



# AfterSchool

Serving APS, IELS and St. Agnes Students in

## KINDERGARTEN-5TH GRADE

**[HOMEWORK + SNACKS + ACTIVITIES + FUN]**

**ARC AfterSchool** is a licensed school age program hosted at Grandview Elementary. Students from ALL area schools may attend. The program operates on the APS schedule from dismissal to 5:30pm on days school is in session. ARC Afterschool provides a high-quality program focused on helping students reach their full potential through homework support, physical activity, STEAM based projects and more!

**Transportation** - Emerson students are bused by APS to Grandview. IELS & St. Agnes transported by the ARC to Grandview. The ARC will transport students enrolled in programs hosted at the Alliance Recreation Center and 7th Street Dance Studio during program hours.

### ENROLLMENT FORMS

Pick up at the ARC or  
[www.alliancerecenter.com](http://www.alliancerecenter.com)



### WEEKLY RATES

- ARC Members \$45
- Non-Member \$55
- Scholarship \$30
- Enrollment Fee \$30

Scholarships available to those who qualify for free or reduced lunch and are generously provided by Snow Redfern Foundation, United Way of Western Nebraska, Alliance Mission Store, & Make More Possible Donors.

**Become an ARC member & we will waive your join fee when you also sign up for ARC Afterschool! Save \$40 a month per child & reduced rates on ARC Youth Sports & School Days Out!**

Expanded capacity possible in partnership with Alliance Public Schools. Extended learning opportunities provided through partnerships with Carnegie Arts Center, UNL Extension, Keep Alliance Beautiful. Grant funding for program support by Beyond School Bells in helps of keeping cost lower for Alliance families.



Date Rec'd \_\_\_\_\_ Initials \_\_\_\_\_

# ARC After School 2024/2025

1202 E. 10<sup>th</sup> St. Alliance, NE 69301

## Contract and Registration Form

*Please fill out a sheet for each child in the program*

### Child details:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: Male Female

Address: \_\_\_\_\_ School Attending \_\_\_\_\_ Grade \_\_\_\_\_

**Please select enrollment option below. Rates are per child and auto drafted weekly on Sundays.**

Non-Member \$55/week  Member \$45/week  Sponsored \$30/week\*

**\$30 one-time non-refundable enrollment fee will be processed at sign up.**

**There is a 4-week cancellation policy if you withdraw your child from the program.**

\*Children who qualify for free or reduced lunch are eligible for financial assistance for the duration of After School. Please provide current award letter from school once received. Scholarships are limited.

*Financial Aid generously provided by 2024 Make More Possible Campaign, United Way, Snow RedFern Foundation, and the Alliance Mission Store.*

### Parent/Guardian details:

	Parent/Guardian 1	Parent/Guardian 2
<b>Full name and Date of Birth:</b> (DOB is needed to enter you into our system)		
<b>Relationship to Child:</b>		
<b>Home Address:</b> (if different from child/ren)		
<b>Mobile phone:</b> (we use remind for text updates)		
<b>Employer Name &amp; Employer telephone:</b>		
<b>Email:</b> (for program information)		

**Designated Emergency Contact** (One Name Must be given) (please provide the name of one person that is not a parent/guardian for emergency contact that will take responsibility for the Child in an Emergency):

	<u>Emergency Contact</u>
<b>Full name and Date of Birth:</b> (DOB is needed to enter you into our system)	
<b>Relationship to Child:</b>	
<b>Home Address:</b>	
<b>Mobile phone:</b>	
<b>Home telephone:</b>	
<b>Work Phone:</b>	

**Please list additional people approved to pick your child up:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

**Consent to Contact Physician in Emergency**

In the event I cannot be reached to make arrangements , I hereby give my consent to the ARC AfterSchool program to contact Doctor \_\_\_\_\_, Phone \_\_\_\_\_  
Address \_\_\_\_\_, City \_\_\_\_\_  
and if necessary, take my child to Box Butte General Hospital, 2101 Box Butte Ave, Alliance, NE

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Child’s medical information/individual needs:** (Please make sure you complete this whole section with all needed information)

Known medical conditions, allergies, special dietary, and health needs:  Yes  No

List any allergies and/or intolerance to food, insect bites, stings, or other factors that result in medical reactions. Please give clear instructions in the event of an exposure of the factor:

\_\_\_\_\_  
\_\_\_\_\_

Please note that any medical condition that requires a dietary restriction or medication will require further documentation.

