



Viking Discovery Program Family Handbook

Revision Effective March 1, 2021

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School District 145 Foundation for Education Information

The School District 145 Foundation For Education (FFE) is a non-profit corporation which operates the Viking Discovery Program (VDP). The VDP is a self-supporting childcare program offered at Eagle Elementary, Hamlow Elementary and Waverly Intermediate School (WIS) in School District 145. Profits of the Program impact students and faculty of School District 145 through building grants, classroom grants, support of youth character retreats and much more. VDP benefits reach beyond financial support for our school district. The VDP offers a simple, fun, connected environment for over 150 families who need childcare! The FFE works with parents, teachers, administrators, patrons, and community leaders to provide educational opportunities for students at every grade level. We invest each year in programs and projects affecting the more than 2,200 students served by School District 145. Our monetary and time investments are paying real dividends towards bright futures for our students.

As a non-profit corporation we receive no tax funds. Instead, we rely on the success of this earned income business, and the support and generosity of all School District 145 stakeholders. To find out ways in which you can donate to the School District 145 Foundation For Education (FFE), please visit our website at www.dist145ffe.org.

Program Philosophy: The Foundation For Education Viking Discovery Program encourages students to be part of a respectful and responsible community. Program staff challenge students to excel in academic, social, and recreational areas, while maintaining the high standards set forth by the Foundation's Board of Directors.

Purpose: The Program serves the needs of students and parents by providing a supervised, fun environment for children before and after school, on non-school days, and during the summer. The Program operates with the following purpose:

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate activity experiences which contribute to the developmental needs of each student.
3. To provide opportunities for meaningful play and activity that will help build important foundations for future skills.
4. To provide support and guidance in all academic areas.

Program Information

Licensing: The VDP is licensed by the State of Nebraska through the Nebraska Department of Health and Human Services (DHHS). The Program is visited throughout the year by licensing resource specialists to maintain compliance with the State of Nebraska.

Staff: Nothing is more important to the success of a business than dedicated, experienced, and well-trained staff. Staff members are selected for their life experiences, training, and personal commitment to the needs of children. A Criminal History Check is completed through the Nebraska State Patrol for every employee over the age of 19. A background check is completed through the Child and Adult Protective Service Registry for all staff. All employees are also checked against the Sex Offender Registry prior to working with the VDP. All employees are required to have documented annual in-service training, and all employees are required to have CPR and First Aid certification. The school-age child to adult ratio is 15:1 and we maintain that ratio always.

Children Served: The VDP serves children from kindergarten to 5th grade. Parents must inform the VDP staff of special needs of their child *prior to* enrollment, so we can determine if our staff and Program are suitable for the child. Parents of children with special needs may be requested to provide written documentation and records from a qualified consultant prior to the child's enrollment and annually thereafter, to enable VDP staff to best serve their child. An initial consultation will cover Program rules/regulations, equipment, facilities, staff ratios, and special staff training recommendations suited to the needs of the child.

The VDP provides care only for children who: 1) are toileted trained, 2) have age-appropriate eating, dressing, and hygiene skills, 3) can abide by the rules of the Program outlined in this Family Handbook, and 4) are able to function effectively in a setting with one adult for each 15 children.

Hours, Sites, and Days of Operation: The VDP is a year-around program that operates during regular school days, non-school days (such as in-service or vacation days), and summer months at each of the district's three elementary school sites. The Program is closed on all major holidays.

- On regular school days, all sites are open Monday-Friday from 7am to the start of school, and from school dismissal to 6 pm.
- On non-school days, care is available from 7 am to 6 pm.
- Summer Care is available Monday-Friday from 7 am to 6 pm.

A calendar of Summer Care days is available as an addendum to this Family Handbook. During Summer Care 2021, the VDP will operate at the following sites: Eagle Elementary School and Hamlow Elementary School. Each site will be open from 7 am to 6 pm on week days. Our Hamlow site and our Eagle site will both host students who have completed grades K-5.

Holidays: The VDP will be closed for the following:

Independence Day	Labor Day
Thanksgiving	Friday following Thanksgiving
Christmas Eve	Memorial Day
Christmas Day	New Year's Day

If a holiday falls on a Saturday or Sunday, the Program may be closed either the Friday preceding the holiday, or the Monday following the holiday.

