

Y Kids Club Enrollment - 2023/2024 School Year

Pages 1-5 is required per child, per school year.

Child's Name _____ School _____

Mailing Address _____

DATE OF BIRTH MONTH / DAY / YEAR			AGE	GRADE (Fall 2023)	BOY	GIRL	IS CHILD A NORFOLK YMCA MEMBER? YES ____ NO ____ I want more Info ____

Mom/Guardian _____ Dad/Guardian _____

Does this cell # want to receive weekly texts for deadline reminder (Wed. 6pm)?

☐ Yes

☐ Yes

Cell # _____ ☐ No Cell # _____ ☐ No

Email _____ Email _____

Please indicate that you understand the following by checking each box:

- ☐ **Enrollment opens April 19th, 2023 for the 2023/2024 School Year.** Enrollment may max-out, depending on the school, so early enrollment is best! **Enrollment Deadline is Monday, July 24, 2023.**
- ☐ A **\$25 enrollment fee** is required per child, per school year. This fee is waived to those using School Out Days only. Enrollment paperwork must be submitted to the YMCA before the child can attend Y Kids Club. Enrollment fees are non-refundable and non-transferable.
- ☐ We have online and in-house registration. For online, visit www.norfolkymca.org or our Mobile App. To better serve you, we ask that you register either online or in-house at the Y, instead of calling and paying over the phone. Note: If you receive state assistance, you are not able to register online.
- ☐ **Weekly registration and payment is due each Wednesday for the upcoming week.** A \$10 late fee (1 per family) will apply effective Thursday.
- ☐ Inconvenience Fees apply, see page 9 of the attached Parent Handbook.
- ☐ To receive the member rates, the child must be a YMCA member and the account must be in good standing.
- ☐ If your child will not be attending, please call 402-371-9770 to leave a message with the Welcome Center.
- ☐ Credit is only given if a doctor's note is presented explaining the reason. Credits are not given for change of schedules if the week has already began.
- ☐ If you are late picking up your child (6:00 pm) a fee of \$1 per minute applies and is expected at pick up.

DAILY RATES

	Member	*Non-Member
Before Care (6-8 am)	\$3.75/day	\$5.75/day
After Care (3:15-6 pm)	\$8.00/day	\$12.00/day
2:00 Dismissal (until 6 pm)	\$11.75/day	\$16.75/day
11:30 Dismissal (until 6 pm)	\$18.00/day	\$24.00/day
All Day Care (6 am-6 pm)	\$30.00/day	\$40.00/day

Rates shown are a flat rate per child, per day.

***Non-Member? Pay lower rates when you sign up for a Youth Membership for only \$21.16/month! NO Joiner's Fee for Youth.**

Please check your personal Health & Accident Insurance as the YMCA does NOT cover these areas. I have read and understand the information provided above, as well as the policies in the YMCA parent handbook included with this packet. I have also taken the time to read and explain the policies to my child who will be attending Y Kids Club this school year.

Parent/Guardian Signature: _____ Date: _____



NORFOLK FAMILY YMCA

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

ATTENTION: This Release and Waiver of Liability and Indemnity Agreement applies to anyone at the YMCA for any purpose – as a participant, a spectator or a visitor to the YMCA.

In consideration for being permitted to utilize the facilities, services, and programs of the Norfolk Family YMCA ("YMCA") for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with the YMCA, without respect to location, the undersigned, for himself or herself and any personal representatives, heirs, assignees and successors, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated programs have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH THE YMCA, WITHOUT RESPECT TO LOCATION, INCLUDING ANY YMCA PART OF THE NATIONWIDE MEMBERSHIP PROGRAM, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "Releases") from all liability to the undersigned, his or her personal representatives, assignees, heirs, and successors for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, *whether caused by the negligence of the Releasees or otherwise* while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the YMCA, without respect to location.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releases and each of them from any loss, liability, damage, or cost they may incur due to the presence of the undersigned in, upon, or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA *whether caused by the negligence of the Releases or otherwise*.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE *due to negligence of Releases or otherwise* while in, about, or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

