EARLY CHILDHOOD PROGRAM
PARENT/GUARDIAN HANDBOOK
2019-2020
Dear Parent/Guardian,

Welcome to the Omaha Public Schools Foundation’s (OPSF) Early Childhood Program! We appreciate the fact that you and your child are part of our growing OPSF Early Childhood Program family. We have an exciting year ahead of us, full of fun and surprises for our boys and girls.

This parent handbook contains information you should know about our current program and our policies. Please read the handbook and save it for future reference. If you have any questions about any aspect of our program, please call us at (531) 299-0250.

Thank you for choosing the OPSF Early Childhood Program. We greatly appreciate your support of our program.

Toba Cohen-Dunning
Executive Director
Omaha Public Schools Foundation
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PROGRAM

The purpose of the Early Childhood Program (ECP) is to provide planned educational programming for children ages 4-5.

ECP is held in Columbian, Fullerton, Picotte, Saddlebrook and Standing Bear, Western Hills elementary schools within the Omaha Public School District and is administered by the Omaha Public Schools Foundation (OPSF). OPSF is licensed to administer ECP and complies with the Nebraska Child Care Licensing Act. The Omaha Public Schools Department of Curriculum and Learning oversees ECP’s curriculum.

Supervised childcare will include recreational activities supplemented with in-room activities such as arts, crafts, games, reading or story-telling, music, drama and free time. School breakfast will be served to all students at approximately 8:15 a.m. each school day. Lunch and an afternoon snack is served at no extra charge.

STATEMENT OF FINANCIAL RESPONSIBILITY OF PARENT/GUARDIAN

The ECP fee is $185.00 per week and payment is due each Monday. Participants are anticipated to use the program each instructional day. The only weeks where program payment/use is optional is during either winter or spring recess (i.e. consolidated days). On optional consolidated days there will be a daily charge of $30.00 (breakfast and snack are included in the price and non-refrigerated sack lunches should be provided by the parent/guardian). The enclosed calendar indicates the date for each consolidated day.

The registration on file is who will be held financially responsible for the entire balance. We are not enforcers of court orders.

Unless an OPSF administrator grants permission, no child will be admitted to the program with an unpaid balance. The ECP staff has neither the authority nor the responsibility to grant an extension. Users of the program are expected to pay for services on time each Monday of the school week. We reserve the right to refuse service if fees are not paid as scheduled. Service is discontinued until balance is paid in full or other arrangements have been made through the OPSF central office. Payment may be made in several ways:

- Payments may be made at the site with a check or money order only.
- Checks or money orders may be mailed to: Omaha Public Schools Foundation, 3861 Farnam St., Omaha, NE 68131. Parents/guardians are asked to write the name of the child(ren) and the name of the school on the checks or money orders so that your account may be credited properly. (For example – Name of Child + Fullerton PreK).
- Cash payments may only be made in person at the OPSF office Monday through Friday between 8:00 a.m. and 4:00 p.m. at: Omaha Public Schools Foundation, 3861 Farnam St., Omaha, NE 68131.
- Parents/guardians may also make payments online at www.opsfkidsclub.org or over the phone by calling (531) 299-0250.
Bills that are not paid on time will be charged a $10.00 late payment fee. Service will be discontinued until the current bill is paid in full. Bills that are 30 days past due will be sent to a collection agency. If your account is sent to a collection agency, you will be required to pay a $100 security deposit in order to return to an Omaha Public Schools Foundation program.

Statements will be printed monthly for your records. The statements reflect the previous month activity. Final statements will be mailed out the first week of June.

Families whose statements are not paid by June 30, 2020 will be sent to collection. Returning families will be sent to collection and lose their place in the 2020-2021 ECP.

A 2019 summary will be included with your first 2020 statement for tax purposes.

RETURNED CHECK POLICY

There will be a $25.00 fee charge on all returned checks.

FEES

There is an annual registration fee of $75.00 per child. THIS FEE IS NON-REFUNDABLE. The weekly payment is a prepayment of $185.00 per child, to be paid no later than Monday of each week that ECP is in session. The nonpayment of the weekly fee can result in the client’s removal from ECP. We are not enforcers of court orders. The registration on file is who will be held financially responsible for the entire balance.