Special Concerns: (Glasses, Hearing Aid, Crutches, etc.): \_\_\_\_\_  
\_\_\_\_\_

Any activity child should NOT engage in: (if any) \_\_\_\_\_  
\_\_\_\_\_

IEP, medications, behavior management plans/tips:  Yes  No

List all IEP, behavior management plans/tips and 504 plans: \_\_\_\_\_  
\_\_\_\_\_

*I certify that the above information is correct to the best of my knowledge about my child:*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission for my child to be enrolled in programs and activities, on and off school campus.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission to use photographs, writings, artwork, etc. for promotional purposes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I give staff permission to transport my child for the purpose of program activities whether by van transportation, public transit, or by walking during any of the days at the ARC AfterSchool program, and for medical care purposes. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission for staff to give and receive necessary information about my child to assist with providing the best program experience for my child.  |

### **E-Payment Agreement:**

*Fees are auto-drafted weekly out of a bank account in full on Sundays. We require a 4-week cancellation notice.*

**Bank Account \_\_\_\_\_ I choose to utilize the EFT option for weekly payment from my checking account.**

Bank Name: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit/Debit Card \_\_\_\_\_ I choose to utilize the credit card payment option for my weekly payment.**

Card Holder Name: \_\_\_\_\_

Credit Card # \_\_\_\_\_ CVV/CVC: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Agreement between parent(s)/caregiver(s) and ARC After School/Camp:**

- I give permission for my student to be enrolled in the ARC AfterSchool Program.
- I understand that the ARC AfterSchool Program does not carry health and accident insurance for my student and that I, as guardian, will be primarily responsible in case of injury or illness where bills are incurred.
- I understand that if my student is ill, the ARC AfterSchool Program staff will notify me and it will be my responsibility to pick up my student or arrange for someone to pick up student immediately after I am notified.
- I give permission for the ARC AfterSchool Program staff to use any videos, photographs, writings, artwork, etc. of my student for their promotional materials, presentations and documentary purposes.
- I understand that my student may be dismissed for failure to follow rules, failure to participate, failure to respect program staff and/or other students and failure to follow general operating procedures of the ARC AfterSchool Program.
- I give permission for the ARC AfterSchool Program staff to contact my student physician (listed on this enrollment packet) in the event of an emergency.
- As the parent/guardian, I will work as a partner with the ARC AfterSchool Program staff to ensure that my student is successful in the program.
- Upon enrolling my student in the ARC AfterSchool Program, I received a copy of the DHHS Division of Public Health Parent Information Brochure and the ARC AfterSchool Program Parent Handbook.

- I give permission for the public school and its staff and teachers to share knowledge about my student’s academic learning style and level of learning and to provide suggestions to the ARC AfterSchool Program.
- I give permission for the ARC AfterSchool Program staff to share knowledge about my student’s academic learning style and level of learning with the public-school staff and teachers.
- As parent/guardian I agree to all the public school to release a copy of my student’s immunization record to the ARC AfterSchool program as needed.
- I give permission for the ARC AfterSchool Program to transport my student. Students must not be transported to ANY location without my prior knowledge except in an emergency.
- I understand that my childcare provider is required under Nebraska law when transporting to ensure that children up to 8 years of age will be correctly secured in a federally approved child safety seat. All children ages 8 years of age or more shall be secured in a safety belt or federally approved child safety restraints.
- I give permission for the ARC AfterSchool Program to take my students off the premises.
- I understand that by completing and signing this contract and registration form, I and my child agree to follow the program policies as outlined in the Student/Parent Handbook. I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I understand and am aware that my child(ren) is/are participating in physical activities and that the potential for accidents does exist. In consideration for being allowed to participate in the ARC’s program, I agree to assume the risk of such exercise and further agree to defend and hold harmless the Alliance Recreation Center and its staff conducting this ARC program from any and all claims, suits, losses, or related causes of action for damages, including (but not limited to) such claims that may result from injury or death (accidental or otherwise) during, or arising in any way from the program. I also understand that the Alliance Recreation Center may use, for publicity and /or promotional purposes, my (or my child’s) name or pictures participating in this program, without obligation or liability to me or my family.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Parents are welcome to contact the Childcare Director with any questions, concerns, and suggestions. Parents interested in providing support can contact the Childcare Director and help by simply telling others about the program or offering volunteer time and/or resources.