Inclement Weather: If School District 145 sites have a late start there will be no morning Program and if school is dismissed early there will be no after-school Program. If school is cancelled due to weather there will be no care that day. On non-school days when there is inclement weather we will make every effort to open; however, there are many factors we must take into consideration. If snow becomes a concern, the VDP Director, along with the Foundation Executive Director and Board Members, will assess the weather and make a decision that is in the best interest of the students and staff in our Program. Our greatest concerns are travel safety, the ability to remove snow at the designated sites, or other conditions that could pose a danger to the children, staff, or facility. If we must close, the VDP Director will update VDP voicemail messages, post a closing notice on our Facebook page, and send each enrolled family a direct e-mail notification of the closing. Please make sure a current e-mail address and cell phone number is always on file. We will do our best to make a timely decision, no later than 5 a.m. the day in question, to allow our families to arrange for alternate care. Tuition for inclement weather days will not be credited.

Enrollment and Registration Procedures for New Families: To initially register in the Program, the following information must be completed and submitted to the Foundation Office Manager at least one week prior to your child's first day of care:

1. Registration Form
2. Signed acknowledgement that you have read and will abide by the Family Handbook
3. Completed USDA Food Program Form
4. Completed Childcare Subsidy (Title XX) Authorization Notice (if applicable)
5. DHHS Childcare Brochure Signature Page
6. Tuition Express Electronic Funds Transfer Form
7. Current Immunization Record

Summer additions:

8. Swimming Pass (if attending our Eagle site)
9. Attendance Schedule

Enrollment and Registration Procedures for Families Currently in the Program: Re-registration is held annually. Registration Packets for the Summer Program will be available March 1 and Registration Packets for School-year Care will be available March 22.

Enrollment Categories: Families have various School-year Care enrollment options to choose from. Tuition depends on the enrollment category chosen, along with the number of children enrolled. Refer to the Registration Form for details. Tuition is based on enrollment, *not attendance*. Because we are licensed by the State of Nebraska, space is limited based on our licensed capacity at each site. Families have the option to place their child(ren) on the Program's waiting list, in the event the care they request is full. Part-time care options are available during Summer Care only.

Early Drop-Off Policy: VDP employees are using every minute until 7:00 a.m. to prepare for your child's day. Leaving a child at the front door of the school prior to 7:00 a.m. is not safe. If a child is dropped off early, a \$1 per minute per child charge will incur and that fee will be assessed on your next bill. If continuous abuse of this Early Drop-Off Policy occurs, you will be removed from the Program and law enforcement may be notified regarding the issue.

Pick-Up Procedures: Children leaving the Program must be picked up by a parent, legal guardian, or person specified on the child's authorization list. Children can only be released to those listed on the authorization list, unless a written note is presented to VDP staff or a personal phone call to the staff is made by the parent/guardian in advance. A photo ID may be required for any authorized person, other than a parent/guardian, to pick up a child. Parents cannot call and request their child to be signed out by a staff member to walk home. In the instance a VDP employee is authorized to sign a child(ren) out of the Program, it is understood that the responsibility of the School District 145 Foundation for Education and VDP ceases at the point the student is signed out of the Program. Children must be logged out of our Procure online attendance system by their authorized pick-up person before leaving.

Late Pick-Up Policy: If a child is not picked up by 6:00 p.m., a late fee will be assessed. A \$1 per minute per child charge will incur for the first 5 minutes following 6:00 p.m. \$5 per minute will be charged for every minute past 6:05 PM. If continuous abuse of this late policy occurs, you may be removed from the program. If a child is left at the Program without our staff able to contact you or your emergency contacts within a reasonable time, law enforcement may be notified.

Non-school Day Enrollment Procedure: The VDP believes families should have the option to pay for and use Non-school Day Care only when they need it. Many school-based care programs require families pay for these days whether they need them or not, but the VDP wants to be flexible for the benefit of our families. To do so, we must adhere to these strict guidelines:

1. Families who need Non-school Day Care must enroll their child(ren) for each Non-school Day separately by utilizing the online SignUpGenius link issued by our Foundation Office Manager. If you do not have internet access, simply call our Foundation Office Manager to enroll. If a child will attend ALL Non-school Days, they can enroll for them all at once by contacting our VDP Director and Foundation Office Manager. Children enrolled by the sign-up deadline are guaranteed care.
2. Business decisions for Non-school Day Care are made based on the number of children enrolled by the deadline. This includes how many staff members to schedule, lunch and

snack purchases, hiring enrichment teachers/visits, and purchasing art supplies. Because plans are made based on the number of children who signed up for care by the deadline, families who cancel their care need after the sign-up deadline will still be charged.

