) Over the counter medication, or as needed medication, (i.e. aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without a verbal or written order from a physician.
- 4.) All emergency medication, such as asthma inhalers and Epi-Pens, must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions, from a physician.
- 5.) If at all possible, consult with your physician of the timing of the medication. Some prescriptions can be written so there is not a need to administer medication during All Star Kids hours.
- 6.) All medications administered at All Star Kids must be stored and/or refrigerated in a locked container, available only to All Star Kids staff.
- 7.) All medication not picked up will be disposed of at the end of the year or when the child is no longer enrolled in the All Star Kids Program.

All Star Kids will not store nor administer any medication that has not been delivered to the Site Director by parent/guardian, accompanying proper completed documentation. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply All Star Kids with non-expired medication, accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

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

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

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

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

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

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

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

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

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

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

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

EPI-PENS

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

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

LATEX GLOVES

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

SUNSCREEN

In order for All Star Kids to administer sunscreen to a child during school year and summer operations, a sunscreen permission form must be completed (this is included on your registration form). A physician's note is not required in this case. Instead of having to provide your child(ren) with sunscreen throughout the entire summer program, we have implemented a mandatory sunscreen fee of \$25 per child. Spray-on sunscreen with an SPF of 30 or higher will be purchased to apply to your child(ren) throughout the entirety of the 2017 summer program. This fee does not apply to the school year program.

During the school year, it is the responsibility of the parent/guardian to provide a labeled bottle of sunscreen for their child(ren).

MANDATED REPORTING

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

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

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

NUTRITION AND FOOD SAFETY

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

BEHAVIOR

DISCIPLINE OF CHILDREN

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

INAPPROPRIATE FORMS OF DISCIPLINE

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

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

DISCIPLINE POLICY

If an inappropriate behavior does occur, we will use a positive approach by encouraging the child's good behavior and redirecting his/her activity. If the behavior continues, the child will be removed from the total situation, or given "time out". We will also consult with parents regarding any serious problem. Each consultation is documented and placed in the child's file.

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

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

- Intentionally striking or injuring another child or a staff person.
- Intentionally damaging school or All Star Kids property.
- Threatening another child or a staff person.
- Repeated occurrences of behavior that might otherwise result in a written warning.

Any parent/guardian wishing to appeal any Child Disciplinary Report may address their concerns by writing to the Program Director at 11620 N 156 Street, P.O. Box 309, Bennington, NE 68007. It will then be forwarded to the Bennington Public Schools Foundation Board for further review. All determinations made by the Foundation Board are final.

The school facilities are the property of the Bennington Public School District. Damage or misuse of any part of the facility cannot be allowed.

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

STANDARDS OF BEHAVIOR

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in All Star Kids. Please take a few minutes to review these statements with your child.

- 1.) The rights, property and dignity of each person in and around the school are to be safeguarded at all times.
 - No abusive language, signs, or expressions will be allowed.
 - No theft of any kind will be tolerated.

- 2.) Authority in the program is established for the health, safety and well-being of all members of the program. No child will be allowed to undermine that authority.
 - Conditions do not exist which allow for continued “back talk” from students when reasonable requests are made. Abusive language or signs will not be acceptable.
 - Children in the program are to address the adults and all staff members by “Mrs.,” “Ms.,” or “Mr.” They are not to use the familiar first name salutation unless the adult or staff person is ok with it.
- 3.) The school facilities are the property of all residents in the Bennington School District. Day to day abuse of any part of the facility cannot be allowed to occur.
 - Playground balls will be used in the gymnasium or on the playground only.
 - Children are not allowed in their regular classrooms before or after school unless they have specific permission from the Site Director and the classroom teacher. A staff member will accompany students to their classroom.
- 4.) Each child needs a few minutes to “cool down” after an exciting day in school. Children should put belongings in designated areas when entering the gym. There will be attendance and free time until 3:55pm, during which the children are served an after-school snack. At times, free time and snack may change in order to accommodate the school, if they are in need of any space we use.
- 5.) From time to time, All Star Kids will schedule a field trip to enrich the learning experience of the children. All children must abide by the following regulations including but not limited to:
 - Children must stay seated and facing the front on the bus at all times.
 - Hands must be kept inside the bus.
 - Feet must be kept out of the aisle while on the bus.
 - Children must use indoor voices while on the bus.
 - Children must put up the windows at the end of the trip.
 - Children are discouraged from bringing spending money; All Star Kids will not be responsible for a child’s money.
 - If lunches are taken on the field trip, they should be packed in a completely disposable container labeled with the child’s name.
 - All children must know their group leader and remain in the proximity of the leader until instructed to move on to the next area. Children are not 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 All Star Kids activities for the remainder of the day.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS *(Taken from the Bennington Public Schools Handbook)*