**PLEASE PROVIDE A COPY OF CHILD’S STATE IMMUNIZATION RECORDS WITH REGISTRATION PER DHHS LICENSING REQUIREMENTS.**



# 2024-2025 ARC AFTERSCHOOL PARENT HANDBOOK

*Our mission is to provide K-5th grade students and their families with a quality, affordable, and accessible program to inspire lifelong learners. Students will experience a variety of activities including academic support, unique learning opportunities, sports, games, arts, crafts, nature activities, social skill development, computer skills and more! We strive for an engaging and energetic program that will help children succeed both academically and socially!*

Document last updated on: 07/17/2024

## Introduction

Welcome to the ARC AfterSchool Program at Alliance Public Schools!

We are thrilled to partner with Alliance Public Schools to offer a high-quality after-school program that supports excellence for all our participants. Our program serves students from kindergarten through fifth grade, helping them reach their fullest potential. Located at Grandview Elementary School, our program provides engaging educational activities and encourages productive behaviors that support the development of academic, career, and life skills. We believe in nurturing both individual growth and a sense of community.

This handbook is designed to give you a helpful insight into the after-school program offered by the Alliance Recreation Center. Inside, you'll find detailed information about our activities, procedures, and policies. We hope you'll read it carefully and keep it handy for easy reference throughout the school year.

At the ARC AfterSchool Program, we aim to create an environment where students can enjoy, grow, and learn. We value your suggestions and ideas, as they help us enhance your student's experience. Please feel free to share your thoughts with us at any time.

We are excited to have you with us on this journey towards excellence and a bright future. If you have any questions about the handbook or need assistance in any way, please don't hesitate to reach out to me.

Warm regards,

Sarah Meyer

ARC Childcare Director

sarah@alliancerecenter.com

308-762-2201



# PARENT INFORMATION

We intend to provide creative programs and fun activities that will help your student be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your student's education and development. Our program utilizes outdoor areas, including public parks and playgrounds.

Parent and participants can expect:

- A focus on homework help, physical activity, and daily snacks.
- Exploration of individual interests through a wide range of activities and partnerships
- A 1:15 ratio of staff to youth

**ARC Communication:**

- Join our Remind group to receive announcements and reminders about ARC AfterSchool. Text @ARCAfter24 to 81010 to join. This allows you to message us with any questions or concerns you may have!
- Our ARC AfterSchool Facebook Group allows you to see pictures of your student, connect with staff, and receive additional reminders.
- Weekly schedules will be emailed out before the beginning of each week. These include important reminders and anything additional information parents or students may need. Please make sure to list at least one email on the registration form.
- Open communication is very important to the success of your student's ARC experience. Conferences may be requested at any time.

**Groups:**

- ARC AfterSchool Groups are divided and scheduled based on ages to give kids the best possible environment for learning and FUN!



# ENROLLMENT PROCEDURES/POLICY CHANGES

All enrollment is done by completing an application form and returning it to the Alliance Recreation Center.

- Forms are available upon request from the Alliance Recreation Center front desk or by contacting our Childcare Director at [sarah@alliancerecenter.com](mailto:sarah@alliancerecenter.com).

- The following items are needed to enroll:
  - Completed Application Form
  - Statement of Understanding of Parent Handbook sign-off form
  - Parent Information Brochure for Licensed Childcare Sign-off Form
  - Current Immunization records for Student being enrolled (required by DHHS licensure)

Please pay close attention to the medical information and emergency contacts. We must be able to reach a parent/guardian or parent-designated person in case of an emergency.

Please note that it may take up to 24 hours for paperwork to be processed. All paperwork must be completed before a student may attend the ARC AfterSchool Program.

