



# PIONEER ADVENTURE CLUB HANDBOOK

POLICIES AND PROCEDURES AS  
APPROVED BY THE FORT  
CALHOUN COMMUNITY  
SCHOOLS FOUNDATION

**2026–2027**

**FORT** COMMUNITY SCHOOLS  
**CALHOUN** FOUNDATION EST. 1985



Dear Pioneer Adventure Club Families:

Welcome to Pioneer Adventure Club (PAC), the before and after school and summer child care program operated by the Fort Calhoun Community Schools Foundation. PAC is a self-supporting program offered at the District's elementary school building. PAC provides quality, reliable child care in your child's own elementary school at a competitive child care price. Our site meets Nebraska Department of Health and Human Services standards for Child Care Centers as well as meets inspection requirements from the Fire Marshal and Department of Health and Human Services. The program attends to the educational and nutritional needs of each child by providing morning and afternoon snacks as well as large muscle activities supplemented with fine motor skill activities, such as arts and crafts and table games. Children will also have opportunities to complete school assignments, read, have free choice time, and participate in outdoor play.

This Handbook is intended to outline what you may expect from the PAC Program and vice versa. If questions arise that are not covered in this Handbook, please feel free to speak to the Program Director using the contact information listed below.

We are dedicated to providing a fun, safe, and enriching childcare experience for your child and welcome all suggestions and ideas to better our program. Please do not hesitate to call with any questions, concerns, or ideas.

Welcome to PAC!

Thank you,

PAC Director and Staff  
Fort Calhoun Community Schools Foundation  
Before and After School Program

#### **PAC CONTACT INFORMATION**

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## Program Information

### Licensing

PAC is a child care program licensed by the State of Nebraska through the Nebraska Department of Health and Human Services. PAC will be routinely visited through the year by a Child Care Inspection Specialist appointed by the Nebraska Department of Health and Human Services to ensure all regulations are met and sustained on a daily basis in order to maintain our licensing compliance with the State of Nebraska. PAC maintains the school-age child to adult ratio of 15:1, as dictated by State regulations. Nothing is more important than a dedicated, experienced, and well-trained staff. Staff is selected on their experience, training, and personal commitment to the needs of children. All employees of the District must pass a background check and Adult and/or Child Abuse and Neglect central registry check before beginning work, this includes all staff members of the Before and After School Program. All staff members are required to have annual training, and the Director is required to be certified in CPR/First Aid.

### Children Served

The Fort Calhoun Community Schools Foundation PAC program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or mental abilities. Child care is eligible for “school age” children, ages five through thirteen years of age who are enrolled in the Fort Calhoun Community Schools Elementary. **“School Age” starts the first day of kindergarten and goes through 6th grade.** If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at PAC), please notify us **at the time of enrollment.** A special needs care plan may be developed with the involvement of the child’s parents/guardians, the PAC Program Director, and other appropriate personnel. The feasibility of the plan’s implementation will be determined by several factors, including but not limited to trained personnel resources, state guidelines, and program safety.

PAC cannot provide one-on-one supervision during operating hours. Care of all children must allow PAC to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in PAC must meet each of the following criteria:

- Must be currently enrolled in the Fort Calhoun Community Schools System,
- Must be “school age” and between the ages of 5-12 years old,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face),
- Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),

- Must have physical endurance to interact or participate in indoor and outdoor play, ·  
Must be able to adhere to the discipline policy and indoor and outdoor rules.

PAC reserves the right to restrict admission or continued enrollment on a case-by-case basis. It is mandatory that parents list on the information form at the time of registration if their child has any special needs or accommodations. Failure to comply with this request at the time of registration may result in removal from the PAC program. All information listed will remain confidential; but it is for the safety and well-being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

## Hours of Operation

PAC is available at 6:30 AM until school begins and from school dismissal until 6:00 PM. In the event of an early dismissal, PAC will be open from the designated time of dismissal until 6:00 PM at no extra charge. On non-school days, the program is available from 6:30 AM to 6:00 PM, Monday through Friday.

## Days of Operation

The program will operate during vacations, staff in-service days, parent-teacher conference days, teacher conventions, and early release days. On non-school days, hours of operation are 6:30 AM-6:00 PM; PAC will provide breakfast, a morning snack, a sack lunch and an afternoon snack.

| <b>PAC 2026 - 2027 Important Dates</b> |                                                                                                             |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------|
| August 13                              | First day of school - PAC open 11:15 AM - 6:00 PM                                                           |
| September 7                            | Labor Day - School & PAC closed                                                                             |
| September 11                           | Homecoming - Children will walk or be bussed from the high school to the elementary following the pep rally |
| September 28                           | No school - PAC open 6:30 AM - 6:00 PM                                                                      |
| October 21 - 22                        | Conferences, early school dismissal - PAC open 1:15 PM - 6:00 PM                                            |
| October 23                             | No school - PAC open 6:30 AM - 6:00 PM; Vala's Pumpkin Patch field trip                                     |
| November 6                             | No school - PAC open 6:30 AM - 6:00 PM; Field trip TBD                                                      |
| November 26 - 27                       | Thanksgiving Break - School & PAC closed                                                                    |
| December 21 - 23                       | No school - PAC open 6:30 AM - 6:00 PM                                                                      |

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| December 24 - 25        | Christmas Break - School & PAC closed                               |
| December 28 - 30        | No school - PAC open 6:30 AM - 6:00 PM                              |
| December 31 - January 1 | New Year's Break - School & PAC closed                              |
| January 4               | No school - PAC open 6:30 AM - 6:00 PM; Field trip TBD              |
| January 18              | No school - PAC open 6:30 AM - 6:00 PM                              |
| February 17 - 18        | Conferences, early school dismissal - PAC open 1:15 PM - 6:00 PM    |
| February 19             | No school - PAC open 6:30 AM - 6:00 PM; Field trip TBD              |
| March 11 - 12           | No school - PAC open 6:30 AM - 6:00 PM                              |
| March 26 - 29           | Easter Break - School & PAC closed                                  |
| April 23                | No school - PAC open 6:30 AM - 6:00 PM                              |
| May 20                  | Last day of school - PAC open 6:30 - 7:45 AM and 11:15 AM - 6:00 PM |

## Holidays

PAC will be closed for the following holidays:

Labor Day  
 Thanksgiving Day  
 Friday following Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Year's Eve  
 New Year's Day  
 Good Friday

If a holiday falls on a Saturday, PAC will be closed the Friday preceding the holiday. If it falls on a Sunday, PAC will be closed the Monday following the holiday.

