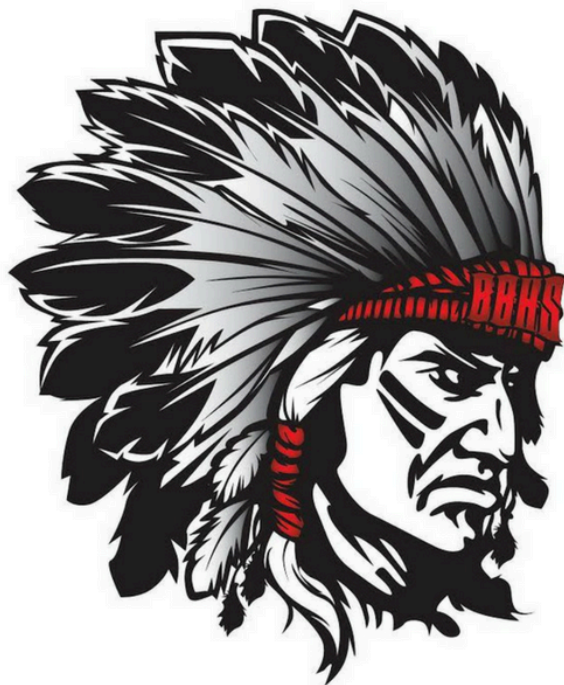


Bow Club

Afterschool Program

Parent's Handbook



DHHS School Age Only Childcare License held by:
Bow Club, Inc.
1135 N H St
Broken Bow, NE 68822
1-308-870-2720

Introduction

Welcome to the Bow Club Afterschool Program! We are glad that you have chosen to enroll your child(ren) with us. This booklet contains important information about the Bow Club program

Bow Club, Inc. is a non-profit corporation whose purpose is to provide structured, educational programs as an extension of the school day for students. Our goal for the Bow Club Afterschool Program is to provide a safe, educational environment for your child(ren) after their typical school day.

It is our hope that each child(ren) participating in the Bow Club Afterschool Program will have a pleasant and positive experience each and every day. A close working relationship between you and the Bow Club Afterschool Program staff is vital in making this a pleasant experience for you child(ren). As parents/guardians we encourage you to visit the program and get to know our staff. Please feel free to offer your suggestions and ideas and any concerns should they arise.

To share your ideas and concerns, you may contact Bow Club Program Supervisor, Darren Tobey 308-920-0651.

We look forward to supporting and encouraging your child(ren) throughout the upcoming year.

Staff Contacts

Darren Tobey, Program Supervisor/Site Director
(308) 920-0651

Kay Einsphar, Asst. Site Director
(308) 202-0079

All Bow Club staff participate in continuing education hours. We always have at least one staff member on duty who is trained in CPR/First Aid.

Our staff will make every effort to make sure you are informed of the activities occurring in the Bow Club Afterschool Program. If necessary, we will also send home permission slips or event information with each student to deliver to their parents/guardian.

Bow Club Afterschool Program will be located at:

North Park Elementary School – 1135 North H Street – Broken Bow, NE 68822

Registration and Enrollment Packet

The Bow Club Afterschool Program is available to children who are five (5) years of age, and are currently attending Kindergarten, to eleven (11) years of age and are currently attending fifth grade, enrolled in the Broken Bow Public School System. Registration is completed on an annual basis. You may pick up a registration packet from the Bow Club Afterschool Program site or North Park School Office.

The enrollment packet includes the following information:

- Parent Handbook - Please take time to read this handbook. It contains information regarding practices, hours of operation, and other pertinent information to your child(ren)s participation in the Bow Club Afterschool Program. You may contact the program staff with any questions you have.
- DHHS Parent Information Brochure for Licensed Child Care – Please take a moment to read this brochure found on the last three (3) pages of the Parent Handbook. It contains information about our responsibilities to your child(ren) and you, the parent/guardian, as a Nebraska state licensed Child Care provider.
- Enrollment Forms – Contained within these forms is a place for each of your student's enrollment information. The information within these forms is vital and is used by the program staff to keep your child(ren) safe and for emergency purposes. Please make sure these forms are filled out completely and accurately.

Curriculum

The children will be actively involved in a variety of supervised activities that will grow the mind and paint the imagination. These activities are age appropriate and promote the cognitive, social, emotional, and physical development of each child enrolled. These activities include, but are not limited to:

- Homework club/tutoring where students complete their homework with certified teaching staff.
- Indoor/ Outdoor activities such as physical movement games, board games, and free play, etc.
- Opportunities for individual and group work activities.
- Opportunities for both structured socialization, such as working in a small group, and free structure socialization.
- Fostering language and social development by talking and interacting with children and staff.
- Modeling appropriate language and behavior as each of our staff is expected to consistently speak and interact with every enrolled child(ren).

Hours of Operation

Regular School Days – Monday through Thursday from 3:30pm until 5:30pm

Friday Dismissal Days – open from 2:15pm until 5:30pm (scheduled days when school lets out after lunch is served).

The Bow Club Afterschool is not open for early dismissals or canceled school days due to bad weather or travel conditions.