Any policy changes will be provided to participant's parent or guardian in writing.

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## LOCATION AND STAFF

- ARC AfterSchool will be housed at Grandview Elementary, 615 Grand Ave, Alliance, NE 69301.
- The Childcare Director, Sarah Magnuson-Meyer, will communicate with parents directly, via staff, text through the remind system, email and phone calls.
- If you have any concerns or would like to meet with her, please call 308-762-2201 or email sarah@alliancerecenter.com to speak with Sarah.

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## FEES AND ASSISTANCE

- There will be a \$30 non-refundable registration fee for ARC AfterSchool Program.
- Rates are \$45/week per student (ARC member), \$55/week per student (non-ARC member), and \$30/week per students (scholarship)
- ARC AfterSchool is a fee-based program that is payable ***regardless*** of student's attendance. Fees are auto-drafted weekly in full on Sundays. We do NOT charge for days afterschool is not in session; the weekly charge is automatically prorated.
- Fees can be paid in full before August 15th. Fees paid in full will **NOT** be refunded if student is withdrawn.
- However, refunds will NOT be made for unplanned cancellations such as but not limited to heat dismissals. **We require a 4-week cancellation notice when un-enrolling your student from the ARC AfterSchool Program.** Cancellation forms are available at the front desk at the ARC or from Childcare Director.



- Financial assistance is available; however, spots are limited. To qualify for financial assistance, provide the free and reduced lunch qualification letter from the school.

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## OVERDUE BALANCE

- Those accounts with two weeks of missed payments **will be un-enrolled from the program unless arrangements have been made with Childcare Director.**
- We will contact those with overdue balances weekly.

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## HOURS OF OPERATION

- Thursday August 15, 2024-Wednesday May 21, 2025, on days that Alliance Public School is in session only.
- Alliance Public Schools will NOT be in session on the following dates: (Days are subject to change per school calendars)
  - NO ARC AfterSchool for APS, IELS, or St. Agnes
    - August 14, September 2 and 30, October 18, November 1, 27, 28, and 29, and December 23, 24, 25, 26, 27, 28, 29, 30, and 31 of 2024
    - January 1, 2, and 3, February 7 and 17, March 13 and 14, and April 18 and 21 of 2025
- On days that IELS and/or St. Agnes students are dismissed early, however, Alliance Public School students are not dismissed early, we will not accept students from IELS and/or St. Agnes. IELS and/or St. Agnes students will not be charged for these days. (Days are subject to change per school calendars)
  - IELS Days (No AfterSchool)
    - October 23 and November 1 of 2024
    - February 5 and May 14 of 2025
  - St. Agnes Days (No AfterSchool)
    - August 14, October 24, and December 20 of 2024
    - January 31 and May 16 of 2025
- AfterSchool will run from school dismissal time to 5:30 pm Monday through Friday.
- students must be picked up by 5:30 pm. Appropriate authorities will be contacted for students abandoned for more than 30 minutes.
- Childcare Director can be reached from 9 am - 6 pm Monday through Friday at 308-762-2201 or [sarah@alliancerecenter.com](mailto:sarah@alliancerecenter.com).

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## SCHOOL PICK-UP

- Grandview students should proceed directly to the ARC AfterSchool Program area following school dismissal.
- Emerson students will be bused to Grandview by Alliance Public Schools. ARC staff will greet students from the bus.
- Emerson students will need to let the school know if student will ride bus to Grandview for the ARC AfterSchool program.
- St. Agnes and IELS attendees will be picked up by ARC AfterSchool staff in the ARC van and taken to Grandview elementary.
- The ARC AfterSchool responsibility of your student begins when your student enters the ARC AfterSchool program area, located in Grandview Elementary or is picked up by ARC staff in ARC van.