## Snow Days

If school is canceled due to weather conditions, PAC will also be closed. An emergency message will be sent through ProCare with updates.

## School Closed During School Day

If school is closed due to weather conditions during the school day, PAC will also be closed.  
*Tuition will be prorated on the next monthly invoice.*

## Emergency Closings

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., PAC will close as well. If PAC closes early due to emergency conditions, the Director will notify you or your emergency contact by using the telephone numbers you have supplied in the registration packet. If PAC closes early due to emergency conditions, we ask for your full cooperation in arranging for your child(ren) to be picked up as quickly as possible. *Tuition will be prorated on the next monthly invoice.*

## Enrollment and Registration

In order to register for the PAC program, the following information must be completed and submitted to the office **prior to your child(ren)'s first day of program:**

*(Please remember that PAC does not share and cannot obtain any of these documents from School Officials; necessary copies will need to be submitted to **both parties**)*

- A completed registration form for each program (annually)
- A copy of your child's immunization records (annually)
- A signed and dated Family Handbook Policies Agreement (annually)

All registration forms may be obtained by going online to [www.pioneeradventureclub.com](http://www.pioneeradventureclub.com) under School Year Program/Required Documents.

## Tax Records

The Federal Tax ID number of Fort Calhoun Community Schools is 47-6005807. It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with a complimentary statement in January with the prior year's tuition and payment information. Statements can be accessed at any time through Procure.

## Enrollment Categories

Families have three (3) choices of enrollment categories from which to choose. Tuition charges depend upon their chosen enrollment category, along with the number of children that are enrolled. *Space is limited.*

***Your tuition is determined by the enrollment category for which you register your child(ren). Tuition charges are based on enrollment category, not attendance or the amount of dates between billing dates.***

### School Year Program Enrollment Categories

- Full Time – reserves a space each morning and afternoon



- AM Care – reserves a space each morning
- PM Care – reserves a space each afternoon

## 2026 - 2027 Tuition

To provide families with a simple and predictable payment schedule, Pioneer Adventure Club uses a **flat monthly payment plan** for the school year. An annual tuition amount for each enrollment category our program offers has been determined. The annual amount is then divided into ten (10) equal installments for the school year. Invoices will be processed and sent on the 25<sup>th</sup> of each month, September through April for the school year program. Payments will be due on the 1<sup>st</sup> of each month September through May. August's invoice will be sent on August 6<sup>th</sup> and due on August 13<sup>th</sup>, the first day of care.

By enrolling in PAC, families are reserving a space in the program for the entire school year, and monthly tuition reflects an installment of the annual tuition rather than payment for individual days of care. As a result, some months may have more program days than others, but your monthly payment remains the same.

Families enrolling more than one child will receive a 10% discount off the first child rate for each additional child registered.

Fort Calhoun Community Schools employees receive a 20% discount off the first child and additional rates.

| Enrollment Category                                               | Annual Amount | Deduction Amount |
|-------------------------------------------------------------------|---------------|------------------|
| Full Time Care (before & after school)<br><i>First child rate</i> | \$3,427.20    | \$342.72         |
| Before School Care (AM only)<br><i>First child rate</i>           | \$1,974.96    | \$197.50         |
| After School Care (PM only)<br><i>First child rate</i>            | \$2,924.80    | \$292.41         |

\*All plans include full care days when school is not in session\*

## Payment Schedule

Tuition is divided into ten (10) equal monthly payments that are **due on the 1<sup>st</sup> of each month**, beginning in August and continuing through May. Each monthly payment is made **in advance** and reserves your child's enrollment for the upcoming month of care. The August payment covers care beginning with the first day of the school year program, and the May payment covers care through the final day of the school year.



## Attendance and Closures

Monthly tuition reserves your child's enrollment and is not adjusted based on the number of days attended in a month. Tuition remains the same regardless of student absences, school holidays or scheduled breaks, inclement weather or emergency school closures, or the varying number of program days in each month.

## Late Payment Fee

If the entire tuition payment isn't made by the 1<sup>st</sup> of each month, a \$5.00 late payment fee will be added each day after the 1<sup>st</sup>. If you have multiple children enrolled in PAC this would be \$5.00 per day, per child enrolled. If the original tuition payment and any late payment fees aren't paid in full by the end of the month, your child(ren) will not be allowed to attend until payment is up to date.

Failure to submit payment for all tuition and associated fees accrued on a paying party's account will result in termination of the account and the balance being turned over to collections. Terminated accounts are subject to be reviewed for reinstatement by PAC the school year following termination and all determinations made regarding all accounts are at the discretion of PAC.

## Return Payment

If the bank returns any payment, a \$25.00 return fee will be assessed on your account. Please note that the amount of payment returned, the \$25.00 return fee, and any other current payments or fees will be processed on the **next scheduled monthly invoice**. Failure to resolve outstanding balances may result in termination from the PAC Program.

## Title XX Provider

The Fort Calhoun Community Schools Foundation is an approved Title XX provider. Authorization from the State of Nebraska must be provided with the registration paperwork prior to the first day of care. Title XX recipients are expected to attend as indicated in the registration category of their contract; if a Title XX recipient does not attend as expected, the family may be billed.

## Late Pick-Up Fees

All children are to be picked up by 6:00 PM. Parents will be charged for late pick-up at a rate of \$6.00 per 15 minutes per child, beginning at 6:01 PM. This fee will be assessed through the monthly billing process and added to the next scheduled monthly invoice.