- Students are expected to be picked up no later than 5:30pm as our Nebraska State child care license ends at 5:30pm. If your child(ren) are still in attendance at Bow Club at 5:15pm, Bow Club staff will contact those listed on your enrollment form to ensure arrangements have been made to have child(ren) picked up by 5:30pm. If no contact can be made by 6:00pm the Broken Bow Police Department will be contacted so that we are not out of compliance with the state licensing requirements. If your child(ren) is picked up late more than 3 times the child(ren) will be suspended from the program for the remainder of the semester.

Families must schedule their child(ren) to attend the Bow Club Afterschool Program. Families are asked to only schedule their child(ren) on days they know they will attend. The Program Director or Site Coordinator will schedule as many students as possible depending on the number of staff available to take child(ren) each day.

Snacks

A nutritious snack will be provided during the Bow Club Afterschool Program. In accordance with Federal Law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Tuition and Enrollment Fee

The tuition fee is \$3.00 per hour per child. The \$3.00 per hour rate will be billed on half-hour increments. You will be billed on a monthly basis for your fees. Payment is required for students to attend the program. If payment is not received by the 10th of the following month, Child(ren) will not be allowed to return to Bow Club until payment is made. Once payment is made, the child(ren) can attend Bow Club on the day of payment.

If your family qualifies for free or reduced lunch, your tuition fees will be waived, and your child(ren) will attend the program for free. Federal funding through the 21st Century Community Learning Centers grant supplements the fees for free and reduced lunch families.

Practices and Procedures

For safety reasons, children must stay in supervised areas. NO child will be allowed in any other part of the school building other than where the Bow Club Afterschool Program is taking place unless arranged between program staff and school day teachers during Homework Club in our afterschool program. Children enrolled in the program will be expected to attend immediately after school dismissal during the school year.

All children must use appropriate language and appropriate school behavior while in attendance at the Bow Club Afterschool Program. This means respecting the Bow Club Afterschool staff, other children, school and Bow Club property and any other materials utilized or volunteers in attendance.

Children are responsible for picking up after themselves. This means they are responsible for putting away games, equipment and supplies before leaving one area or participating in another activity. This also includes when the child is leaving to go home.

The Bow Club Program and staff are not responsible for any personal item that may be lost or broken while in attendance.

If a child leaves the premises unauthorized, the parent(s)/guardian(s) or individual(s) authorized for emergency contact will be notified. If none of these individuals can be reached, the proper authorities will be notified, i.e. Broken Bow Police Department. Please note that the Bow Club Program Staff cannot legally hold a child in the program against their will. Our staff are not trained in holding techniques and therefore will not attempt to hold a child in the program against their will.

If you wish to withdraw your child(ren) from the Bow Club Afterschool Program, please contact Darren Tobey 308-920-0651. (see withdrawal practices).

Please notify the Bow Club Afterschool Program staff of any address, phone number, work site or family status changes. It is important for the safety of your child(ren) and communication between you and the Bow Club Afterschool Program staff that this information remains accurate. If there is any instance where program staff does not have a working phone number for at least one parent/guardian, the child(ren) may be suspended from the program until a working phone number can be established. This is for the safety of your child(ren) as well as our program staff.

Please make sure that your child(ren) are not ill prior to sending them to the Bow Club Afterschool Program. If your child arrives ill to the program, you will be asked to make other arrangements for their health and the health of other children and staff.

Parent(s)/guardian(s) or another authorized person will be notified if a child becomes ill or injured and needs to be picked up or taken to the emergency room. It is vital that we have accurate emergency and medical contact information. Bow Club Afterschool Program staff are trained in CPR/First Aid procedures and will attend to minor cuts and scrapes.

Disaster Plan

The following is the plan of action for the Bow Club Program and participants in the event of an emergency or disaster.

Displacement from the facility due to a fire: If Bow Club Afterschool Program was displaced from North Park Elementary School due to a fire the program would close until DHHS approval for reopening.

Displacement from the facility due to a tornado: If Bow Club Afterschool Program was displaced from North Park Elementary School due to a tornado the program would close until DHHS approval for reopening.

Displacement from the facility due to a flood: If Bow Club Afterschool Program was displaced from North Park Elementary School due to a flood the program would close until DHHS approval for reopening.

Displacement from the facility due to any other emergency or disaster: If Bow Club Afterschool Program was displaced from North Park Elementary School due to any other disaster or emergency the program would close until DHHS approval for reopening.

In the event of a disaster or emergency each staff member will have the contact information for each of their enrolled students with them. They will contact parents as soon as it is safe to do so to notify them of the location and safety of their child(ren). At this time parent(s)/guardian(s) will be notified of where and when they can pick up their children from the Bow Club Afterschool Program. Please note that this plan may change if the local emergency management coordinator or law enforcement decide for us to go elsewhere. Students will be escorted to the Lutheran Church on 9th street and then be transported to the Cobblestone Hotel on HWY 2 for parent reunification. If in care special needs children will have an evacuation plan designed for their needs and will be addressed on a case-by-case basis.