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## AFTERSCHOOL PICK-UP

- Authorized Pick-Ups will pick up students from the West door at Grandview Elementary School (615 Grand Ave) to sign their student out of ARC AfterSchool program. Please use the doorbell to get the attention of the staff if needed. This assures student safety and compliance with state Childcare licensing.
- All Authorized individuals must be listed on the registration form and may be asked to show identification. The student will only be released to his/her parent/guardian and/or those adults whom the parent/guardian specifically designate on the enrollment form.
- Only parent/guardians will be allowed to modify student information and all changes must be made with the Childcare Director. If you need to modify an authorized pick-up, please notify Sarah at [sarah@alliancereccenter.com](mailto:sarah@alliancereccenter.com) or call Sarah at 308-762-2201.
- Parents must provide notification by contacting Sarah at [sarah@alliancereccenter.com](mailto:sarah@alliancereccenter.com) or calling 308-762-2201 for students to leave with a person not listed on the authorized pick-up list. If a parent or guardian is not allowed to pick up a student, we require a copy of the court order signed by a judge. Without this documentation, we are obligated to release the student to either parent or guardian listed on the enrollment paperwork. We are committed to strictly adhering to the stipulations of any court order provided.
- In the unfortunate event of a difficult or dangerous custody situation, please contact the Childcare Director to discuss and establish clear guidelines for the release of your student. It is essential to provide us with any court documents that restrict the release of your student.

- Parents are responsible for resolving any issues that may arise from their student's participation in our programs. The ARC will not involve itself in disputes between parents. Our primary concern is the safety and comfort of your student while they are with us.
- Please notify all individuals on your student's pick-up list of pick-up procedures.

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## ATTENDANCE

- Students entering Kindergarten to 5th grade in the 2024/2025 school year may attend ARC AfterSchool. **Participants MUST be 5 years of age by July 31, 2024.**
- The ARC must be contacted if your student will be absent for any reason. If your student is going to be absent, please contact the ARC at 308-762-2201, send a remind message or email [sarah@alliancreccenter.com](mailto:sarah@alliancreccenter.com) by 2:30 pm on Monday to Thursday and 1:30 pm on Fridays.
- The student's school is **NOT** responsible for notifying us if student will be absent from ARC AfterSchool Program.
- The Alliance Recreation Center is **NOT** responsible for notifying the student's school if student will be absent from ARC AfterSchool Program.
- Regular attendance is highly recommended to reach the goals of ARC AfterSchool Program.
- If a student is frequently absent from the program, the Childcare Director may contact a parent/guardian to discuss the student's enrollment.
- If a student will not be regularly attending the program while there is a waiting list for enrollment, the Childcare Director has the right to terminate enrollment to offer the program to another student.

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## SNACKS

- An afternoon snack is provided each day that includes a choice from 2 different food groups (i.e. fruit and/or vegetable and whole grains). Water is the primary beverage for our program. When juice is served, it will be 100% fruit juice and will be limited to one 8 oz. serving per day. All snacks comply with the USDA program guidelines

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## HOMEWORK

The ARC AfterSchool Program recognizes that academic success is important for children who are enrolled in our after-school program. Staff members support the parents of program participants by encouraging students to take responsibility for completing their homework.

- Daily schedule will include designated homework time. During homework time staff members will monitor and work with the students at request but will not provide one-on-one tutoring.
- Students will be allowed to spend additional time doing homework during activity time if needed.
- Electronic devices are allowed for educational purposes only during homework help.
- Homework guidance from the ARC staff will include:
  - An explanation of the directions
  - Reading instructions and giving examples (this does not include grading or corrections to work as to defer to the school's teaching methods)
  - Please note that ARC staff will check children's belongings for homework or assignments.
  - We also encourage students and parents to review and complete homework together.

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## PERSONAL PROPERTY

- Students should be dressed appropriately for the weather. Please provide a coat (and hat and gloves) as needed for cooler days.
- Shoes must be worn at all times.
- All sandals must have an ankle strap.
- All clothes must meet school dress code.
- The ARC, ARC employees, and volunteers are NOT responsible for lost or stolen items.
- Personal property should be left at home (i.e. toys, tablets, phones, smart watches, jewelry, money).
- Students will NOT be allowed to have phones and/or smartwatches with them throughout the program.

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## CHILD ABUSE POLICY

- If there is a reason to believe a student is being abused or neglected, ARC AfterSchool, has a legal responsibility to report it to the State student Abuse Hotline and/or local law enforcement agency.
- The ARC AfterSchool Program is committed to keeping all children safe and we make every effort to prevent child abuse.