## **Year End Tax Statements**

It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will be provided with one itemized statement by January 31 with the prior year's tuition and payment information. Tax statements can be found on Procure.

## **Termination/Change of Status Fee**

A fee of \$50.00 will be assessed when a family has been granted a withdrawal from their contract or a change of status in their contract amount. Weekly charges continue to accrue until such time that a "Withdrawal or Change of Status Request Form" is approved by the Program Director or authorized representative for the Fort Calhoun Community Schools Foundation. If you remove your child from the PAC program at any time, and choose to register them back into the program, a registration fee of \$20.00 for the first and \$10.00 for each additional child will be collected at that time.

## **Status Changes**

Any change in registration status for your child, such as changing from full-time to part time, must be provided in writing on a "Withdrawal or Change of Status Form" obtained from and returned to the Director at least two weeks (10 business days) in advance.

## **Withdrawal From PAC (by the family)**

Families who wish to discontinue child care services with PAC must give written notice of withdrawal on our "Withdrawal or Change of Status Form". These forms are available at the site, from the Program Director, or by going to [www.pioneeradventureclub.com](http://www.pioneeradventureclub.com) under School Year Program/Handbooks and Forms. Forms must be submitted to the Program Director at least two weeks (10 business days) prior to withdrawal. Parents are obligated to continue payment of any tuition or fees to meet the requirement regardless of the child's attendance as well as the Termination/Change of Status Fee of \$50.00. Any charges incurred during this time are non-refundable.

## **Withdrawal From PAC (by PAC)**

Reasonable steps will be taken to avoid termination; however, if we can no longer provide care we will give a two-week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons (please see "Disciplinary Policy"). You are responsible for payment for those two weeks even if your child does not attend. Exceptions will be reviewed by the Program Director. PAC may terminate services for any of the following reasons (but are not limited to):

- Failure to honor obligations listed in the PAC Handbook, or in any written policies provided.
- Any actions by parents or children that adversely affect the program.
- Failure to complete required forms.
- Lack of parental cooperation.
- Inability to meet the child's needs without additional staff.
- Failure to maintain a current account balance.

## **Your Child's Day**

### **Program Planning**

All activities are planned in advance so that staff members are aware of the week's activities in order to be fully prepared. A variety of age appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

### **Supplies & Materials**

PAC has a variety of developmentally appropriate supplies and materials for each child to be engaged in an activity. Supplies and materials are inspected weekly to ensure that they are in good condition. Supplies and materials not in good condition will be removed from the site immediately.

### **Items From Home**

Please discourage your child from bringing any toys or other items from home. We have ample equipment to meet the children's needs. If toys or other items are brought to PAC they will be confiscated by a staff member and given to a parent/guardian at pick up. PAC cannot assume responsibility for toys or other items brought from home.

### **Lost And Found**

Articles of clothing, such as sweaters, jackets and boots, should be marked with your child's name. If you lose something, please check with the Director or in the school's lost and found.

### **PAC Daily Schedule**

Please note that this is a tentative schedule and may be subject to changes throughout the entirety of the program.



### AM Schedule

| Time           | Activity                                                                | Location                                                        |
|----------------|-------------------------------------------------------------------------|-----------------------------------------------------------------|
| 6:30 AM        | PAC Opens                                                               | Fort Calhoun Elementary                                         |
| 6:30 - 7:45 AM | Homework, Quiet Reading, Independent Study, Kid's Choice                | Cafeteria                                                       |
| 7:45 AM        | Dismissal for Breakfast, Walk & Talk, and Reading in Library (optional) | Breakfast - Classroom<br>Walk & Talk - Gym<br>Reading - Library |

### PM Schedule (Mon - Thurs)

| Time           | Activity                | Location          |
|----------------|-------------------------|-------------------|
| 3:00 - 3:30 PM | Attendance & Snack      | Cafeteria         |
| 3:30 - 4:00 PM | Homework & Read to Self | Cafeteria         |
| 4:00 - 5:00 PM | Recess                  | Playground or Gym |
| 5:00 - 6:00 PM | Free Time               | Classroom         |

### PM Schedule (Fri)

| Time           | Activity           | Location          |
|----------------|--------------------|-------------------|
| 1:15 - 1:25 PM | Attendance & Snack | Cafeteria         |
| 1:25 - 2:30 PM | Recess             | Playground or Gym |
| 2:30 - 3:30 PM | STEAM Activity     | Cafeteria         |
| 3:30 - 4:00 PM | Snack              | Cafeteria         |
| 4:00 - 5:00 PM | Recess             | Playground or Gym |
| 5:00 - 6:00 PM | Free Time/Movie    | Classroom         |

## Attendance & Communication Policy

At PAC, the safety and well-being of every child is our top priority. In order to ensure each child is where they are supposed to be, when they are supposed to be there, it is essential that families maintain open and timely communication with PAC staff regarding attendance.

### Why This Matters

We rely on accurate attendance information to:

- Ensure your child's safety and supervision.
- Help staff avoid delays and confusion during transitions.
- Plan appropriately for meals, activities, and staffing.

### Parent Responsibility

- Parents/guardians are expected to notify PAC staff directly any time their child will be absent, even if the school has already been informed.
- Absence notifications should be submitted through the **ProCare App**, which serves as our official communication system.
- Communication must happen **prior to the expected arrival time** for morning, afternoon, and full-day care.

## Field Trip & All Day Care

- Attendance for field trips and all-day care must be confirmed two weeks in advance using the Google Form sent out by PAC staff. Families will receive reminders for each applicable date.
- If we **do not receive your response one week prior** to the scheduled field trip, **your child may not be allowed to participate** in the trip. In that case, a PAC staff member will remain on-site to supervise students not attending.