Dismissal Practices

Each child enrolled in the Bow Club Afterschool Program will be dismissed each day in accordance with the parent's/guardian's requests. In the event of bad weather, illness or injury the parent/guardian or another authorized individual will be responsible for picking up the child(ren). If your child(ren) are to walk/ride their bike or scooter home from the Bow Club Afterschool Program, staff should be notified of your request by written notice/letter. It should be noted that if a child walks or rides a bike or scooter home from Bow Club Afterschool Program the program staff are no longer responsible for their safety and whereabouts once they leave the premises of the program.

Any individuals wishing to pick up a child from the Bow Club Afterschool Programs (even when authorized by a parent/guardian) not known by staff will be required to show photo identification prior to the child(ren) being released to them. Written notification or a phone call to the staff is required for dismissal of a child(ren) to an individual not listed as an authorized person. With written notification, a sibling may sign a child(ren) in and out of the Bow Club Afterschool Program.

Children are required to be picked up from Bow Club Program no later than our posted closure times. A late fee of \$20.00 will be assessed to all families whose child(ren) remain at the program five minutes after its closure. This fee will be the responsibility of families and due within five days from which it is assessed. All families are subject to this fee. This fee is to reinforce the requirement of child(ren) to be picked up by our DHHS Licensing closure times.

Discipline Practices

The goal of discipline is to help children manage their own behaviors. To achieve this goal, the children will be in a stimulating environment with materials and activities suited to meet their appropriate age and developmental abilities. Students will be expected to demonstrate respect for one another, the Bow Club Afterschool Program staff and program materials always. The following behaviors are inappropriate and will result in consequences for the child:

- Aggressive, physical behavior/fighting, and/or excessive physical contact
- Defiance of authority
- Disruptive and out of control behavior
- Bullying, running away, and threats.
- Lack of consideration and rudeness towards other students and staff
- Inappropriate school behavior/language

Consequences in successive order:

1. The child(ren)s behavior and impact upon themselves and others will be discussed with them by one of the Bow Club Afterschool Program staff members. The program staff will talk with the child(ren) about positive behaviors to handle similar situations in the future. Students will be asked to share appropriate apologies should they be warranted.
2. Removal from activity/timeout the child(ren) will be redirected, and child(ren) will be asked to share appropriate apologies should they be warranted.
3. Verbal and written notification and explanation of situation and behavior to the parent/guardian. Parent/guardian will need to sign and will have a copy sent with them and one copy will be placed in child(ren) file.
4. Suspension from the Bow Club Afterschool Program (length of time to be determined at time of suspension).

Parents/guardians will immediately be notified if the child(ren)s behavior endangers their safety, the safety of others or the safety of the staff.

The Bow Club Afterschool Program takes pride in promoting positive behavior through recognition and positive reinforcement.

Parents/guardians are expected to treat children and staff members of the Bow Club Afterschool Program with respect. Failure to do so may result in a child(ren)s suspension from the programs (length of time to be determined at the time of the suspension).

Medication Practices

The Bow Club Afterschool Program staff does not administer any form of medication to your child(ren).

Medical/Illness Policy

For the protection of all children and staff and for the comfort of your own child, we ask that children be kept home if they seem ill. If the child shows any of the following symptoms, you will be notified to come pick up your child:

1. Fever over 100 degrees F
2. Significant cold symptoms, such as heavy, thick runny nose, severe cough, difficulty breathing and fatigue
3. Diarrhea, vomiting or an upset stomach
4. Undiagnosed rash or skin irritation
5. Eyes that are red or have a discharge

If your child should appear ill or become injured while at school, the school nurse will be contacted. Every effort will be made to contact you or the person who you have designated as an emergency contact person.

If your child has a temperature/fever (defined as 100 degrees or higher) please keep your student home for 24 hours after their temperature has returned to normal (without use of fever-reducing medicines such as ibuprofen or acetaminophen). If your child has an unexplainable rash or pink eye, they must stay home and cannot return to school without a doctor's note. Call and ask the nurse if you are not sure. Injuries sustained at home should be treated there. Please keep healthy students in school and ill students at home. Send your child to school healthy.

Additional Resources

These resources may be of additional interest to you.

- Child Abuse/Neglect Hotline 1-800-652-1999
- Child and Adult Care Food Program 1-800-731-2266 www.education.ne.gov/NS/cacfp/index.html
- Child Care Subsidy (ACCESS Nebraska) www.accessnebraska.ne.gov

- Nebraska Dept of Health and Human Services www.dhhs.ne.gov
- Nebraska Immunization [www.dhhs.ne.gov/public health/Pages/immunization_index.aspx](http://www.dhhs.ne.gov/public%20health/Pages/immunization_index.aspx)
 - State of Nebraska www.nebraska.gov
- Child Care Licensing [www.dhhs.ne.gov/public health/Pages/crl_childcare_childcareindex.aspx](http://www.dhhs.ne.gov/public%20health/Pages/crl_childcare_childcareindex.aspx)
 - National Children's Coalition 1-800-600-1289 www.teenzeen.org

Parent Information Brochure for Licensed Child Care is attached to the enrollment form.