- The ARC recognizes that child abuse exists in a number of forms, including emotional, physical, and sexual abuse, as well as child neglect. As mandated reporters, it is our responsibility to recognize and report all suspected child abuse to the appropriate authorities.
- To help prevent child abuse the ARC AfterSchool Program has implemented the following procedures:
  - For the safety of children entrusted in our care, the ARC conducts and requires a background check and references for all ARC AfterSchool staff.
  - Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.
  - Staff are required to report all incidents and/or the disclosure of abuse.
- A key to keeping children safe is a child's ability to seek help. They need to know that there are adults at the ARC AfterSchool Program, and at home, who will listen and respond in a supportive way. It is important to be aware that child abusers can be parents, caretakers, friends, neighbors, or even other youth.
  - Talk to your child – Share with your child that he or she can say “NO” to an adult friend, family member, or an older child, if they act inappropriately.
  - Be Proactive – Create an environment that encourages children to share their views and concerns. Then really listen to them. Establish safety rule online and offline. If faced with your child disclosing abuse, or if there is a situation where you suspect abuse, but are not sure or don't have proof, call the child abuse helpline and get support. Trust your gut and your instincts and take action immediately. If you would like to report a suspicion that a child has been harmed or is at risk of being harmed by abuse or neglect, call the Child Abuse Hotline: 1-800-652-1999. The website is <https://dhhs.ne.gov/Pages/Child-Abuse.aspx>. IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OF HARM, CALL 911 FIRST. Thank you for helping us keep our children safe.

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## HEALTH AND SAFETY POLICY

- All participants are required by the Nebraska Department of Health and Human Services to have current immunization record information on file. Please provide us with a copy.
- ARC staff reserves the right to contact a parent/guardian for pick-up if they observe signs of suspected illness.

### General Health and Safety Policy

- The Alliance Recreation Center does not require Childcare staff to receive any additional immunizations in order to work with students.

- In order to ensure the health and safety of all, employees who work directly with students will follow required procedures to prevent the spread of exposure to disease:
  - Wear gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores;
  - Specify that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food;
  - Remove gloves and wash hands immediately after each task to prevent cross contamination to other students;
  - Exclude the employee from direct care when the employee has signs of illness.
- In order to protect the health of all students in our care, please keep your student at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.
- Weather permitting, students go outside every day. We cannot keep one student inside due to illness.
- Students with head lice will not be allowed to attend the after-school program. In relation to headlice, the ARC will follow the same guidelines as your student's school.

## Illness Policy

- For the health and protection of all, students will be required to stay home if they are experiencing any of the following:
  - Fever--and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100-degree F or higher taken under the arm, 101-degree F taken orally, or 103 degrees F taken rectally.
  - Diarrhea--runny, watery, or bloody stools.
  - Vomiting--2 or more times in a 24-hour period.
  - Body rash with fever.
  - Sore throat with fever and swollen glands.
  - Sever coughing--student gets red or blue in the face or makes high-pitched whooping sound after coughing.
  - Eye discharge--thick mucus or pus draining from the eye, or pink eye.
  - Yellowish skin or eyes.
  - Student is irritable, continuously crying, or requires more attention that you can provide without hurting the health and safety of other students
- Students will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm.
- Students with chickenpox will be excluded from attendance for at least 6 days or until without fever.
- Please let us know immediately if your student has a communicable illness or infection. This will allow us to notify the parents of students attending our program. Participants with

communicable conditions may not return to the program without a note from their physician.

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# INJURY AND EMERGENCY POLICIES

- The staff will take care of superficial injuries.
- If an injury requires further attention, the parent/guardian will be contacted.
- In the case of a medical emergency, we will call 911 and contact the student's parent(s)/guardian(s). Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your student's records as to your choice of physician.
- In the event of a head injury, parent/guardian will be notified immediately. The student will be monitored for symptoms consistent with a concussion following the injury until parent/guardian arrives.

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# MEDICATION POLICY

- ARC staff is not authorized to disperse medication.
- If your student requires medication during ARC hours, it will be the responsibility of the parent/guardian.
- The ARC staff will ONLY provide medical attention in the form of soap, water, ice, and bandages.