## Liability & Supervision

- PAC is **not responsible for your child until they are officially signed in** to our program.
- During school hours, the school is responsible for your child's whereabouts. After school, teachers will escort PAC students to our designated check-in area.
- If a child does not arrive as expected and we have not received a notice of absence, PAC staff will contact parents through ProCare at the time of check-in.

## Required Communication Systems

All families must be set up on:

- **ProCare App** – for absence alerts, direct messages, and check-in communication.
- **Google Forms** – for indicating attendance on all-day care and field trip days.

## Snacks

Snack/ breakfast will not be provided by PAC in the morning. If you want your child to eat school breakfast, we will dismiss them to do so at 7:45 AM; otherwise, you are responsible for bringing breakfast. Children will be allowed to eat in the classroom in the morning. All foods served meet USDA guidelines. *Children who wish to participate in the school's breakfast program may do so with parental/guardian consent. PAC will not pay for this service.*

Afternoon Snack will be served after the children wash their hands following attendance and homework/quiet reading. Weekly menus are posted so that staff, children, and parents are aware of the snack items being served. Snacks must represent two of the four food groups. Adequate and appropriate portions will be served based on the children's needs. Substitute snacks are provided for children who have special dietary needs (as documented by a doctor's note) on days when the scheduled snack is not appropriate. You may also send your child with a snack from home if they do not like the snack that is being served that day or if they would like an extra snack in addition to what is being served.

## Activities

PAC offers a variety of structured as well as unstructured experiences to the children including, but not limited to:

- Arts and Crafts
- Science Experiments
- Group Gym Games
- Homework Help
- Quiet Reading
- Outdoor Free Play
- Gym/Playground Free Play
- Free Art Time
- Free Board Game and Toy Time
- Field Trips
- Splash Pad
- Snack

## Outdoor Activities

Weather permitting, the children will play outdoors. All children who are well enough to be at PAC will be expected to participate in this activity. You can help your child enjoy this time outdoors by being sure that he or she is dressed for the existing weather conditions. If your child has chronic health problems that prohibit or limit outdoor play, please notify the Director.

## Supervision & Safety

### Providing Appropriate Care and Supervision

Our staff members are the most important element in the successful operation of the PAC Program. It is the staff that is responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibilities for providing adequate and appropriate supervision at all times children are 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.

### Absent Child Procedures

A major goal of PAC is to provide a safe environment for each child. Knowing which children should be present is very important. Attendance is taken as your child comes in after school. If a child is scheduled to attend PAC, the child does not arrive, and a parent/guardian has not notified PAC, the Director will initiate the Missing Child Procedures. If a child will be absent or will be late to PAC, messages may be left on the program phone via voice mail or you may email the Director at [pac@ftcpioneers.org](mailto:pac@ftcpioneers.org).

### Missing Child Procedures

At PAC, the safety and accountability of each child is of utmost importance. Our Missing Child Procedure is designed to ensure that every child is where they are expected to be at all times and to provide a swift and organized response if a child is unaccounted for. This procedure works in conjunction with our Attendance & Communication Policy to minimize risk and confusion.

Daily Check-in Procedure:

- Children must be officially signed in by a parent/guardian at the start of each morning PAC session.
- After school, classroom teachers will escort PAC students to the designated PAC check-in area.
- Attendance is verified by PAC staff using the ProCare App during check-in.



- If a child is not present and no absence has been reported, the Missing Child Procedure will be initiated.

Immediate Response If a Child Is Missing at Check-In:

- Verify Attendance Records
  - Confirm the child is scheduled to attend that day.
  - Check ProCare and Google Forms for any submitted absence or schedule change.
- Contact Parent/Guardian:
  - Attempt to reach the parent/guardian immediately via ProCare messaging.
  - Request clarification on the child's status and location.
- Coordinate with School Staff (if applicable):
  - If the child was supposed to be escorted from the classroom, check with the teacher or school office to confirm dismissal details.

If your child is going to be absent from PAC in the afternoon, please take the following steps to report their absence:

Call the program phone and leave a message stating that your child will be gone (please include the date and time that you are calling if leaving a voicemail and the date your child will be absent), or you may email the information to [pac@ftcpioneers.org](mailto:pac@ftcpioneers.org). **PAC will not notify the school if your child is absent from PAC.**

## Drop Off And Pick Up

A child will be allowed to leave PAC only when accompanied by a parent/guardian or by a person listed in writing by the parent/guardian as authorized to pick up the child. **Any parent or authorized person who picks up the child must come inside the building and sign the child out using the ProCare app on the Ipad at the sign-in/out stand.** PAC staff members cannot sign a child in or out of the program nor can a parent call in to authorize someone to pick their child up (all authorizations must have written consent). A photo I.D. will be required for any authorized person, other than a parent, to pick up a child. PAC will not be responsible for children left unsupervised before our official opening time. Failure to sign in the child in the morning or out in the afternoon may result in removal of the child from PAC. **Parents must come inside the building to sign in their child in the morning and sign out their child in the afternoon. PAC will not dismiss children to parents in their car.**

## Entrances To The Buildings

Proceed to the northwest side of the school building and use the double-doors located by the Pre-School playground to enter and exit the building (the gym entrance). Signing in and out takes place on the iPad outside of the classroom. If your child is registered for afternoon care, please instruct him/her to go directly to the cafeteria or classroom following dismissal.

## Release Of A Child: Custody / Divorce / Unauthorized Individuals

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting one of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day as stated in the court order/divorce decree. The school may have a copy of the court order/divorce decree on file, but because we are a separate program, we require a copy for our records. For the safety of your child, it is imperative that this information is supplied and discussed with the Director. The Fort Calhoun Community Schools Foundation will not assume responsibility for children released to unauthorized individuals if the PAC Program does not have the proper documentation on file.

If your child is to be picked up by someone other than who is listed on your emergency/authorized pickup list (as designated on your child's information form), you will be required to submit permission **in writing** before your child will be authorized to leave with the individual. You may not call in to give verbal permission for your child to leave with an individual.