"I understand, comprehend, and appreciate the foreseeable, unforeseeable, and inherent dangers and risks associated with the use of the Norfolk family YMCA facilities and specifically those risks associated with communicable diseases including SARS-CoV-2/ COVID-19 (the Coronavirus). I fully assume all responsibility for the risks associated with my use of the Norfolk Family YMCA and I hereby release, discharge, and hold harmless the Norfolk Family YMCA, its board members, and employees, from all claims, liability, and causes of action, of whatever form, arising out of or incidental to my use of Norfolk family YMCA facilities."

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Nebraska and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

Printed Name

Signature

Date

Child's Full Name

PROCEDURES FOR BEHAVIOR MANAGEMENT

(Signature Required Below)

It is the goal of the NORFOLK FAMILY YMCA to provide a safe and fun program in a secure environment. YMCA staff teach the core values of respect, responsibility, caring, honesty and faith. All children participating in the program are expected to follow the behavior guidelines and act appropriately in a group setting.

BEHAVIOR GUIDELINES:

- We show respect to each other and the environment.
- Everyone is responsible for their own actions.
- We will care for ourselves, others and equipment.
- Honesty will be the basis for all relationships and interactions.
- A positive attitude is necessary for everyone to have fun!

When a child does not follow these behavior guidelines, the following steps will be taken:

1. YMCA staff will redirect the child in more appropriate behavior.
2. The child will be reminded of the appropriate behavior and rules not being followed and a discussion will take place.
3. Parent will be notified if the inappropriate behavior continues.
4. Documentation of the incident will take place by the staff.
5. A conversation will be scheduled with the parent to discuss the appropriate action.
6. A possible follow up or progress check will follow.
7. If the problem still persists, a conversation will be scheduled with the parent, child, program director and staff involved. All written documentation will be available.
8. If at any time the child's behavior threatens the immediate safety of the child, other children, or the YMCA staff, the parent will be notified and arrangements must be made for the child to leave immediately.

NOTE: The YMCA reserves the right to suspend or even dismiss any child from the program that portrays a continuously disruptive or aggressive behavior.

The following behaviors are not acceptable:

- Putting the health or safety of others in danger
- Stealing or damaging YMCA property
- Leaving the program or designated area without permission
- Refusing to follow these behavior guidelines
- Using any form of obscenity, vulgarity or profanity

Children may be suspended 2 times before expulsion is issued. Immediate expulsion will result if a child is found using or in possession of any form of tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives.

PARENT/GUARDIAN SIGNATURE REQUIRED

I have reviewed the procedures for Behavior Management with my child. We understand and agree to all of the terms presented in this document.

Parent/Guardian Signature: _____ Date: _____

CHILD HEALTH FORM

Write
Clearly!

Child's Name _____ Age _____ DOB ____/____/____ Boy Girl

Last First

Address _____ Grade (2023/2024) _____
Street City School

Parent's Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Living Together ☐ Single ☐ Other _____

Mom/Guardian _____ DOB ____/____/____ Cell # _____

Employed by _____ Work # _____

Dad/Guardian _____ DOB ____/____/____ Cell # _____

Employed by _____ Work # _____

In case of **EMERGENCY** and parents are unreachable, please contact: (Must be local. List names in order.)

1. Name _____ Phone _____ Relation _____

2. Name _____ Phone _____ Relation _____

3. Name _____ Phone _____ Relation _____

Authorized individuals for pick-up. MUST list parents. (Registered Sex Offenders are NOT allowed on property; therefore, cannot pick up/drop off.)