For the weeks of winter break and spring break, charges will be accrued on a daily basis depending upon use, there will be a $30/day non-refundable fee.

HOURS OF OPERATION

6:30 a.m. to 6:00 p.m. The instructional day begins at 8:50 a.m. and ends at 4:05 p.m.

DAYS OF OPERATION

The program operates at each site on days when elementary school is in session (See Omaha Public Schools student calendar and Pre-K calendar).

Consolidated Days  ECP will operate at Picotte Elementary when school is not session. There is NO extra fee for these days. The consolidated site program will operate from 6:30am until 6:00pm. Breakfast, lunch and afternoon snacks will be provided.

- Sept. 20 & 23, Oct. 24 & 25, Nov. 27, Mar. 5 & 6, April 10
- Dec. 23, 26, 27, 30 & January 2, 3, 4 & 6
- March 9,10, 11, 12, 13

Winter and Spring Break will operate at Picotte. There is a $30/day fee and your child must bring a non-refrigerated sack lunch with drink on these days. Breakfast and snack will be provided.
ECP will follow the same schedule as Omaha Public Schools when school is dismissed early for inclement weather and other reasons.

ECP WILL NOT BE HELD WHEN OMAHA PUBLIC SCHOOLS CANCELS DUE TO INCLEMENT WEATHER. LISTEN TO MEDIA BROADCASTS FOR SCHOOL CLOSING. A snow day credit can be used during Winter Break and Spring Break. Please contact the OPSF office for details.

ATTENDANCE

PARENTS/GUARDIANS MUST SIGN A CHILD IN AND OUT EACH DAY THE SERVICE IS USED. A parent/guardian must accompany their child in and/or out of the program. ECP is responsible for children when they enter the ECP area. Only persons authorized to pick up the child may do so. OPSF reserves the right to discontinue service if parents/guardians do not comply.

Only parents/guardians and those listed on the registration form may pick up a child. If someone else is picking up a child, the parent/guardian should inform the ECP teacher in writing. Identification will be requested at the time of pick up.

LATE PICK UP

All children must be picked up by 6:00 p.m. sharp, according to the ECP clock. Parents/guardians will be billed for late pick-up at a rate of $10.00 every 15 minutes, or fraction thereof, per child. NO EXCEPTIONS, INCLUDING INCLEMENT WEATHER AND TRAFFIC, WILL BE ACCEPTABLE. Repeated late pick-ups will result in removal from the program.

The emergency contact person listed on the registration form will be called to pick up the child if the parent/guardian cannot be reached. If the child is not picked up within ½ hour by the parent or authorized adult, the Omaha Police Department will be called.

PERSONAL BELONGINGS

Children may not bring toys, games or other treasures from home on regular ECP days. ECP is not responsible for the loss or damage of personal belongings, or school property in the child’s possession. NO ELECTRONIC DEVICE USE, INCLUDING CELL PHONE PHOTOS, IS ALLOWED DURING ECP.

ILL CHILD POLICY

ECP cannot care for an ill child. An ill child who comes to ECP in the morning will not be accepted for services that day and will be sent home with the person bringing him/her. A child who becomes ill while at ECP will be separated from the group. A parent/guardian will be called and expected to pick up their child immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the registration form will be called and asked to pick up the child.

A child will be readmitted to ECP when he/she returns to school after an illness.
INJURED CHILD

Every effort is made to keep children safe. Unfortunately, injuries may occur. A minimum of one staff member certified in CPR and first aid is assigned to each site and is there to assist a child in case of injury.

Basic first aid will be given if a minor injury occurs (e.g.: scrapes, cuts, bruises). The parent/guardian will be notified when they pick up their child. In the event of a serious injury, the parent/guardian will be notified immediately. If a parent/guardian cannot be reached, the emergency contact person listed on the registration form will be called. Emergency services (911) will be called for more serious injuries.

EMERGENCY CONTACTS

If a parent/guardian cannot be reached in an emergency, two responsible adults who are available during ECP hours should be designated to act for the parent/guardian. The parent/guardian is responsible for updating information concerning phone numbers, addresses and emergency contacts. The parent/guardian should also advise the ECP teacher of any situation affecting their child’s wellbeing.

MEDICATION POLICY

The policy of OPSF and ECP is not to administer any medication without a written order from the doctor. No unauthorized medication, (aspirin and cough drops included), shall be administered by ECP personnel.