Please call ahead if someone other than the child's parent/guardian will be picking them up to make the Director aware. As a reminder, all individuals must provide a photo I.D. to verify their identity before the child will be released.

## Health & Safety

### Illness Policy

If your child becomes ill while attending the program, you will be notified immediately. The child may not remain at the program if any of the following symptoms are present:

- Temperature of 100 degrees F or above
- Diarrhea or vomiting
- Unexplained skin rash or irritation
- Evidence of contagious disease

A sick child must be picked up from the program within one hour of being notified by a PAC staff member. Please let the Director know if your child has been diagnosed with a contagious illness. Notice will be posted to all families, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will never be released. Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Please refer to the following chart for additional information on when children are allowed to return to PAC following specific symptoms:

**Symptom Experienced:**

**Child May Return When:**

Temperature of 100 degrees F or higher

Fever free (under 100 degrees F) for 24 hours

Temperature of 100 degrees F or higher plus one of the following:

Fever free (under 100 degrees F) for 24 hours and a note from a physician or nurse practitioner stating the child is not communicable

- a. Severe cold with yellow/green nasal discharge
- b. Cough
- c. Sore throat
- d. Sneezing
- e. Swollen glands
- f. Skin rash

Red, watery, or draining eye(s)

All discharge has ceased

Drainage from the ears

All drainage has ceased, or a note is required from a physician or nurse practitioner stating the child is not communicable

Lice

After treatment, free of lice and nits

Skin lesions (i.e., impetigo, ring worm, scabies)

Skin sores are healed, or a note is required from a physician or nurse practitioner stating the child is not communicable

Vomiting

Free of upset stomach and vomiting for 24 hours

Diarrhea (two or more loose, watery stools per day)

Diarrhea free for 24 hours

Fainting or seizures, or general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck

Free of symptoms, or a a note is required from a physician or nurse practitioner stating the child is not communicable

Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed

Free of fever for 24 hours

Any combination of symptoms for consecutive days of attendance

Free of symptoms

## Head Lice

If head lice or nits are found on your child, you will be called to pick up the child and 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

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies, or any condition that may affect his/her ability to receive appropriate care at PAC), please notify us **at the time of enrollment**. A special needs care plan may be developed with the involvement of the child's parents/guardians, Program Director and other appropriate personnel. The feasibility of the plan's implementation will be determined by several factors, including but not limited to trained personnel resources, state guidelines, and program safety.

PAC cannot provide one-on-one supervision during operating hours. Care of all children must allow PAC to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in PAC must meet each of the following criteria:

- Must be currently enrolled in the Fort Calhoun Community School system,
- Must be between the ages of 5-12 years old,
- Must be toilet trained and non-diapered,
- Must be able to move to and from the toilet in the restroom without assistance,
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing of hand and face),
- Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon),
- Must have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use),
- Must have physical endurance to interact or participate in indoor and outdoor play,
- Must be able to adhere to the discipline policy, indoor rules and outdoor rules.

PAC reserves the right to restrict admission or continued enrollment on a case-by-case basis.

## Accidents And Medical Emergencies

The health and safety of children entrusted to our care is our top priority and we work to prevent accidents from happening. If a minor accident occurs during our care, an accident report outlining the care and procedures administered to your child will be completed and placed in your child's file. The accident report must be signed by the parent/guardian before the child will be allowed to return to PAC.

In the event of a medical emergency or accident requiring a doctor's treatment, we will attempt to contact the parent/guardian immediately at the telephone numbers you have

supplied. If we are unable to reach a parent/guardian, our procedure is to reach out to the emergency contacts listed on your registration form and the child's physician or ambulance as needed. A staff member would accompany any child being transported to a local hospital and remain with the child until the parent or guardian has arrived. A copy of the child's information form completed at registration and immunization records would be brought to the hospital with the staff member. Ambulance units are dispatched by the city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A signed emergency medical authorization is required from the parent/guardian to allow the PAC staff member to take necessary emergency medical measures. This permission is included on your information form.

## **General Guidelines Used for Administering First Aid:**

- Staff will not move the child until we determine the extent of the injury.
- Any mild cut or abrasion will be washed with warm water and a band-aid will be applied. Salves, ointments, or creams will not be applied or kept on site, unless an "as needed" prescription is provided by a licensed health care professional and the parent/guardian has supplied the medication.
- 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 notify the child's listed physician for medical advice.
- If a limb is visibly distorted, we will contact the parent/guardian immediately. The parent/guardian can then make the recommendation as to having 911 dispatched, or if the parent would prefer to transport themselves. If we are unable to get in contact with the parent/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.
- If a child becomes unconscious, 911 will be called immediately.
- In case of a head injury of any kind, staff will apply a cold compress to the injured area, and call the parent/guardian.

## **CPR/First Aid**

At least one staff member who is CPR/First Aid certified must be on duty at all times. Oftentimes, several employees are certified per site, as Fort Calhoun Community Schools Foundation provides training for all employees to become CPR/First Aid Certified.

## Medication Guidelines

**If possible, a parent/guardian should administer all students' medications at home.** If a circumstance requires a student to take medication while at PAC, the Director or Assistant Director may administer the medication in compliance with the regulations that follow:

- All medication to be administered by PAC must be accompanied by written parental/guardian permission and the physician's statement indicating the need and instructions for correctly administering the medication. The parent/guardian must complete the "Medication Permission and Questionnaire" including signing a competency statement which will be kept in the child's file.
- All medication must be presented in its original container and be properly labeled, including the child's name, physician's name and the directions for administering.
- Over the counter medication, or as needed medication, (i.e. aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without a written order from a physician.
- All emergency medication, such as asthma inhalers and Epi-Pens, must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions from a physician.
- If at all possible, consult with your physician about the timing of the medication. Some prescriptions can be written so there is not a need to administer medication during PAC.
- All medications administered at PAC must be stored and/or refrigerated in a locked container, available only to PAC staff.
- All medication not picked up will be disposed of at the end of the year or when the child is no longer enrolled in the PAC Program. PAC will not store nor administer any medication that has not been delivered to the Director by parent/guardian and accompanied by proper completed documentation. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply PAC with non-expired medication and accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site.