1. _____ 2. _____ 3. _____

Relation _____ Relation _____ Relation _____

4. _____ 5. _____ 6. _____

Relation _____ Relation _____ Relation _____

HEALTH QUESTIONS:

Details

YES NO **Food Allergies** (be specific)

YES NO **Allergies** (Sunscreen, Seasonal, Medications, Bee stings, etc.)

YES NO **Medical Conditions** (Asthma, ADHD, Autism, Eczema, etc.)

YES NO **Behavior Traits** (runs away, defiant, self-inflicted harm, etc.)

YES NO **Medication taken on School Out Days at YMCA**

Time & Amount: _____

YES NO **Other at-home Medications**

YES NO **Medical History**

YES NO **Restrictions to Activities**

YES NO **Fears**

YES NO **Changes/Events/Issues** (death, divorce, moving, new baby, etc.)

FIELD TRIP PERMISSION

My child has my permission to participate in any field trips with Y Kids Club. This includes both walking and bus transportation.

Parent/Guardian Signature: _____ Date: _____

CHILD HEALTH FORM (continued)

Swimming:

1. Swimming Ability: Non-swimmer to Weak _____ Average _____ Strong _____
2. My child has permission to swim. YES NO
3. My child has permission to swim in a depth of water over their head.
(If Yes, you're allowing them to be in a depth of water that they **can't touch the bottom when standing.**) If NO, SKIP #4 - they will not be allowed to take Swim Test. YES NO
4. My child has permission to take the Swim Test (Front Crawl swim the length of the pool & tread water 1 minute). If child passes, they can swim in the big pool, YES NO
4-12 ft. NOTE: **Non-swimmers/weak are not allowed to take the Swim Test.** (_____ Already Passed)

Sunscreen:

I give permission for the YMCA to provide sunscreen to my child. YES NO
(If allergic or skin sensitivity, please mark this on previous page as well.)

Immunization Records: State Certification requires Immunization Records be on file before the child can be admitted into the program. Note: We do not need another copy if your child has attended this program in the past and we have the most current records on file already.

☐ Copy Attached ☐ All Current & On file already ☐ Refusal - Copy of refusal from doctor must be included

EMERGENCY MEDICAL CARE AUTHORIZATION

I (We) expect to be notified at once in case of accident or illness to my (our) child. I (We) will make arrangements for medical care of my (our) child with the physician or hospital of my (our) own choice. If I (we) cannot be reached to make the necessary arrangements, I (We) hereby authorize the YMCA to

Contact Dr. _____

Address _____ Phone _____

Or the nearest hospital for the emergency care of (child's name) _____

Parent/Guardian Signature _____ Date _____

This is to certify that my child is, to the best of my knowledge, in good health and free of disabilities that would endanger him/her or other children in the YMCA programs.

Parent/Guardian Signature _____ Date _____

WAIVER:

- I understand that the NORFOLK FAMILY YMCA assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her physical condition or resulting from his/her participation in any athletic activities, sports programs, equipment usage, exercise or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses that may result from my child's participation in these activities. I hereby release and discharge the NORFOLK FAMILY YMCA, its agent, servants and employees from any and all claims for injury, death, loss or damage which he/she may suffer as a result of his/her participation in these activities.
- I understand that the NORFOLK FAMILY YMCA is not responsible for personal property lost or stolen while using the YMCA facilities or visiting YMCA property.
- I give permission to the YMCA to use, without limitation or obligation, photographs, film footage, my child's image or voice for purposes of promoting or interpreting YMCA programs.
- I have received the Department of Health & Human Services (DHHS) Parent Information Brochure for Licensed Child Care, which is attached in the Parent Handbook, pages 12-13.
- I acknowledge the waiver above and accept the conditions set forth because I understand the goals and purposes of the YMCA.