Internet Access

We are pleased to offer the staff and students of the Bennington Public Schools and All Star Kids Program access to the district computer network, the Internet. To gain access to the Internet, all students attending the All Star Kids Program must sign a "Student Agreement", and their parents/guardians must sign a "Parents/Guardians Agreement", and return it to an All Star Kids Site Director. Access to the Internet will enable students to explore thousands of libraries, data bases, and bulletin boards with Internet users throughout the world. Students and parents/guardians should be warned that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials at will. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities, exceed any disadvantages. But ultimately, parents/guardians and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the All Star Kids and Bennington Public Schools support and respect each family's right to decide whether or not to apply for access.

E-mail and Internet Rules

- 1.) E-mail and Internet networks are provided to staff and students to conduct research. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental/guardian permission is required for student use. Access to the Internet and e-mail is a privilege, not a right.

- 2.) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- 3.) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- 4.) Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
- 5.) The district will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

- 1.) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.
- 2.) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- 3.) Users shall not use or try to discover another user's password.
- 4.) Users shall not use Bennington Public Schools computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- 5.) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- 6.) Users shall not copy, change, or transfer any software or documentation provided by the Bennington Public School District, teachers, or other students without permission from the network administrators.
- 7.) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- 8.) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- 9.) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

Penalties for Use of the Internet

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administering the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

Violations of the policies and procedures of the Bennington Public Schools concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

CONSOLIDATION DAYS & SUMMER PROGRAM

CONSOLIDATION DAYS

The All Star Kids program will operate during vacations, staff development days, parent-teacher conference days, teacher conventions, etc. On these days, all three schools will be consolidated to one site. A schedule of the consolidation dates and locations will be distributed in early August for the entire school year. Building selection is based

on availability and maintenance work that may need to be done at the school. During consolidation days, All Star Kids operates from 6:30 AM- 6:00 PM.

In order to use consolidation days, pre-registration is required. Registration sheets will be available at your home site approximately two weeks prior to the consolidation day(s). Children will not be allowed to use the consolidation days unless pre-registration is completed by the due date. Once the registration deadline has occurred, days cannot be added, changed or removed. Charges are based on the days for which you pre-register, regardless of attendance, and charges are non-refundable.

On days when school is not in session, regular rates do not apply. Please review the current fee schedule, indicating our current consolidation day rates. Consolidation charges are in addition to your regular tuition deduction that debits from your account every other Monday.

On consolidation days, All Star Kids will not serve lunch. You will need to send your child with a disposable sack lunch and drink each day your child is in attendance. All meals must meet USDA guidelines.

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

FIELD TRIPS

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

FIELD TRIP PROCEDURES

Staff Procedures:

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

Procedures Established for Children:

- A buddy system will be established for each child.
- Children must wear a designated All Star Kids T-Shirt or a "Badger Blue" T-Shirt
- Prior to departing the site, the following will be reviewed with the children:
 - Bus rules.
 - Field trip rules and safety procedures.
 - Safety procedures for crossing the street.

Children are taught the following steps indicated below, to take if, for any reason, they are separated from their group. We feel it is important to teach children the appropriate steps to take should such incident occur. Upon arrival at the field trip location, a "lost child" area is identified.

We teach children to:

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

BUS RULES

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

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

SUMMER PROGRAM

During the summer, All Star Kids operates Monday through Friday from 6:30 AM until 6:00 PM at one designated site (location to be announced at time of registration). Summer rates will apply. Breakfast and an afternoon snack will be provided daily for the summer program at no additional cost; however, lunch will not be provided. You will need to send your child with a disposable sack lunch and drink each day—all lunches must meet USDA guidelines. A calendar of summer activities, such as field trips, swimming, and special activities will be published and submitted in early May. There are no extra charges for these activities as all charges are already included in the summer rates. Children must be at least five years of age and meet all requirements as outlined in our “Children Served” section on page 7.