Please note that PAC does not have access to the school's medications. Any medication needing to be administered during PAC hours will need to be supplied.

*PAC follows the following medication guidelines are set forth by the Nebraska Health and Human Services Regulation and Licensure Division:*

**8-016.03 Delivery of Medication:** Any child care provider, center, or preschool staff person who gives or applies medication shall do so in accordance with the "5 Rights" as required in Nebraska Statute 71-6718 through 6742. These are:

1. The right drug;
2. The right recipient;

3. 3. In the right dose;
4. 4. By the right route;
5. 5. At the right time;

**8-016.04 Parental Responsibility:** Parents or any licensed health care professional shall determine if child care providers or center and preschool staff are competent to give or apply medication. Center and preschool directors have the responsibility to assess the ability of staff to give or apply medication safely.

**8-016.05 Confidentiality:** Any child care provider, center, or preschool staff who gives or applies medication shall not disclose information about a child's medication unless such information is needed to protect the health of other children or staff.

**8-016.06 Written Permission and Instructions:** All child care providers, center or preschool staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Child care providers, center or preschool staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

**8-016.06A Report to Parents:** Any error in giving or applying medication shall be reported to the parent.

**8-016.07 Unusual Circumstances:** There must be a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN); or
2. By route other than oral, topical, inhalant, or installation.

**8-016.09 Hand washing:** All child care providers, center and preschool staff shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

## Epi-Pens

If your child has an allergy that may require the use of an Epi-Pen, PAC will require their own Epi-Pen kept on site, which will be provided by the parent or guardian. All Epi-Pens must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions from a physician. If your child would require the use of the Epi-pen while in attendance, the following steps will be taken:

- The Epi-pen would be injected by a staff member.
- 911 would be called after the Epi-pen is injected.

- The parent or guardian would then be contacted and given further information.

## Latex Gloves

Latex gloves are worn by staff when administering first aid. Please inform the Director and indicate on your child's information form if your child has a latex allergy.

## Sunscreen

In order for PAC to administer sunscreen to a child during the school year, a sunscreen permission form must be completed (this is included on your information form completed at registration). A physician's note is not required in this case. You will be responsible for providing your child with sunscreen. Sunscreen must be labeled with the child's name. Please indicate whether you would like PAC to keep the sunscreen on-site for use as needed or whether you will take it home each day.

## Mandated Reporting

According to Nebraska 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 subject to abuse or neglect to include but not limited to:

- Endangerment of physical or mental health.
- Deprivation of necessary food, clothing, shelter, or care.
- Minor child six years of age or younger left unattended in a motor vehicle.
- Suspected sexual abuse and/or exposure to sexual situations/materials.

## Evacuation, Fire, And Tornado Drills

Evacuation, fire and tornado drills are conducted monthly to ensure proper procedures in case of emergencies.

## Nutrition And Food Safety

As a licensed child care center, all meals that we serve meet USDA guidelines. Weekly menus are posted to inform staff, children, and parents of upcoming meals being served.

## Behavior

### Discipline Of Children

Under the Nebraska Department of Social Services regulations, no child shall be pinched, punched, left alone, shaken, struck with an object, bitten or spanked by staff. Parents will be informed if the child's behavior becomes unmanageable.

#### Inappropriate Forms Of Discipline

The following are inappropriate forms of discipline that will not be used by staff at the PAC program:

- 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, doing push-ups, etc.
- Verbal abuse or loud voice tones directed in a derogatory manner
- Writing sentences

#### Discipline Policy

PAC is committed to providing a safe, respectful, and positive environment for all children and staff. Discipline will be handled in a manner that is age-appropriate and focused on teaching children appropriate behavior, encouraging positive choices, and maintaining a safe environment.

##### Positive Guidance and Initial Responses

When inappropriate behavior occurs, staff will use positive guidance strategies, which may include:

- Reminding the child of appropriate behavior and PAC expectations.
- Redirecting the child to a different activity or situation.
- Providing the child with an opportunity to calm down or take a break from the activity.
- Using the PAC clip chart or other appropriate consequences.
- Discussing the behavior with the child and helping them identify a more appropriate choice.

Staff will document and communicate concerns with the Director as appropriate. Parents/guardians may be contacted when behavior is persistent, concerning, or requires additional intervention.

## Parent Contact Consultation

A Parent Contact Consultation Form may be completed when a child's behavior requires communication with a parent/guardian or when behavior is recurring or more serious than can be addressed through routine positive guidance.

Examples include, but are not limited to:

- Failing to follow the Standards of Behavior (see page 29).
- Yelling, screaming, or using inappropriate language toward another child or staff member.
- Repeatedly refusing to follow staff directions.
- Repeated inappropriate or disruptive behavior.
- Any behavior that, in the judgment of the Director, requires additional parent/guardian involvement.

The Parent Contact Consultation Form will be discussed with the parent/guardian and placed in the child's file. After three (3) Parent Contact Consultation Forms have been completed, the Director will complete a Child Disciplinary Report. This will count as the child's first Child Disciplinary Report for purposes of the disciplinary progression outlined below.

## Child Disciplinary Reports

A Child Disciplinary Report may be completed when behavior is serious enough to require formal disciplinary action but does not warrant immediate suspension or termination from PAC.

The Director will review the incident and determine the appropriate response. A copy of the Child Disciplinary Report will be provided to the parent/guardian. **The parent/guardian must sign the report before the child may return to PAC.**

The following progression will apply to Child Disciplinary Reports:

- Three (3) Child Disciplinary Reports: Three (3) school-day suspension from PAC.
- Three (3) additional Child Disciplinary Reports following the suspension: Ten (10) school-day suspension from PAC.
- Any additional Child Disciplinary Report following the ten (10) school-day suspension: Immediate and permanent removal from the PAC program.