When a child must take medication, which has been prescribed by a duly licensed physician, during the hours he/she is in ECP, the following procedures are to be strictly adhered to:

- The ECP teacher shall have in writing the permission of the parent/guardian and a written statement from the physician. The physician’s statement must indicate when the medication is to be taken and the amount.

- The medication must be brought by the parent/guardian in the original labeled bottle to the school.

- Only one week’s supply should be brought at a time, unless otherwise indicated by the parent/guardian and attending physician.

- The label on the medication should include the child’s name, physician’s name, date, and directions to be followed.

- The medication will be stored in a locked container in the ECP area.

The parent/guardian must provide separate permission forms and medication to be given during ECP.
DISCIPLINE

Parent/guardian will be informed if the child’s behavior becomes unmanageable or otherwise requires attention.

A brief, supervised time out from the group, loss of privileges, and/or suspension from the program may be used at the discretion of the ECP teacher and principal.

The following policy statements will be enforced. The parent/guardian should discuss these statements with their child. Parents and guardians must also follow these policies. Failure to do so will result in termination of the program.

- The rights, property and dignity of each person in and around the school are to be safeguarded at all times. The same standards of conduct that are expected in Omaha Public Schools will be expected of students and staff in ECP.

- A warning will be given when there is a minor infraction of the rules.
  - The parent/guardian will be notified of the warning and appropriate disciplinary actions.
  - The ECP teacher will document the incident. If inappropriate behavior continues and a child receives repeated warnings, he/she may be removed from the program.
  - However, a child may be immediately and/or permanently removed from the program without prior warning when serious misbehavior occurs.
  - Serious misbehavior includes, but is not limited to: derogatory, ethnic, racial, religious, or social remarks; fighting, destructive, or uncontrollable behavior; disrespect for staff or other children; leaving the ECP area without permission.
  - The ECP teacher and OPSF will decide the appropriate disciplinary action. Service will be discontinued at the discretion of the ECP teacher and OPSF when they believe it is in the best interest of the child and/or the program.

- Parents/guardians, children and staff should treat each other with courtesy and respect. Abusive or foul language, as well as threatening words or behavior, will not be tolerated and will result in discharge from the program. Service will be discontinued at the discretion of the ECP teacher and OPSF when they believe it is in the best interest of the child and/or the program.

- School facilities are the property of the taxpayers. Abuse of any part of the facility will not be allowed. A child and the child’s parent/guardian will be held responsible for financial damages caused by inappropriate behavior.
• The willful destruction of ECP property or the property of other children or staff will not be tolerated. The child's parent/guardian will be held responsible for the replacement of the property.

• No child will be allowed in any other part of the building unless they have specific permission from the ECP staff and school administration.

RELEASE OF INFORMATION TO NON-CUSTODIAL PARENT

A non-custodial parent has the right to review all records, unless there is a court order on file at ECP forbidding such action. We are not enforcers of court orders. The registration on file is who will be held financially responsible for the entire balance.
DESCRIPTION OF SERVICES

The purpose of the Early Childhood Program (ECP) is to provide planned educational programming for children ages 4-5.

OPSF is licensed to administer ECP and complies with the Nebraska Child Care Licensing Act. The Omaha Public Schools Department of Curriculum and Learning oversees ECP's curriculum.

THE PROGRAM
The instructional day is from 8:50 a.m. to 4:05 p.m. and is overseen by an early childhood certificated teachers and paraprofessionals using “Creative Curriculum”.

Supervised childcare will include recreational activities supplemented with in-room activities such as arts, crafts, games, reading or story-telling, music, drama and free time. School breakfast, lunch and afternoon snack will be served to all students each school day.

REQUIREMENTS OF CHILDREN SERVED
Children must be toilet trained, must have age appropriate hygiene skills.

HOURS OF OPERATION
6:30 a.m. to 6:00 p.m. The instructional day begins at 8:50 a.m. and ends at 4:05 p.m.

DAYS OF OPERATION
The program operates at each site on days when Omaha Public School is in session.

RESPONSIBILITY OF PARENT/GUARDIAN
The ECP fee is $185.00 per week and payment is due each Monday. Participants are anticipated to use the program each instructional day. The nonpayment of the weekly fee can result in the client's removal from ECP. It is also the parent/guardian to responsibility to sign their child in and out and to show identification when picking up their child.