3. **IF** staffing ratios and supply purchases allow, families who realize they need care after the sign-up deadline may be permitted to attend by asking for permission from the VDP Director and paying a \$10 late fee. Children attending after the sign-up deadline must bring a cold lunch and will be retroactively billed ASAP as necessary. Children not signed-up for Non-school Day Care by the specified deadline are not guaranteed care and can **NOT** show up without permission.

Non-school Day Unapproved Drop-off Policy: Families who leave their child(ren) for Non-school Day VDP care without permission will be charged time-and-a-half for that day. If continuous abuse of this policy occurs law enforcement may be notified.

Status Changes: If you need to change the option you selected or withdraw from the Program a two-week notice is mandatory. You must notify the VDP Director, Foundation Office Manager, and Site Supervisor(s) in writing via e-mail. The two-week notice is effective based on the date of the email. Changes may be made on a weekly basis only, not daily. Change requests with less than two-week's notice may be processed at our discretion, but a \$10 fee will be applied.

Withdrawal from the Program (by Family): Families who wish to discontinue childcare services with the Program must give two-week's (14 days) written notice of withdrawal via e-mail to the VDP Director, Foundation Office Manager, and Site Supervisor(s). The two-week period begins from the time notification is received; the Foundation Office Manager will confirm the final day of care and payment due with parents. Parents are obligated to continue payment of any required tuition or fees, regardless of the child's attendance during those two weeks. Any charges incurred during this time are non-refundable.

Removal from the Program (by the Foundation): Reasonable steps will be taken to avoid termination. If we can no longer provide care for a child, we will give parents two-week's notice. Termination of care is effective immediately for children removed for disciplinary reasons (see Accountability under Behavior Management). The removal process is based on individual circumstances. No tuition will be refunded. The Program may terminate services for any of the following reasons including (but not limited to):

- Failure to honor obligations listed in this Family Handbook or written policies
- Any action by parents or children that adversely affects the Program
- Offensive language used by parent/guardian or harassment of staff
- Lack of parental cooperation
- Failure to complete required forms
- Inability to meet the child's needs inside of a 15:1 child/staff ratio
- Failure to maintain a current account balance

Reinstatement into the Program: Children mature, and we provide opportunity to be reinstated into our Program after removal. Reinstatement will be evaluated on a case by case basis and include a conference between the VDP Director, Site Supervisor, and parents. The following conditions apply:

- New enrollment requirements must be completed.
- A reinstated child is on a monthly probationary period with an opportunity to extend this period.

Tuition and Fees

Tuition: All payments will be made via electronic funds transfer, processed by Procare Tuition Express. See the withdrawal schedule that accompanies the Registration Form. Automated credit card payments are accepted; additional transaction fees apply to each billing. Childcare Subsidy payments are welcome. A Tuition Express Form and voided check must be received with the Registration Packet. Any balance left at the end of the year will apply to your balance for the following year. If you are not returning, the credit will be refunded to you subject to a \$5.00 administrative charge.

If you will not be attending the Program for an entire school-year week, you can avoid charges for that week. Contact the VDP Director and Foundation Office Manager to alert them of the week you will not be attending TWO WEEKS prior to the week you will be absent.

Responsible Party: The Program will not divide a tuition bill between parents/guardians. The one person who signs the Registration Form is responsible for payment, regardless of any personal arrangements with other parties.

Summer Care Registration Fee: A non-refundable Registration Fee must be paid at the time of initial registration into our Summer Care Program. The Registration Fee is \$70 per family. If you register prior to May 1st, the Early Bird Registration Fee is \$35 per family. The Registration Fee will be collected electronically via your Tuition Express Form.

Summer Activity Fee: A non-refundable Activity Fee must be paid at the time of Summer Care registration. The \$60 per student fee for Waverly-based enrollment covers the cost of three off-site field trips, t-shirts, visiting enrichment AND all pool fees. A pool pass is not required for Waverly-based families. We cannot give your family a discount if you purchase a pool pass from the city of Waverly. The \$45 per student fee for Eagle-based enrollment covers the cost of three off-site field trips, t-shirts, and visiting enrichment only. Eagle-based families must buy a pool pass from the Village of Eagle. The Activity Fee will be collected electronically via your Tuition Express Form.

