

# Central Plains Center for Services Super Kids Club Summer Program Parent Handbook

## Introduction

Welcome to the Super Kids Club Summer Program! We are glad you have chosen to enroll your child(ren) in this fantastic program. This booklet contains important information about our agency, Central Plains Center for Services and policies and procedures related to the program.

Central Plains Center for Services is a private, non-profit corporation. Our agency was incorporated in 1994 and has served Nebraska families in Custer County and across the state since our doors opened. Throughout our various programs it is apparent that our passion is educating families for a bright future! This passion is also represented in our mission statement; *“offering opportunities for positive change to individuals, families and communities.”* Nancy Ferguson, Executive Director believes in this mission and works to achieve this mission through every program administered.

Beginning May 20, 2013 our agency was fortunate to receive the 21<sup>st</sup> Century Community Learning Centers Grant which means more opportunities for educational enhancement for your child(ren) and your family. Throughout this handbook you will learn about the opportunities offered to you as a family and for your child(ren) throughout the summer.

Our goal for the Super Kids Club Summer Program is to provide a safe, educational environment for your child(ren) throughout the summer months. The Super Kids Club Summer Program Director, Michele Taylor, has been employed by Central Plains Center for Services since 2005 as an Education Specialist. Michele has a Bachelor’s Degree in Psychology and a Master’s Degree in Community Counseling, as well as, several years of program management experience.

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

You may contact the Super Kids Club Summer Program Director, Michele Taylor at (308) 627-3998 Monday through Thursday. You may also share your ideas and concerns with Mary Rundell, Site Coordinator for the Super Kids Club Summer Program on site or you

may contact Mary at (308) 870-5661. We look forward to supporting and encouraging your child(ren) throughout the summer months!

## **Staff & Location**

Nancy Ferguson, Central Plains Center for Services Executive Director  
(308) 872-6176

Michele Taylor, Super Kids Club Summer Program Director  
(308) 627-3998

Mary Rundell, Super Kids Club Summer Program Site Coordinator & Pre-K & K Youth Educator  
(308) 870-5661

Hannah Campbell, Super Kids Club Summer Program Pre-K & K Youth Educator

Kelly Huffman, Super Kids Club Summer Program Pre-K & K Youth Educator

Haley Winburg, Super Kids Club Summer Program Pre-K & K Youth Educator Aid

Riley McAbee, Super Kids Club Summer Program 1<sup>st</sup> & 2<sup>nd</sup> grade Youth Educator

Mikinsie Wright, Super Kids Club Summer Program 1<sup>st</sup> & 2<sup>nd</sup> grade Youth Educator

Holly Payne, Super Kids Club Summer Program 1<sup>st</sup> & 2<sup>nd</sup> grade Youth Educator

MaChelle Huffman, Super Kids Club Summer Program 1<sup>st</sup> & 2<sup>nd</sup> grade Youth Educator Aid

Hallie Johnson, Super Kids Club Summer Program 3<sup>rd</sup>-6<sup>th</sup> grade Youth Educator

Megan Crawford, Super Kids Club Summer Program 3<sup>rd</sup>-6<sup>th</sup> grade Youth Educator

Doug Hunsberger, Super Kids Club Summer Program 3<sup>rd</sup>-6<sup>th</sup> grade Youth Educator

Ashley Holcomb, Super Kids Club Summer Program 3<sup>rd</sup>-6<sup>th</sup> grade Youth Educator Aid

Tina Nielson, Super Kids Club Summer Program Transport Specialist, Summer Food Program Assistant, Substitute

Mary Jo Peterson, Super Kids Club Summer Program Substitute

Bobbe Dietz, Super Kids Club Summer Program Substitute

Joy Karges, Super Kids Club Summer Program Substitute

Hollie Rose, Super Kids Club Summer Program Substitute

Patty Knoell, Super Kids Club Summer Program Substitute

Alexis Neely, Super Kids Club Summer Program Substitute

Austin Hackel, Super Kids Club Summer Program Substitute

\*Our staff participate in continuing education hours. We also have at least one staff member on duty at all times that is CPR/First Aid certified. In addition our educators and special project leaders are trained in the school's curriculum and Kids of Character program.