Parent/Guardian Signature: _____ Date: _____

Norfolk Family YMCA

Y Kids Club

Before & After School Child Care

Parent Handbook 2023/2024 School Year



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Shayla Lind, Y Kids Club Director
301 W. Benjamin Ave. Norfolk, NE 68701
Phone: 402-371-9770 Fax: 402-371-9162
Website: www.norfolkymca.org
Email: ShaylaL@norfolkymca.org

WELCOME to the Norfolk Family YMCA Y Kids Club program. Our staff is excited to offer fun, age appropriate games, arts and crafts, outdoor playtime, holiday parties, and more!

Y Kids Club is approved and licensed by the State of Nebraska.

Philosophy

Y Kids Club provides activities that will build character and challenge the children to develop physically, mentally, and socially. All children will learn and interact in a safe and fun environment.

Objectives

Y Kids Club participants will:

- Build character and reinforce values
- Develop meaningful relationships
- Show appreciation for materials, self and others
- Become involved and try new things
- Learn new skills and enhance old ones

A Typical Day in Y Kids Club

Before Care: Parents drop off at the school at any time, beginning at 6 am (school breakfast program is available). Children can play gym games or choose from a variety of fun things to do from the activity cart.

After Care: Upon school dismissal, children report to the school gym. Once attendance is taken, we serve a snack. Afterwards, we have reading/homework time, then we enjoy the rest of the afternoon with crafts, group games, activities, outdoor play, and/or free time. We have gym equipment available, as well as an activity cart filled with reading books, games, Legos, cars, building sets, Barbies/dolls, coloring pages, and more! Parents can pick up their child at any time. Program ends at 6 pm.

Hours of Operation

Y Kids Club provides care **at the schools** in the mornings from 6 am until school starts, and after school until 6 pm, Monday–Friday, on school days. Children must be signed in and out each day by a parent/guardian. Y Kids Club ends at 6 pm.

**** Any changes of hours, due to weather, will be sent as a Text Alert. ****

LATE START – Care will be available at 6 am. Extra fees may apply & will be added to your account.

EARLY DISMISSAL – Care will be available once school is dismissed, including 11:30 am & 2:00 pm, as well as dismissals due to weather. Children should report to Kids Club upon school dismissal.

SCHOOL OUT DAYS – A full day of activities will be available at the YMCA from 6 am to 6 pm, including crafts, gym games, swimming, and more! This is open to anyone in Grades K–6th. Registration and payment must be received by the Wednesday prior deadline. Child must bring a cold lunch, snacks, swim suit, & towel.

SNOW DAYS – The YMCA will provide care at the YMCA when the Y building opens; parents will be notified by text alert. Should the day start with a regular or late start and then be called off, parents need to pick up their child and bring to the YMCA for care. No bus transportation. Lunch and swim gear need to be provided by the parent, if possible. Fees will be added to the account.

SUMMER – Day Camp is for kids entering Grades K–6th for the upcoming school year. It's offered all 11 weeks of summer, each week has a theme and field trip. Enrollment begins each April.

Sign In/Sign Out

- Y Kids Club is provided in the elementary school gym.
- **For drop-off and pick-up, you will knock loudly on the gym door**, and a Y staff member will let you in. Each child must be signed in and out by a parent or an approved adult that is on the authorized list on the child's health form. We will not be able to send any child with anyone not on the list unless a note is sent with the child. Staff may require ID to be shown.
- Registered Sex Offenders are **not** allowed on YMCA property or off-site program areas; therefore, no one on the National Sex Offender Registry List may drop off, pick up, or visit during care, no exceptions. All names listed for authorized adults to pick-up may be checked.

Location of Schools & Phone Numbers

Y Kids Club is available for children in Grades K-4 in the following Norfolk Public Elementary Schools:

<u>School</u>	<u>Address</u>	<u>School Office #</u>	<u>Kids Club Cell Phone #</u>
■ Bel Air	(1101 N. 18th St.)	402-644-2539	402-860-8254
■ Jefferson	(406 Cottonwood St.)	402-644-2546	402-860-8264
■ Montessori at Lincoln	(310 S. 3rd St.)	402-644-2550	402-860-1803
■ Westside	(1703 Phillip Ave.)	402-644-2561	402-860-8425
■ Woodland Park	(611 Meadow Ln.)	402-644-2565	402-860-1698
■ Norfolk YMCA	(301 W. Benjamin Ave.)	402-371-9770	402-860-3957 (School Out)



Kids Club staff have cell phones on only during program hours. If it's during the school day, please call the YMCA with messages. Please save necessary phone #s in your phone, so you can see a Missed Call or have it when you need it.