School-year Care Registration Fee: A non-refundable Registration Fee must be paid at the time of initial registration into our School-year Care Program. The Registration Fee is \$70 per family. If you register prior to July 31st, the early bird Registration Fee is \$35 per family. The Registration Fee will be collected electronically via your Tuition Express Form.

Declined Payment: A \$35 fee will be assessed to your account if the Program receives notification of a return payment from your financial institution. The Foundation Office Manager will immediately notify responsible parties of declined payment via e-mail.

Late Payment: If tuition cannot be collected, a \$10 fee will be assessed to your account each week your payment is late. The Foundation Office Manager will notify responsible parties regarding their outstanding balance via e-mail and phone. If your account is three weeks delinquent, your child/ren won't be able to continue to attend the VDP. You will receive an e-mail notification from the Foundation Office Manager stating this and that your account will be turned over to a collection agency.

Year End Tax Statement: Each family will be provided with one itemized statement no later than January 31 with the prior year's payment information. We recommend that the parent or guardian maintain records of the total amount paid for the child during the calendar year. IRS Form W-10 is available at each site.

Childcare Subsidy (Title XX): The VDP accepts Childcare Subsidy payments from qualifying individuals. Childcare Subsidy is a care cost assistance program provided by the State of Nebraska. It is administered by Nebraska's Department of Health and Human Services. For the VDP to accept Childcare Subsidy payments, families must have a current Provider Authorization on file. The VDP assumes no responsibility in setting up services for authorization. If the authorization expires, it is the responsible parties' obligation to contact their case worker for re-authorization of services. If the authorization lapses, it is the responsible parties' obligation to pay out-of-pocket for care time outside of the authorized period.

Your Child's Day

Program Planning: Each Site Supervisor is responsible for specific site planning. Activities are prepared in advance so staff, parents, and children are aware of the week's activities. A variety of age-appropriate activities are planned daily to coincide with the daily schedule, providing children a choice of activities in which to participate.

Items from Home: No toys or other play items from home. The Program has equipment and toys to meet children's needs. The Program will not assume responsibility for toys or other items brought from home. Trinkets or toys from the school day will be stored in backpacks.

Electronics from Home: No devices from home allowed. Electronic Free Time is permitted during care using Program-owned Kindles or Chromebooks made available in rotations. Devices can only be accessed during short, specified times of the day utilizing pre-approved educational apps and games. No photos or videos will be captured. Electronic Free Time is a privilege; repeated abuse of rules will result in loss of this privilege.

Lost and Found: If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the school's lost and found collection. The Program is not responsible for lost items.

Typical Daily Schedules: (can vary by site and day)

School-year AM Schedule

7:00 – 7:45 a.m.	Breakfast (if brought from home), Free Time, Gym Time Note: Your student can eat school-served breakfast as they are released to school personnel.
7:45 – 8:00 a.m.	Clean Up, Dismissal to School Personnel

School-year PM Schedule

3:10 – 3:30 p.m.	Snack
3:30 – 4:00 p.m.	Group Activity (physical activity game, free day, board game, art)
4:00 – 4:40 p.m.	Outside/Gym
4:40 – 5:00 p.m.	Homework/Tutor
5:00 – 5:45 p.m.	Free Time in Classroom
5:45 – 6:00 p.m.	Clean Up, Dismissal

Non-School Day Schedule

7:00 – 8:45 a.m.	Breakfast (if brought from home), Free Time
8:45 – 9:00 a.m.	Review Daily Schedule
9:00 – 10:00 a.m.	Group Activity (physical activity game, free day, board game, art)
10:00 – 10:15 a.m.	Snack
10:15 – 11:00 a.m.	Outside/Indoor Play
11:00 – 11:20 a.m.	Quiet Reading or Library Day
11:20 – 11:40 a.m.	Journaling
11:40 a.m.- 12:15 p.m.	Lunch
12:15 – 1:00 p.m.	Clean Up, Transition, Free Time
1:00 – 2:00 p.m.	Group Activity
2:00 – 3:00 p.m.	Outside/Indoor Play
3:00 – 3:45 p.m.	Snack
3:45 – 4:00 p.m.	Clean Up
4:00 – 6:00 p.m.	Free Time