\*At all times are staff are held to a professional standard. Should this professionalism be compromised by one of our staff appropriate measures will be taken. These procedures will include but may not be limited to, further staff development in a certain area, further trainings in a certain area, staff reviews of policies/procedures/job duties etc, leave of absence from the program or termination.

\*All of our staff members are up to date on their immunizations and obtain annual health screens. Our staff will not be in attendance at the program if they are ill (meaning fevers, diarrhea, vomiting, or any communicable or contagious illness). Should a staff member become ill while working they will be sent home immediately and will not return to work until they are no longer contagious.

\*Our staff will make every effort to make sure you are informed of the events of the Super Kids Club Summer Program. If necessary we will send home permission slips or event information with each student to deliver to their parent/guardian. Summer calendars have been created for your use.

The Super Kids Club Summer Program will be located at:

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

**\*\*\*Please note that the week of August 10<sup>th</sup> through August 14<sup>th</sup> the Summer Super Kids Club Program will re-locate to:**

**Broken Bow United Methodist Church  
1000 South 3<sup>rd</sup> Ave**

\*\*The Broken Bow Public School bus and professional bus driver employed by Central Plains Center for Services will transport students from North Park Elementary School or the Broken Bow United Methodist Church to any off site location such as field trips, the public library and public swimming pool.

# Registration and Enrollment Packet

The Super Kids Club Summer Program is available to children ages five (5) to thirteen (13) who live within the Broken Bow Public School District. We are able to accept pre-kindergarten students as long as they are five (5) years of age and enrolled to start Kindergarten in the upcoming fall semester.

Registration is completed on an annual basis. You may pick up a registration packet from the Super Kids Club Summer Program site (North Park Elementary School) or at Central Plains Center for Services office, located at 908 South E Street in Broken Bow. You may also contact Central Plains Center for Services office at (308) 872-6176 to have a packet mailed to you.

The enrollment packet includes the following information:

**\*Parent's Handbook-** Please take time to read this handbook. It contains information regarding practices and procedures, hours of operation and other pertinent information to your child(ren)'s participation and safety in the Super Kids Club Summer Program. You may contact the program staff with any questions you have.

**\*Enrollment Forms-** Contained within these forms is a place for each of your children's enrollment information. The information contained 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.

**\*Emergency Situation Disclaimer-**One of these forms must be completed per family. This form will be used by the Super Kids Club Summer Program staff in case of an emergency or sudden severe illness and will allow the staff to take appropriate action to ensure the safety of your child(ren) if the parents/guardians cannot be reached.

**\*Super Kids Club Program Respect Contract-** The purpose of this form is for **each student** to understand the importance of respecting themselves, other students, the school building and the Super Kids Club Summer Program staff.

**\*Parent Agreement Form-**This form contains information concerning payment expectations and the hours of your child(ren)'s attendance.

**\*Permission to Transport Form-**This form provides parent/guardian approval for the Super Kids Club Program to transport your child(ren) to and from program events/activities off of the site (away from the Broken Bow Public School Building).

**\*Permission to Swim Form**-This form provides the Super Kids Club Program staff permission to allow your child(ren) to participate in the Broken Bow Public Swimming Pool facilities/activities. Without this form being signed by a parent/guardian your child(ren) will be transported to the Broken Bow Public Swimming pool on swim days (Tuesdays and Thursdays) but will not be allowed to enter the water at any point.

**\*Red Alert Form**-The safety of your child(ren) is our number one priority. We realize that at times there may be individuals you absolutely do not want to pick up or have contact with your child(ren). This form puts all staff on RED ALERT and enables the staff to prevent this person(s) from having contact with your child(ren).  
\*\*\*Please note that if you list a biological parent on the red alert form we are required to have a copy of the legal court documentation stating this person is not to have contact with your child(ren) BEFORE we can stop that person from having access to your child(ren). In addition, it is helpful if you can provide a small photo of the person you wish not to have contact with your child(ren). This allows our staff to have a visual of this person should they arrive at the program.