DHHS Child Care Subsidy Program

If you feel you need financial assistance, the Y participates in the Child Care Subsidy program through DHHS. Our provider #03334361, and provider name is "Norfolk Family YMCA." Before the child can start the Y Kids Club program, you must turn in the Kids Club Enrollment paperwork, Immunization Records, and the director must have received the DHHS's Authorization.

Fees & Enrollment Information

- Enrollment begins in April for the upcoming school year, and is ongoing throughout the school year until enrollment has reached it's max. All forms must be filled out completely, signed, and returned to the YMCA **before** your child is able to participate in the program. Immediate notification is necessary for change in phone numbers, addresses, contact persons, or authorized people to pick up a child.
- State Certification requires that Immunization Records be on file.
- There is a \$25 enrollment fee per child, per school year, that is non-refundable and non-transferable.
- We have online and in-house registration. For online, visit www.norfolkymca.org. To better serve you, we prefer online registration instead of registering over the phone; however, we do take registrations over the phone with payment. Note: If you receive state assistance, you are unable to register online.
- **Weekly registration & payment is due by each Wednesday (10pm in-house/midnight online) for the upcoming week.** A \$10 late fee (1 per family) will apply if received after Wednesday. You can register for multiple weeks in advance.
- Inconvenience Fees apply, see next page, page 9.
- To receive the member rates, the child must be a Y member and account be in good standing.
- If your payment is returned for any reason, your account will be charged a \$30 return fee.
- If you are late picking up your child (6:00 pm) a fee of \$1 per minute applies and is due at pick up. (We do not charge for multiple children, only \$1 per minute.)

Daily Rates

	<u>Member</u>	<u>*Non-Member</u>
Before Care (6-8 am)	\$3.75/day	\$5.75/day
After Care (3:15-6 pm)	\$8.00/day	\$12.00/day
2:00 Dismissal (until 6 pm)	\$11.75/day	\$16.75/day
11:30 Dismissal (until 6 pm)	\$18.00/day	\$24.00/day
All Day Care (6 am-6 pm)	\$30.00/day	\$40.00/day

***Non-Member? Pay lower rates when you sign up for a Youth Membership for only \$21.16/month! NO Joiner's Fee for Youth.**

Rates shown are a flat rate per child, per day.

Inconvenience Fees

- A \$10 late fee (1 per family) applies if registered past the Wednesday prior deadline.
- An additional \$10 late fee applies to all families, including those with State assistance, if you register for an All Day Care day after the deadline, which includes showing up that day without prior registration. These days will be treated separately.
- **Any fees accumulated on the account must be paid in a timely manner or the child is subject to suspension until fees are paid in full. You could be notified of a suspension in as little as one day in advance.**

Credits

- **No credits will be issued for days missed unless a doctor's note is provided, or for family emergencies such as medical or funerals.**
- Changes in schedules will be accepted until the Wednesday deadline; however, once the deadline passes, credits will not be given for changes in schedules. This includes All Day Care days.
- Switching days for even payment is not accepted. Payment for the extra day needed will be due.