Summer Program Schedule

7:00 – 8:45 a.m.	Breakfast (if brought from home), Free Time
8:45 – 9:00 a.m.	Discuss Daily Schedule
9:00 – 10:00 a.m.	Group Activity
10:00 – 10:15 a.m.	Snack
10:15 – 11:00 a.m.	Outside/Indoor Play
11:00 – 11:20 a.m.	Quiet Reading or Library Day
11:20 – 11:40 a.m.	Journaling
11:40 a.m.– 12:15 p.m.	Lunch
12:15 – 1:00 p.m.	Clean Up, Get Ready for Swimming, Walk to Pool
1:00 – 3:00 p.m.	Swimming/On-site Large Group Activity
3:00 – 3:45 p.m.	Walk to School, Change Out of Swimming Clothes
3:45 – 4:00 p.m.	Snack
4:00 – 6:00 p.m.	Free Time

Before School Attendance: Due to children arriving at various times, students will be checked in individually as they arrive. Group attendance will be taken prior to school starting.

After School Attendance: Please be sure to keep your after-school plan current with your child(ren)'s classroom teacher(s). The VDP is not responsible for the after-school transition from individual classrooms to the Program. As children arrive, attendance will be recorded via online Procure check-in system codes. Within the first 20 minutes of opening in the afternoon, the Site Supervisor will have an accurate attendance record.

If a child will be absent or will be late to the Program, you can contact your Site Supervisor as a courtesy. The school secretary is not responsible for taking messages for the Program.

Hand-Washing/Restrooms: Children and staff are to always wash and dry their hands thoroughly before handling or consuming food, and after the use of the bathroom facilities.

Breakfast Program: All sites participate in the school-year breakfast program provided by School District 145. All breakfast meals meet USDA requirements. The cost of the breakfast is in accordance with the schools' set daily rate. Parents are responsible for charges incurred for any meals their child consumes in the breakfast program. Your child is welcome to bring a healthy breakfast from home and eat it at the Program.

Afternoon Snacks: After attendance is taken, children will be served an afternoon snack. Snacks must represent two of the four food groups and meet USDA requirements. Adequate and appropriate portions will be served. Substitute snacks are provided for children who have special dietary needs (as determined by a doctor) on days when the scheduled snack is not appropriate.

Lunch: Lunch will be provided during Non-school Day Care and Summer Care. Monthly menus are posted so the staff, children, and parents are aware of the menu in advance. The cost of lunch is included in tuition fees. All catered lunches meet USDA requirements and are served in family style. Adequate and appropriate portions are served. Substitute lunches can be provided for children who have special dietary needs (as determined by a doctor) on days when the scheduled lunch is not appropriate.

Activities: Each site offers a variety of structured, as well as unstructured, experiences for students. The following areas will be part of every daily schedule:

- Snack
- Outdoor or Indoor Play (weather permitting)
- Large Group Activity or Craft
- Time for Academic Support
- Center/Station Time which may include any or all the following: art, board games, creative exploration, problem solving, and reading

Parent Involvement: Parental involvement is important to our Program. Parents and staff working together is an essential element of a quality care program. Parents who wish to see the Program in action are encouraged to visit. A solid relationship with VDP employees at your school, built on mutual trust and respect, is key in making your childcare arrangement work well for everyone.

Keep these tips in mind as you build your relationship:

- Keep the lines of communication open always. Let your Site Supervisor know if there is something going on in your child's life that may be affecting behavior.
- Be aware of Program policies and honor them.
- Get involved with the Program.
- There are bound to be certain topics or situations that are difficult to talk about with VDP employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult.

Things to consider when discussing difficult issues:

- Raise issues when they first arise. If you delay discussion, it may be harder to bring up later.
- Avoid confronting VDP employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time and practice what you want to say.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties respect the other's views and are willing to compromise.

- Please address your concerns to the Site Supervisor, then the VDP Director. If you still feel your concerns are not being heard, contact the Foundation's Executive Director or VDP Committee Chair. Please refer to contact information posted at your site and online.

Communication Tools: Avenues where the VDP communicates with families:

- A parent bulletin board is kept current at each site with reminders, policies, and general information specific to your child's site. Refer to this board for photographs and names of current staff members hired to care for your children.
- Visit the Foundation website often: www.dist145ffe.org
- Like our Facebook page! See www.facebook.com/pages/Viking-Discovery-Program/172767046181096 or go to Facebook and search for "Viking Discovery Program" with our ship logo.
- E-mail is our primary mode of communication. Always keep your current e-mail address on file with the Foundation Office Manager.