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# DISCIPLINE AND GUIDANCE PROCEDURES

- Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. ARC AfterSchool Program use positive guidance methods including reminders, distraction, logical consequences and redirection.
- Self-management skills are taught according to the following guidelines:
  - Consistent rules are clearly stated. Children are expected to work and play within known limits.
  - Behavior expected of children is age appropriate and based on development level.
  - An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.

- Staff members strive to help children become acquainted with themselves and their feelings.
- This will help them learn to cope with their feelings and control them responsibly.
- Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension or termination from the program.

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## BEHAVIOR POLICY AND DISCIPLINARY ACTION PLAN

All children are entitled to a pleasant and safe environment while participating in this program. The five expectations of ARC AfterSchool is be respectful, be responsibility, be kind, be safe and have fun.

Students will be expected to:

- Know and follow the rules of the ARC AfterSchool
- Be respectful of the feelings and properties of others by treating them the same way that they would want to be treated, treating others with courtesy and consideration
- Show respect to ARC staff and volunteers by cooperating with their instructions and rules.
- Practice habits of good health, safety, and cleanliness.
- Understand that any form of pushing, kicking, hitting, or fighting is unacceptable and will not be tolerated
- Refrain from the verbal or physical harm of other participants, ARC staff and/or volunteers.
- Communicate with others in an appropriate manner. No use of foul language.
- Be responsible for personal belongings
- Participate in all activities
- Possess positive and caring attitudes

Follow proper safety procedures at all times, including but not limited to:

- Never opening outside doors
- Not fighting or using foul language
- Not running in school (hallways & classrooms)
- Not playing in the restrooms
- Not playing on or under the tables
- Respect for fellow students and staff
- Stay with your group and listen to your teacher at all times



The ARC AfterSchool cannot serve children who display unacceptable behavior. Children who exhibit any type of behavior which is thought to be unacceptable or unsafe by a staff member and the site lead will be warned to correct their behavior and a telephone call will be made to the child's parent or guardian. There are no refunds for suspension or termination due to unacceptable behavior.

- Unacceptable Behavior (includes but is not limited to):
  - Using foul language
  - Disrespecting another child or staff member
  - Fighting Refusing to take part in activities
  - Ignoring or disobeying rules of safety
  - Running away from group or designated areas
  - Public or inappropriate displays of affection
  - Defacing property or vandalism
  - Stealing

## Disciplinary Procedure

*Staff will use the 3 strikes behavior plan.*

- **Strike 1: Verbal Warning.**
  - A verbal warning is not aimed at a specific student but at a specific behavior. Example: "Let's Walk in the halls, please."
- **Strike 2: Addressing the Individual**
  - When addressing the individual, staff will remind a specific student of the desired behavior. Staff should be aware of not "calling the student out" in front of others. This strike should be done so the students feel it is a reminder and not a threat. Example: "Hey Connie, please walk in the hallways, okay?"
- **Strike 3: Take a 5**
  - After a student has been addressed individually and continues the behavior, staff will ask the student to sit out for 5 minutes. At some point during the 5, staff need to have a discussion with the student that addresses the following: student's comprehension of what they did wrong, review of the desired behavior, discussion of tools the student can use next time to remember the behavior, a verbal encouragement. After a 5, the staff should give the student verbal encouragement to reset the student's mood. It can be as simple as, "Great! Let's go play." or be more in depth like walking the student through a self-care technique like shaking off and starting over.
  - If a student is receiving several 5s for repeated behavior in a single day or over three or four days, report it to the Site Director.
  - If a student is receiving several 5s for a lot of different behavior issues in a single day, report it to the Site Coordinator.

- If a report of behavior is made to the Site Coordinator, the Coordinator will visit with the student and monitor the situation to determine if further action needs to be taken. If so, the Site Coordinator will visit with the Program Director to decide who needs to be brought in to make a plan of action together (parents, building principal, school day teacher, school counselor, etc.).

If a student exhibits 3 major problem behaviors, minor problems behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the ARC AfterSchool.