Communication

- Email addresses are important!! Invoices will be emailed if fees are added to your account.
- At enrollment, you'll be registered to receive Text Alerts for reminders of Fun Weeks, School Out Days, school changes, etc. Names and phone numbers are deleted at the end of each school year.
- Monthly calendars are emailed each month and are also handed out at each school site.
- **If your child will not be attending, please call the YMCA at 402-371-9770 to leave a message with the Y Welcome Center.** This is important, so we know not to expect your child. **The school does not give messages about your child to Kids Club staff.**
- Please feel free to contact me with any parent grievances, questions, or concerns. Call the YMCA at 402-371-9770 or email at ShaylaL@norfolkymca.org.
- You must **request** a child care statement for tax purposes at the end of each year.
- Cell Phones - we do not allow kids to have their phones turned on while in our care, for a variety of reasons. We have the Kids Club cell phone for all communication purposes.

Swimming

- We swim in the YMCA pool on each School Out Day, typically 1-3 pm. Your child **must** have their swimming suit and swim towel, in order to swim. If it is forgotten, they will not be able to swim.
- Please write your child's name on swim suit, towel, and goggles.
- No beach balls or pool toys are allowed from home; arm floaties are allowed for those that need them and can be provided by the YMCA. If your child forgets his or her swim suit, they unfortunately can't swim. Those who choose not to swim must remain in the pool bleachers, but can bring things to do.
- Children must perform & pass a Swim Test to swim in the big pool (4-12 ft pool).
- If marked Non-Swimmer/weak on the health form, they will not be allowed to take the swim test.

Leave It At Home

Please do not send toys from home with your child. Personal toys cause a lot of issues, and we do not want anything stolen or broken. The Y is not responsible for any valuables or personal belongings. Cell Phones - we do not allow kids to have their phones turned on while in our care, for a variety of reasons. We have the Kids Club cell phone for all communication purposes.

Weather

YMCA staff will be informed of inclement weather and will follow the emergency procedures as needed. Fire and Tornado Drills are practiced in Kids Club monthly.

School Out Days

- All Day Care will be provided at the Norfolk YMCA, 6 am—6 pm, for a flat \$30/\$40 per child.
- **Bring Daily:** cold lunch, snacks, water bottle, swim suit, towel, & wear shoes. **Mark with Name!**

Please make sure you label ALL of your child's belongings with first and last names!

- Siblings need everything separate! Separate bags, lunches, and swim towels.
- We plan for a fun-filled day, including crafts, structured group games, activities, swimming, outside playtime, and more! Main programming is 9 am–3 pm.
- We will swim 1–3 pm, so permission must be given on the Health Form in order for your child to participate. Children must perform and pass a Swim Test in order to swim in the big pool, 4–12 ft. If marked Non-Swimmer/weak on the Health Form, they will not be allowed to take the swim test, but the child can still swim in the small pool.

Lunches & Snacks

- A cold lunch needs to be sent with your child on 11:30 am dismissals, school out days, and snow days. Please provide healthy foods and drinks for your child. The lunch needs to be in a soft-sided insulated lunch box. Please make sure your child's name is clearly written on the lunch box.
- Snacks will be provided after school during After Care. Please send extra snacks with your child on school out days and snow days. If your child has any dietary restrictions, such as a food allergy, clearly indicate this with details on the child's Health Form, page 4.

Health Policies

- Please evaluate the health of the child & adult each day before drop-off & pick-up. Honesty is extremely important to keep everyone safe. If the child or adult feels unwell, please stay home.
- Children are not allowed to attend if they have a temperature or contagious illness. A 24 hour time period with no symptoms must pass before your child is allowed back.
- Medication – Any medication that must be administered must be given to the staff with a Medication form filled out and signed by the parent. Medicine must be in its original bottle with the dosage clearly marked.
- Credits will be issued upon request and if a doctors note is submitted.

Accidents & Incidents

- Incident Report forms will be filled out following any incident in which the child is injured. If the injury was caused by another child, an Incident Report will be filled out for the injured child and Child Disciplinary Report will be filled out for the child that caused the injury.
- Child Disciplinary Report forms will be filled out in any occasion that the child has acted inappropriately. See Discipline Policies for offense actions; offenses apply per school year.