Supervision, Health and Safety

Providing Appropriate Care and Supervision: Staff members of a childcare program are the most important element in successful operation of that program. Staff are responsible for creating and maintaining a safe, healthy environment. VDP staff always assume responsibility for providing adequate and appropriate supervision for children in attendance. Every situation will differ; however, it is expected that childcare staff will use good judgment in assessing proper supervision while children are in our care.

Appropriate supervision is provided by adhering to the following guidelines:

- Staff remain in the same room as the children; children shall never be left unattended.
- Staff will eliminate distractions, such as personal telephone calls, texting, and music.
- An accountability plan is in place for children who use the bathroom or drinking fountain.
- Children are not permitted to go to their classroom or lockers after checking into the Program.
- Staff will be visible and available always.

Child Illness Policy: The Program cannot accept any child who has a contagious illness or any of the following:

- Fever (temperature of 100 degrees or above)
- Diarrhea
- Vomiting
- Contagious skin or eye infection
- Lice or nits

If any of the above occurs at the Program, parents will be called to pick up their child. The child must be picked up within 1 hour of being notified. If we cannot reach you, we will contact authorized individuals you provided on the Registration Form. Your child will not be allowed to return to the Program until they are symptom free for 24 hours or have obtained a doctor's note.

Please let the Site Supervisor know if your child has been diagnosed with a serious contagious illness. Per license requirements, notice will be posted to all families within the site, letting them know that their child has been exposed to a serious contagious illness/disease. For confidentiality reasons, the name of the child will never be released. Common colds or allergies do not prohibit attendance, unless the child feels too uncomfortable to attend.

Employee Illness & Immunization Policy: Any employee who has a contagious illness (including symptoms of fever, diarrhea and vomiting) will not report to work. If an employee is diagnosed with a serious contagious illness, notice will be posted to all families within the site. For confidentiality reasons, the name of the employee will never be released. Common colds and allergies do not prohibit an employee from working unless s/he is too uncomfortable to do their job well. We do not require employees to be immunized.

Head Lice: In line with School District 145 policy, if head lice or nits are found on your child you will be called to pick up the child and be given information on treatment. The child will be checked upon their return and may stay if the child is "nit free".

Chronic and Special Health Needs: At the time of registration, parents are expected to indicate on their Registration Form if their child has chronic or special health needs that require special attention. Parents are expected to provide the Site Supervisor and VDP Director with procedures or accommodations that may be necessary.

Minor and Serious Accidents: In case of an accident at the Program, emergency first aid will be administered and parents or guardians will be notified. If the Site Supervisor is unable to reach the parent or guardian, emergency phone numbers will be used. An emergency unit will be called only in extreme cases. A staff member will accompany any child being transported to a local hospital and remain with the child until the parent or guardian has arrived. At the time of enrollment, parents must give the Foundation permission to transport and treat in the event of a medical emergency. A copy of the child's Registration Form will be brought to the hospital with the staff member.

An accident report outlining the care and procedure administered to the child will be completed and placed in the child's file. A copy will be given to the parent. The accident report must be signed by the parent or guardian before the child will be allowed to return to the Program. Parents or guardians are responsible for any expenses incurred due to injury.

Medication Administration: The VDP does not administer any over-the-counter or prescription drugs, except inhalers or epi pens. A Medication Form must be completed for the administration of these drugs. An individual medication administration log will be kept for each child.

General Guidelines for Administering First Aid:

1. Staff will not move the child until the extent of the injury is determined.
2. Any mild cut or abrasion will be washed with warm water and a Band-Aid will be applied.
3. In case of deeper cuts, possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another authorized person on the child's registration form, or contact the child's listed physician for medical advice.
4. If a limb is visibly distorted, we will contact the parent or guardian immediately. The parent or guardian can then make the recommendation to have 911 dispatched or to transport themselves. If we are unable to get in contact with the parent or guardian, staff will call 911 immediately. If a child is transported to a local hospital, a staff member will accompany the child to the hospital, and remain with the child until the parent or guardian has arrived.
5. If a child becomes unconscious, 911 will be called immediately.
6. In case of a head injury, staff will apply a cold compress to the injured area and call the parent or guardian.