For the safety of your child(ren) all persons (including parents) arriving to pick up child(ren) must show a picture identification before staff will release the child(ren) to their custody. A photo identification will be required until all Super Kids Club Summer Program staff can identify parents/guardians. If an individual arrives to pick up a child(ren) and they are not the parent/guardian and are not listed as a safe person for the child(ren) to go home with they WILL NOT be allowed to take the child with them. Please make sure to make prior arrangements with the Super Kids Club Summer Program staff if someone other than the usual parent/guardian will be picking up your child(ren) from the program. In addition, a code word may be used when you call to let the Super Kids Club Summer Program staff know that someone other than pre-arranged person(s) will be picking up your child(ren). If the person asking to leave with your child(ren) cannot give this code word, then it will be presumed that the individual is not pre-approved and staff will not release your child(ren) to this person(s). As the parent/guardian you will be contact in such an event.

**\*Medical Disbursement Form**-This form provides permission to the Super Kids Club Program staff to administer medications; both prescription and non-prescription to your child(ren). This form also provides program staff with specific information on the medication type and instructions on how and when to administer the medication. Please follow the directions closely with this form so that we can safely and effectively administer the appropriate medication to your child(ren).  
\*\*\*Please note that simply completing this form is not enough to allow our staff to administer medication of any kind to your child(ren). In addition to this form we need a signed doctor's note with the necessary information on the note.

**\*Alternative Milk or Food Allergy Forms:** Should your child(ren) have a food allergy or be lactose intolerant we will do our best to accommodate their needs.

However, prior to being able to make the appropriate accommodations we will need you to complete the alternative milk form and/or the food allergy form. These forms specify what the allergies are and what your child(ren)'s reactions are to these liquids or foods. \*\*\*Please note that we legally cannot make any accommodations without the completion of these forms.

You are welcome to send a snack or lunch with your child(ren) to avoid contact with any food allergies if this is your choice. \*\*\*Please note that during the summer the Super Kids Club Program will be participating in the Broken Bow Public School's summer lunch program and thus do not have any control over the summer lunch menu.

## Curriculum

The children will be actively involved in a variety of supervised activities that will grow the mind and paint the imagination. The activities will include, but are not limited to, physical development, leisure arts, cognitive expansion, science and creative expression. In an effort to maintain the level of education your child(ren) have obtained throughout the school year our site coordinator and all of our educators are trained in the school's curriculum and we will integrate this into the summer activities offered. A focus will be placed upon reading, writing, science and math.

We will also be taking several field trips to local sites of interest to enhance participant's educational experiences over the summer months. In addition, we will be offering five educational and energetic camps (Science, Cooking, Sports, Drama and Writing). These camps will be offered for one week periods and are listed on your summer calendar of events. Unless we are notified we will assume that if your child(ren) are in attendance at the Super Kids Club Program during these camps they will be participating in the camp. The camps are included in the \$1.50 per hour per child rate of the Super Kids Club Program.

## Hours of Operation

**\*Regular Hours**-Monday through Friday; 7:45 a.m. to 6:00 p.m.

**\*Holidays**-The Super Kids Club Summer Program will not be in operation on Memorial Day and the Fourth of July. You will not be charged for these days.

**\*Bad Weather**-In case of severe weather the children will follow the procedure that has been established during the school year for North Park Elementary School. Should we be on off site at a field trip, the Public Library or Public Swimming Pool when severe weather strikes we will follow their precautionary procedures.

## Snacks/ Meals

A nutritious snack will be provided for participating students in both the morning (9:00 a.m.) and afternoon (3:30 p.m.). Central Plains Center for Services does participate in the Nebraska Department of Education Child and Adult Nutrition Services Food 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.