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## EMERGENCY PREPAREDNESS PLAN

- Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, etc.), hostile situations and fire escape routes are addressed in staff training.
- Monthly fire drills and periodic severe weather and lock down drills are conducted at sites.
- In the event of a gas leak, your child will be relocated to a secured off-site location and you will be notified immediately to come pick them up.
- If evacuation is necessary, staff members will first move children to a designated safe area or alternate shelter known to all employees, caregivers and volunteers.
- Evacuation procedures also address the care of children with limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual or hearing impairments. Head counts and roll sheets will be utilized to account for children and be conducted by two or more caregivers. At all times, our emphasis will be on keeping children safe.
- In cases of inclement weather, the ARC AfterSchool Program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are cancelled due to weather, the ARC AfterSchool Program will also be closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff members may get home safely.

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## ARC AFTERSCHOOL STAFF

- Staff training is essential to providing quality programs.
- Staff members maintain current First Aid and CPR certifications.
- Each staff member also completes pre-service orientation training and an additional 10+ hours of training per year.

- All potential employees are required to pass a criminal background screening and Nebraska State Patrol background check which includes fingerprinting.
- Please do not ask staff to babysit, drop off or pick up your child

## **21** CONFIDENTIALITY POLICY

- All student files will be kept confidential.
- ARC staff will release information to authorities with proper legal request in cases of suspected child abuse and neglect.
- ARC staff and volunteers are required to follow the confidentiality policy.

## **22** NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

By choosing licensed childcare, you and your family join your child in new experiences and relationships. You, the Program director and the site staff have a responsibility to protect the health, safety and well-being of your child.

The Nebraska Health and Human Services (DHHS) is also a part of this partnership.

A copy of minimum standards required for licensing school age and after school programs is available for your review at the school site. You may also request a copy of these standards from your local child care office.

A list of these offices may be found on the

DHHS website: [www.dhhs.ne.gov](http://www.dhhs.ne.gov) or

by calling the Child Care Information Line at 1-800-600-1289

The operation's most recent licensing inspection report is also available for your review.

DHHS

Licensure Unit Children's Services Licensing

PO Box 94986

Lincoln NE 68509-4986

Lincoln: Nebraska State Office Building

301 Centennial Mall South

14th & M Street 3rd Floor

Lincoln NE 68508

Email Address [DHHS.ChildCareLicensing@nebraska.gov](mailto:DHHS.ChildCareLicensing@nebraska.gov)

# 2024-2025 ARC AfterSchool Parent Handbook Statement of Understanding

By signing I, \_\_\_\_\_, certify that I have read  
and understand the 2024-2025 ARC AfterSchool Parent Handbook.

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Parent Signature

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Date

# 2024-2025 SCHOOL YEAR

## ARC AFTERSCHOOL TRANSPORTATION AGREEMENT

I, \_\_\_\_\_, hereby authorize ARC AfterSchool to transport my student, \_\_\_\_\_, to programs held at the Alliance Recreation Center and/or 7th Street Dance Studio. I understand and agree to the following terms:

1. ARC AfterSchool is authorized to transport my student to the Alliance Recreation Center and/or 7<sup>th</sup> Street Dance Studio.
2. Once my student has been transported to the Alliance Recreation Center and/or 7th Street Dance Studio, they are no longer under the supervision or responsibility of ARC AfterSchool.
3. ARC AfterSchool will not return to the Alliance Recreation Center and/or 7th Street Dance Studio to pick up my student.

I acknowledge that I have read and understood the terms outlined above, and I consent to this transportation arrangement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Parent Information Brochure For Licensed Child Care

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

### Expectations of Child Care Consumers

**Read** thoroughly all the information your provider gives you.

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

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

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

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

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

Email: [DHHS.ChildCareLicensing@nebraska.gov](mailto:DHHS.ChildCareLicensing@nebraska.gov)

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

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

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



Child Care Program Name: \_\_\_\_\_

Enrolled Child(ren)' Names: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Licensed Child Care

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



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



## Responsibilities of Child Care Licensing

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

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

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

## Responsibilities of Licensed Child Care Provider

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

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

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

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

**Develop** policies and procedures for their programs.

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

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

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