CPR/First Aid: Per Childcare Subsidy regulations, all VDP employees are certified in CPR/First Aid.

Telephone: A working non-coin operated phone is available for emergencies always.

Mandated Reporting: According to law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subjected to abuse or neglect. All VDP employees receive "Safe with You" training.

Fire and Tornado Drills: Fire and tornado drills are conducted and documented monthly. Drills are completed in both morning and afternoon sessions, so all children are familiar with evacuation procedures. A written record of fire and tornado drills, along with a map showing proper evacuation routes, is posted at each site.

Disaster Preparedness Plan: As result of a disaster such as fire, tornado, flood or other natural or manmade disasters, students may be evacuated to another location. Parents will be notified and allowed to pick up children from this site. The Site Supervisor will have sign out sheets and parent information. Special needs children will be escorted by the Site Supervisor to the new location. The following sites will be relocated as follows:

- Eagle Elementary School to Eagle Fire Department
- Hamlow Elementary School to Peace Lutheran Church
- Waverly Intermediate School to school district Central Office or Hamlow Elementary

In the instance an intruder is on site property, students will go into lock down mode. This involves leaving the general site location and going to a specific lockable location. Students will remain quiet in the lockable location with lights off until an all-clear signal is given.

Behavior Management

Behavior Management Techniques: The following techniques are expectations of our staff members. Each staff member will be made aware of the VDP policies on behavior management during on-site training. Behavior management is key to running a successful Program. For children to be successful and safe at the VDP, we require that they follow these Program rules:

1. Listen and follow directions the first time given
2. Keep hands, feet, and all objects to self
3. Respect others, equipment, and building use
4. "Use words" to solve a problem, then ask a staff member for help if that doesn't work
5. Always be within the sight and sound of a staff member

Dealing Positively with Behavior:

1. Behavior management should be consistent, effective, and efficient
2. Resolve problems as quickly as possible, where and when you see fit
3. Notify the Site Supervisor and/or Program Director of all behavior problems so that they may be documented appropriately

Building Character: Character Education programs such as Lifeskills and Character Counts are concepts that children learn in school. These programs help children recognize positive choices. Character Education covers a variety of topics such as respect, responsibility, and common sense. Character Education is used to positively redirect children when discussing their behavior. It is the expectation that staff implement positive character education during the Program.

Accountability: Children, like adults, need to be held accountable for their actions. When a child makes unsafe or unhealthy choices, we redirect their behavior to prevent it from happening again and create a sense of accountability.

Misbehavior that cannot be redirected is recorded in writing and shared with parents. This process includes:

1. Incident Report filed with Site Supervisor and parent notification of situation.
2. After three incident reports, a meeting with Site Supervisor and/or VDP Director will be called to address ways to help the family/student be more successful in Program.
3. If problems persist after meeting, the student can no longer attend the VDP.

Logical Consequences: Logical consequences involve children learning about and dealing with their emotions and feelings, and how emotions and feelings are related to their choices. Logical consequences are consequences for behavior that directly relate to the action or choice. At the

VDP, we use logical consequences most often. Logical consequences directly link the child's action to the consequence. This type of consequence is also more meaningful than simply losing privileges because there is a required action (by the child), related to the misbehavior.

Natural Consequences: Natural consequences are directly caused by an action. For example, when a child chooses to go outside on a chilly day without a coat, she gets cold. The consequences naturally follow the actions. Parents and caregivers simply stand back and watch while children learn the lessons. No lengthy comments are necessary or even desirable, when natural consequences are experienced. Natural consequences are appropriate only if they pose no health or safety risk to children.

Proactive Behavior Management (PM): PM (proactive management) is taking steps to prevent problems, essentially "training" people to do what is expected of them in any given situation. Reasons they will perform as expected can range from simply knowing the "why" of your directions, to being aware of the consequences for not following them. Praise is a very powerful form of PM. When children overhear you praising another child, they will automatically alter their behavior to mimic the behavior that is being praised. Children have the right to want and seek praise and approval. Be aware of and sensitive to your ability to make a child feel great (versus making them feel left-out).

Proactive Behavior Management (PM) Tips:

1. Review the rules and expectations daily.
2. Dialogue with children about what it means to make a choice.
3. Have discussions about what type of decisions children see themselves making; which ones are hard and which ones are easy to make?
4. Praise children for appropriate behavior.
5. Praise children in front of other adults.
6. Implement incentive programs.
7. Praise children verbally for making appropriate choices.