Discipline Policies

Serious action will be taken for any child who breaks the rules or has unacceptable behaviors. The following actions will be taken for each Behavioral Report form that is filled out. Offenses apply per school year. Credits will not be given for days suspended. Immediate expulsion is at Director's discretion.

- 1st offense – Parents will be notified by the director about the child's behavior
- 2nd offense – 2 day suspension, chosen by Director
- 3rd offense – 5 day suspension, chosen by Director
- 4th offense – Director will decide whether the child can continue in the program

Kids Club Rules

- Show respect to yourself, staff, and others. No talking back.
- No running in the rooms, hallways, locker rooms, or pool areas; stay with group at all times.
- Be honest at all times. Always tell the truth and play fair.
- No swearing or other improper language or gestures. Use kind words.
- No sharing food for lunch or snack. And no gum at Day Camp.
- Nothing comes from home – No toys, phones, music, game systems, trading cards, money, etc.
- No hitting, kicking, slapping, pinching, fighting, teasing, or irritating others. Hands to yourself.
- All equipment and other belongings must be treated with respect.
- All safety and discipline rules need to be followed.
- A positive attitude is necessary for everyone to have fun!!

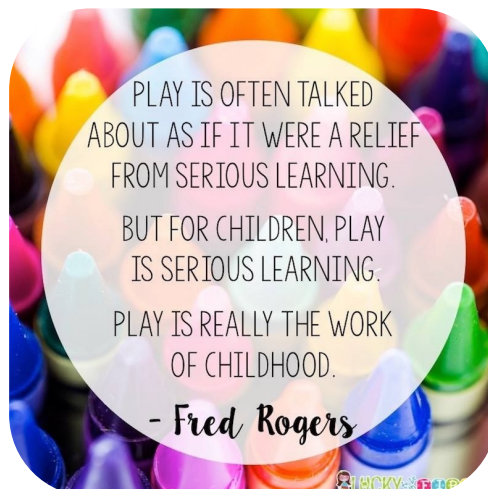
Bus Rules

- Children must remain seated and facing forward while the bus is in motion.
- No standing up, kneeling on seats, turning around, or switching seats.
- No making faces or gestures to passing vehicles or to vehicles behind the bus.
- Feet and personal items need to remain clear of the aisle.
- No yelling, loud noises, screaming, hitting, throwing things, or putting hands on anyone.
- When the bus comes to the railroad tracks, you must be quiet. No talking, laughing, or noises.

Pool Rules

- No messing around in the locker rooms. Change and get out. Pick up all personal items.
- Take a water shower before getting into the pool. Make sure you turn your shower off if last.
- No running in the locker rooms or on the pool deck.
- No walking by the pool with clothes on. If you choose to not swim, must stay in the bleachers.
- No sitting or playing by or on the ladder, steps, or pool divider.
- No splashing water in other kids' faces on purpose, or spitting water from your mouth.
- No climbing on other kids' backs.
- No holding your breath under water for contests or holding heads under water.
- No going in the deep without passing the swim test. Must have a green pool necklace on.
- If marked a non-swimmer, child will not be allowed to take the swim test.
- No diving in the shallow areas. Diving is only allowed in the 12 foot area by the diving boards.
- No goggles while going off the diving board, for your safety.
- Must stay on the side wall if you're in the deep end while boards are open.

If caught breaking any rules, child will sit out of an activity (swimming/gym game) for a given time.



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.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

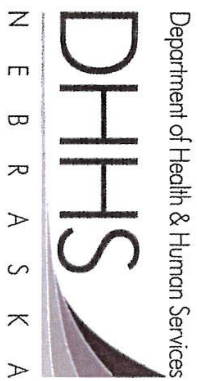
Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

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

National Children's Coalition
teenzeen.org

CREED-PAM-24 Rev. 12/14 (99424)
(Previous version should be used)



Division of Public Health PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



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