ILL CHILD POLICY
ECP cannot care for an ill child. An ill child who comes to ECP in the morning will not be accepted for services that day and will be sent home with the person bringing him/her. A child who becomes ill while at ECP will be separated from the group. A parent/guardian will be called and expected to pick up their child immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the registration form will be called and asked to pick up the child.

For questions regarding Child Care Licensing: (Regulations, Compliance Reviews, Negative Action, Make a complaint).
1-800-600-1289 (toll free)
Pre-K 2019-2020 Calendar

Safe Walk to School Night....
Picotte...Saddlebrook...Standing Bear
Fullerton...
p.m.
Columbian....Western Hills

August 12th 6:00-7:00 p.m.
August 12th 5:30-6:30
August 12th 5:30-7:00 p.m.

School Opens-First Student Day.................................................................August 14th
Labor Day (NO SCHOOL) ........................................................................... September 2nd **
Consolidated Site at Picotte (Curriculum Day) ........................................... September 20 & 23 **
Consolidated Site at Picotte (Teacher Work Day/Conferences)....................October 24 & 25 **
Consolidated Site at Picotte (Teacher In-service/Work Day) .......................November 27 **
Thanksgiving Recess (NO SCHOOL)............................................................November 28 & 29
Winter Recess..............................................................................................December 23 - January 3
Consolidated Site at Picotte Dec. 23, 26, 27, 30, Jan. 2, 3,
$30.00/day as needed at Picotte

Consolidated Site at Picotte (Teacher In-service/Work Day) ....................... January 6 **
Martin Luther King Day (NO SCHOOL)...................................................... January 20 **
President’s Day (NO SCHOOL)................................................................. February 17 **
Consolidated Site at Picotte (Teacher Work Day/Conferences).................... March 5 & 6 **
Spring Recess...............................................................$30.00/day as needed at Picotte ............ March 9-13

Consolidated Site at Picotte (Teacher Planning Day) .................................. April 10**

Last Student Day...................................................................................... May 22

**Please Note - These Are Full Pay Weeks **
Weekly payment of $185.00 per child, to be paid no later than Monday of each week that ECP is in session.
Payments can be made on line at www.osfkidsclub.org
Parents Information Brochure

Parents/Guardians: You have chosen to use a licensed Child Care provider to care for your child or children.

According to the Nebraska State Law (Neb. Rev. Statute 7-1909), the licensing and regulation of Child Care programs exists to protect children in Child Care programs. The licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

DHHS is mandating that every family receive a Parent Information Brochure for Licensed Child Care. The parent/guardian must fill out the receipt portion of the brochure and return it to the Site Director before your child(ren) begin care.

Expectations of Child Care Consumers
Read thoroughly all the information your provider gives you.

Complete your Child’s Record Form 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: DHHSChildCareLicensing@nebraska.gov
Phone: 1-800-660-3280 OR 402-471-6584
Mail: Nebraska Child Care Licensing
Department of Health and Human Services
PO Box 9096
Lincoln, NE 68509-9096

Print name and return to your Child Care provider before your child(ren) begin care.

Your Child Care Provider must create this receipt for record review.

Child Care Program Name: ____________________________

Enrolled Child(ren)’s Name: __________________________

Parent/Guardian Name: ____________________________

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.

Types of Licensed Child Care in Nebraska are:

- Family Child Care Home
- Group Day Care Center - Infancy
- Pre-School Day Care
- Infant Child Care

Responsibilities of Child Care Licensing

The rules 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, mental, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to be your Child Care provider and/or staff member 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 these 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 and site.

Obtain and maintain accurate records for children they serve, such as Enrollment Forms, Parent Information, Health Records, Immunization Records, and Medication Administration Records.

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

Allow access to their licensed facility when children are in care. All licensed facilities are licensed to care for children.

Develop policies and procedures for their programs.

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

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

I WILL ALWAYS

...... Be respectful, kind and polite to other members and staff in the program.

...... Be respectful and careful with ECP, school and members’ property.

...... Follow directions given by ECP staff

...... Follow all of the school rules while I am at ECP.

...... Work to make the program safe and fun for everyone.