Reactive Behavior Management (RM): Reactive Management (RM) is a response to a child's inappropriate behavior. RM involves the concept of implementing consequences for inappropriate behavior. This is how we work with children to teach them accountability for their actions and choices. It is important to recognize that children are responsible for their own choices and decisions. In cases that children make inappropriate choices, it is our responsibility to redirect their behavior. In addition, it must be clear that consistently making inappropriate choices has consequences.

Separation of Student: Staff may separate a child from other children for unacceptable behavior. The separation should be no longer than 5 minutes after the child has regained control or composure. A staff member shall not allow a child to be separated for longer than 10 minutes, without the staff member interacting with the child. Separating a child from the group should be used as a last resort after all other techniques have been tried.

Inappropriate Forms of Discipline: The following are inappropriate forms of discipline that will not be used by the VDP staff:

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

Building Rules:

Respect

- Voice levels in the hallway should be at appropriate levels
- When an adult greets you, greet them back
- Use please and thank you when appropriate
- Students should not play with their food while eating
- Allow space between you and other people, respect people's "bubble space"
- When a staff member asks you to do something or gives you an instruction you should do what is asked immediately

Responsibility

- If you see trash on the floor, pick it up and throw it away
- Keep the bathrooms clean
- At the end of the day all student material and supplies should be picked up
- Students need permission to leave a supervised area

Safety

- Students should always walk while in the building
- Keep hands, feet, and other objects to yourself always
- When going from one area to another you should stay focused and go to that area in a safe manner and return immediately
- When carrying playground equipment in the school and while lined up you should hold on to the equipment always
- When walking through the halls you should face forward so you can always see where you are walking

Playground Rules:

- Keep hands and feet to yourself always
- Tag or chase games of any kind are not allowed on the cement or on playground equipment
- Go down the slide one at a time and always feet first; never climb up a slide

- Leave things that belong on the ground, on the ground (rocks, sticks, snow, etc.); no digging
- Use sport equipment as sport equipment, use all equipment in the appropriate way including the playground structures
- No climbing on soccer goals, hanging on basketball hoops or tether ball poles
- If it is snowy you are only allowed to go in the snow if you have boots...snow pants, gloves or mittens must also be worn to play in the snow
- Stay within the perimeter of the playground always (bushes, trees, fence line, and sidewalk)
- If the playground is muddy, you must stay on the concrete
- If the playground equipment is wet or icy, stay off it
- Always ask a teacher for permission to enter the building during recess or to retrieve equipment

Outside Play Clothing Guidelines: Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can! Should there be rain, wind or snow, we watch the radar. If there is no precipitation, we will go outside. Watch and listen to local weather reports to help your child dress accordingly. Our clothing guidelines follow.

TEMPERATURE WITH WIND CHILL FACTOR	CLOTHING GUIDELINES
70 degrees and up	Pants, shorts, skirts, short-sleeves
60 to 69 degrees	Long sleeves, sweatshirt, jacket
40 to 59 degrees	Pants, jacket over long sleeves (layers are best)
30 to 39 degrees	Coat REQUIRED, hat/gloves recommended
29 degrees and below	Coat, hat and gloves required
10 degrees and below	No outdoor recess

Gym Rules:

- Good sportsmanship
- Use good listening skills
- Follow directions the first time
- Use an indoor voice
- If you don't like the activity, try to participate anyway
- Put equipment away when you are finished

Viking Discovery Program
STUDENT BEHAVIOR INCIDENT REPORT

STUDENT INFORMATION:

Name of Site _____

Name _____

INCIDENT INFORMATION: Date _____ Time _____

Location _____

(be specific, i.e. room number, location on playground, etc.)

Description of Incident *(use back if needed)*

Activity Involved in at Time of Incident _____

Action Taken _____

Person in Charge at Time of Incident _____ Site Supervisor _____

Witness to Incident _____

Description of Injury *(if any, refer to Accident Reporting Form)* _____

Was Parent/Guardian Notified of Incident?

yes___no___when_____at what phone# _____

Who was Notified _____ By Whom _____

Was Program Director Notified of Accident? yes___no___ By Whom _____

Signature of Site Supervisor

Date

Signature of Parent

Date