## Immediate Suspension or Termination

Certain behaviors may warrant immediate suspension or termination from PAC, regardless of the number of previous disciplinary reports.

Examples include, but are not limited to:



- Intentionally striking, physically harming, or attempting to injure another child or staff member.
- Intentionally damaging or destroying school or PAC property.
- Threatening another child or staff member.
- Behavior that presents an immediate safety risk to the child or others.
- Repeated behavior that would otherwise result in a Child Disciplinary Report.
- Any other behavior that, in the judgment of the Director and Elementary Principal, is sufficiently serious to require immediate action.

For serious incidents, the Director will investigate the circumstances and consult with the Foundation Executive Director. The Director and Foundation Executive Director may determine that immediate suspension or permanent removal from PAC is necessary.

If a child is suspended or removed from PAC, the parent/guardian will be notified of the decision and the reason for the action.

### **Parent/Guardian Appeals**

A parent/guardian who wishes to appeal a Child Disciplinary Report may submit their concerns in writing to the Program Director at:

#### **Pioneer Adventure Club (PAC)**

1020 Monroe Street  
P.O. Box 430  
Fort Calhoun, NE 68023

The appeal will be forwarded to the Foundation Executive Director of the Fort Calhoun Community Schools Foundation for review. **The determination of the Foundation Executive Director is final.**

### **Restorative Actions**

As part of the discipline process, a child may be asked to complete an age-appropriate restorative activity, such as writing a note or letter of apology to someone they have harmed or offended, or writing a reflection for their parent/guardian explaining what occurred.

PAC will communicate with parents/guardians regarding recurring or excessive inappropriate behavior and work with the family, when appropriate, to address concerns. If a child's behavior cannot be safely or effectively managed within the PAC environment, the child may be suspended or permanently removed from the program.

### **Care of School and PAC Property**

PAC operates in facilities owned by the Fort Calhoun Community Schools. Children are expected to treat all school and PAC property with care and respect. Damage, destruction, or misuse of school or PAC property will not be permitted and may result in disciplinary action, including suspension or removal from the program.

## Standards of Behavior

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in PAC. These standards of behavior are expected to be followed by all children at all times while at PAC. Please take a few minutes to go over these statements with your child.

- The rights, property, dignity of each person in and around the school and PAC are to be safeguarded at all times.
  - Abusive language, signs, or expressions are not allowed and will not be tolerated.
  - Theft of any kind is not allowed and will not be tolerated.
- Authority in the program is established for the health, safety, and well-being of all members of the program. No child will be allowed to undermine the authority.
  - Continued “back talk” from students, after being given a warning, when reasonable requests are made is not allowed and will not be tolerated.
- The school facilities are the property of all residents in the Fort Calhoun School District. Day to day abuse of any part of the facility is not permitted
  - Playground balls and gym equipment will be used in the gymnasium or on the playground ONLY. Use of these items outside of their designated areas will not be tolerated.
  - Children are not allowed in their regular classrooms before or after school unless they have specific permission from the PAC Director and the classroom teacher. A staff member will accompany students to their classroom.
- Each child needs a few minutes to “cool down” after an exciting day in school. Children must put their belongings in the designated areas before entering the classroom. There will be attendance and quiet reading/homework until 3:30 PM.
- To ensure a fun and safe environment for both, the children and PAC staff members, some behavior or actions will not be tolerated, including but not limited to:
  - Yelling and screaming at another child or a PAC staff member or adult is not allowed and will not be tolerated.
  - Messing around or inappropriate behavior while in the restroom is not allowed and will not be tolerated.
  - Refusal to follow directions, tasks, or the posted schedule will not be allowed and will not be tolerated.
- From time to time, PAC will schedule a field trip to enrich the learning experience of the children. All children must abide by the following rules including but not limited to:
  - Children must stay seated and facing the front of the bus at ALL times.
  - Hands must be kept inside the bus at ALL times.
  - Feet must be kept out of the aisle while on the bus.
  - Children must use indoor voices while on the bus.
  - Children must put up the windows at the end of the trip.
  - Children are discouraged from spending money; PAC will not be responsible for a child's money.

- If lunches are taken on the field trip, they should be packed in a completely disposable container labeled with the child's name.
- All children must know their group leader and remain in the proximity of the leader until instructed to move on to the next area. Children are not allowed to wander off by themselves.
- A staff member will accompany children to and from the restroom or drinking fountain.

If any child is disrespectful or refuses to abide by these rules, the parent/guardian will be contacted to remove the child from PAC activities for the remainder of the day.

## Acceptable Use Of Computers And Networks

Taken from the Fort Calhoun Community Schools Handbook:

### **10.03 (a) Internet Use:**

- a. Use of internet resources must be related to organizational objectives and be consistent with conducting official District business.
- b. Users must abide by copyright, contract or other local, state, or federal laws, District resolutions, administrative regulations and policies.
- c. Internet resources may not be used for prohibited purposes such as; commercial use, conducting private business, political campaigning or any illegal uses.
- d. Internet accounts shall be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users can be held accountable for use of their account by others.
- e. Intentional use of the Internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited, except where such use is job-related (i.e. law enforcement investigation).
- f. Intentional use of the Internet to access, transmit or download files that are knowingly dangerous to the integrity of the network is prohibited.
- g. The District reserves the right, at its discretion, to monitor Internet usage patterns to the extent necessary to ensure that the system is being used in compliance with this policy and any other local, state or federal laws. (e.g. site accessed, on-line length, times of day accessed).
- h. Employees should be aware that there is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users should be aware that the District has no control over and can therefore not be responsible for the content of information available on the internet.
- i. Personal use of the Internet should be governed by the same tests of reasonableness as personal phone calls and e-mail. These include: 1) there is no cost associated with

the use; 2) use is moderate in time; 3) use does not interfere with an employee's or co-workers' work.