During Summer Program only, families can receive one tuition-free vacation week with a 14 day advance notice. Vacation days must be consecutive and cannot be divided. Please complete the “Summer Vacation Request Form” which is available at site and online at benningtonschoolsfoundation.org. You may return your completed form to the district office in person or by mailing it to 11620 N 156 Street, P.O. Box 309, Bennington, NE 68007. You may also fax this form to (402) 238-2185 attn: All Star Kids.

PARTNERSHIP WITH FAMILIES

PARENTAL INVOLVEMENT

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

- Keep the lines of communication open at all times. Let your provider know if there is something going on in your child’s life that may be affecting behavior.
- Be aware of the program policies and honor them. Respect the drop-off and pick-up times, and call if you are going to be late for any reason.
- Get involved with the program. The more you participate, the more dedicated you will feel. There are bound to be certain topics or situations that are difficult to talk about with All Star Kids staff. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be so hard. Things to consider when discussing difficult issues:
- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- Avoid confronting All Star Kids staff in front of other parents or children. Set up a time to speak privately, in person, or over the phone.

- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

FAMILY INFORMATION

It is the responsibility of parents to notify the Site Director of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other pertinent information regarding the child or family situation. This information is confidential and will not be released to any other person, company, etc.

All Star Kids will be using children's pictures and work done within the program for promotion of the program and in newsletters within the program. Parents/Guardians may inform the Program Director or Site Director in writing that any or all of the pictures or work should not be released without their prior consent.

OPEN DOOR POLICY & VISITORS

All Star Kids welcomes you to visit the site at any time and wants you to feel free to ask questions. Please consult with the Site Director should any problems arise concerning your child, whether at home, school or All Star Kids. Visits are also conducted by the Program Director and State Licensing Officials.

PARENT/GUARDIAN RESPONSIBILITIES

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

Nebraska DHHS Parent Information Brochure

Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)
Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg_t391-2.aspx
Phone: 800-600-1289

Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Douglas, Sarpy, Washington, Cass
County—402-595-3343
All other counties—800-600-1289

Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx
Phone: 800-600-1289

Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
800-652-1999

Child and Adult Care Food Program:
800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhhs.ne.gov

Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Network for Childcare
www.nncc.org/

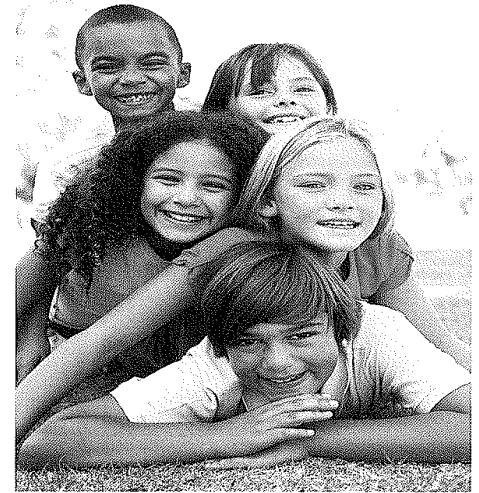
National Children's Coalition
teenzen.org

Department of Health & Human Services



Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



CRED-PAM-24 4/13 (99424)

Licensed Child Care

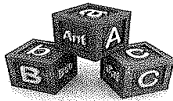
You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

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



Roles and Responsibilities of Child Care Licensing

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

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

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

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

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

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

Develop policies and procedures for their programs.

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

Contact Child Care Licensing with any question or concerns they may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

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

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

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

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

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx



2019-2020 ALL STAR KIDS FAMILY HANDBOOK AGREEMENTS

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

RECEIPT OF NEBRASKA DHHS PARENT INFORMATION BROCHURE

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

Name(s) of Child(ren)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

FAMILY HANDBOOK POLICIES AGREEMENT

I have received a copy of the Bennington Public Schools Foundation Before and After School All Star Kids Family Handbook. It is my responsibility to read and understand the policies listed in the Family Handbook. It is a guide to the program's policies and procedures.

I agree to follow the policies and procedures as approved by the Bennington Public Schools Foundation Before and After School and Summer Programs.

Name(s) of Child(ren)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