#### **10.03 (b) E-mail use and Privacy Issues:**

- a. Electronic mail (e-mail) is a District resource and is provided as a business communication tool.
- b. The District reserves the right, at its discretion, to review any employee's electronic work product and messages and resources to ensure that the system is being used in compliance with this policy and any other local, state or federal laws.
- c. All users of email should be aware that confidentiality of electronic mail cannot be assured and that any communications which need to remain confidential should not be sent over District provided e-mail systems, unless it is encrypted. People tend to speak freely through e-mail because they falsely assume their messages are private and will be read only by the person receiving it. Even when an e-mail message is erased, it is still retained for a period of time. There are now firms in existence that specialize in finding incriminating or sensitive information in computer systems, including files deleted months or years prior, that still reside inside back-up tapes, diskettes or hard drives.

#### **10.03 (c) E-mail Etiquette – Users of e-mail should consider the following guidelines when sending emails:**

- a. Do not send offensive jokes, frivolous messages or anything which is or could be considered as discriminatory, harassing or threatening in nature.
- b. Do not write anything you do not want repeated. E-mail can be forwarded to hundreds of people within or outside the District.
- c. Protect your password and always log off when not using the system.
- d. Ask yourself: Would I want a member of the public or a jury to read this e-mail message?

Management and users of Internet and e-mail are jointly responsible for understanding the terms of this policy and monitoring the continued applicability of this resource to the user's duties and responsibilities. Violations of this policy should be reported to the Administration.

## **Non-School Days & Field Trips**

### **Non-School Days**

The PAC program will operate during vacations, staff development days, parent-teacher conference days, teacher conventions, etc. On non-school days, PAC operates from 6:30 AM-6:00 PM. On these days, PAC will serve lunch. All meals meet USDA guidelines.

A daily schedule will be posted the morning of the non-school day by the sign in/out sheet. You will be notified at the time of registration if a field trip is planned for that day and any other necessary requirements needed.

## Field Trips

During non-school days throughout the school year, field trips may be planned. All children in attendance will be required to attend scheduled field trips as all scheduled staff members will accompany the children on each trip (no staff members will stay behind at the school). You will be notified in advance if a field trip is scheduled and any other necessary requirements needed. Transportation will be provided by licensed drivers and vehicles/buses from Fort Calhoun Community Schools.

### Field Trip Procedures

Staff Procedures:

- Prior to a scheduled field trip, staff is informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.).
- Staff will wear a designated PAC t-shirt and name tag.
- Proper swimming attire: Staff must be in swim wear, as this is a requirement of all city pools. PAC will maintain a 1:5 adult to child ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- Staff will accompany the children to and from the restroom and drinking fountains.
- During the field trip, staff will count their group before moving to another designated area.
- Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location. The Director will then complete an initial attendance and an additional headcount prior to departure.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

Procedures Established for Children:

- A buddy system will be established for each child.
- Children must wear a designated PAC T-Shirt or a "Pioneer Orange" T-Shirt
- Prior to departing the site, the following will be reviewed with the children:
  - Bus rules.
  - Field trip rules and safety procedures.
  - Safety procedures for crossing the street.

Children are taught the following steps, indicated below, to take if, for any reason, they are separated from their group. We feel it is important to teach children the appropriate steps to

take should such an incident occur. Upon arrival at the field trip location, a “lost child” area is identified.

We teach children to:

- Remain in the area where they last saw their group or go to the “lost child” area.
- Ask for help in an open visible place from someone in charge.
- NEVER leave the area with an unidentified person.
- Tell a staff member immediately if their buddy is missing.

## **Bus Rules**

The following are bus rules that children are expected to follow at all times:

- Children must stay seated and facing the front of the bus at all times.
- Hands must be kept inside the bus.
- Feet must be kept out of the aisle while on the bus.
- Children must use indoor voices while on the bus.
- Children must put up the windows at the end of the trip.

## **Partnership With Families**

### **Parental Involvement**

Parental involvement is a very important part of our program. Parents and children working together with staff members are an important element in a quality childcare program. Parents and other interested parties who wish to visit are encouraged to visit the site. A solid relationship with PAC employees at your school, built on mutual trust and respect, is key in making your child care arrangement work well for everyone. Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your provider know if there is something going on in your child’s life that may be affecting behavior.
- Be aware of the program policies and honor them. Respect the drop-off and pick-up times, and call if you are going to be late for any reason.
- Get involved with the program. The more you participate, the more dedicated you will feel.

There are bound to be certain topics or situations that are difficult to talk about with PAC staff. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be so hard. Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.

- Avoid confronting PAC staff 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 even practice how you want to say it.
- 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 can see the other's views and are willing to compromise.

## Family Information

It is the responsibility of parents to notify the Director of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other pertinent information regarding the child or family situation. This information is confidential and will not be released to any other person, company, etc.

PAC will be using children's pictures and work done within the program for promotion of the program and in newsletters within the program. Parents/guardians may inform the Program Director in writing that any or all of the pictures or work should not be released without their prior consent.

## Open Door Policy and Visitors

PAC welcomes you to visit the site at any time and wants you to feel free to ask questions. Please consult with the Director should any problems arise concerning your child, whether at home, school or PAC. Visits are also conducted by the Foundation Executive Director and State Licensing Officials.

## Parent/Guardian Responsibilities

- Call your child's site or speak to the Director if your child will not be attending.
- Notify the site in advance if anyone other than the parent or guardian will be picking your child up.
- Notify the Director of any special needs your child may have. The information must also be listed on your child's information form completed at registration.
- Sign your child in/out daily.
- Honor PAC operating hours by not dropping your child off before 6:30 AM, and picking your child up by 6:00 PM.
- Update your child's records as changes occur (i.e. phone numbers, emergency contacts, etc.).
- Notify the Director in the event of questions or concerns with PAC staff or policies.



- Notify in writing on the appropriate form provided by the PAC program of changes to your child's enrollment status or intention to withdraw from the PAC.
- Remember that all parents/guardians must follow all of our Standards of Behavior as well (i.e. no profanity, yelling, screaming, etc.).