We will also be participating in the Broken Bow Public School summer lunch program. This lunch will be served at North Park Elementary School from noon (12:00 p.m.) until 1:00 p.m. Monday through Friday.

## Tuition Fee

The tuition fee is \$1.50 per hour per child. Each will be billed in half hour increments. Billings will be mailed to each family on a monthly basis.

## 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 Super Kids Club Summer Program is taking place. If your child(ren) attend the Super Kids Club Summer Program on a regular basis and they have another appointment/commitment and will not be attending a certain day, it is your responsibility as the parent/guardian to notify the Super Kids Club Summer Program staff within **24 hours** of the change so that we may adjust our staff accordingly. We would also ask that you notify the Super Kids Club Summer Program staff if your child does not routinely attend the Super Kids Club Summer Program but will be attending on a certain day. Again we would appreciate at least **24 hours** notice. If you wish for your child(ren) to walk or ride their bikes home we will allow this with a signed note from you as the parent/guardian. Please note that once your child(ren) leave the premises of the Super Kids Club Program our staff and Central Plains Center for Services are no longer responsible for their safety and care.

\*All children must use appropriate language and appropriate school behavior while in attendance at the Super Kids Club Summer Program. This means respecting the Super Kids Club Summer Program staff, other students, school property and any other materials utilized or volunteers in attendance. Included also are any facilities we visit and their staff. (See discipline practices for further information).

\*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 the program.

\*The Super Kids Club Summer 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

\*If you wish to withdraw your child(ren) from the Super Kids Club Summer Program please contact the staff (308) 870-5661 or the Central Plains Center for Services Office at (308) 872-6176. (See withdraw practices). If you wish to voice a concern regarding the practices or policies of the Super Kids Club Summer Program to the Department of Health and Human Services you may do so by contacting Shonna Werth at 308-324-7633.

\*Please notify the Super Kids Club Summer 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 Super Kids Club Summer Program staff that this information remain accurate.

\*Please make sure that your child is not ill (ill refers to a temperature of any kind, diarrhea, vomiting, pink eye, chickenpox, measles, mumps or any other contagious illness) prior to sending them to the Super Kids Club Summer Program. If your child arrives ill to the program you will be asked to make other arrangements for their health and the health of the other students and staff. Super Kids Club Program staff are required to follow the directives given to us by the health authorities which include notifying parents/guardians if a child arrives at the program with a communicable disease or becomes ill with a communicable disease while in attendance at the program and posting a notice should an outbreak arise. In an event such as this we will take every measure to protect the privacy of the ill student and their family.

\*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 needs medical care beyond what the Super Kids Club staff are equipped to provide. It is vital that we have accurate emergency and medical contact information. Super Kids Club Summer Program staff are trained in CPR/First Aid procedures and will attend to minor cuts, scrapes and minor injuries such as scrapes, bumps, etc.

## **Dismissal Practices**

Each child enrolled in the Super Kids Club Summer 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 home/ride a bike etc. from the Super Kids Club Summer Program, staff should be notified of your request via a signed note. If your



child is walking home or has another mode of transportation it should be noted that once they leave the premises of the Super Kids Club Summer Program our staff are no longer responsible for their safety and welfare.

Any individual wishing to pick up a child from the Super Kids Club Summer Program (even when authorized by a parent/guardian) not known by staff will be required to show photo identification prior to the child being released to them. Written notification or a phone call to the staff is required for dismissal of a child to an individual not listed as an authorized person. With written notification a sibling may sign a child in and out of the Super Kids Club Summer Program. In some events a code word may be required when a parent/guardian requests that an individual pick up their child(ren) from the program to ensure the safety of your child(ren). Our staff reserve the right to refuse dismissal of your child(ren) to anyone attempting to pick them up if we do not feel they are a safe individual for your child(ren) to be with. In this even we will contact you as the parent/guardian as soon as possible.

## **Discipline Practices**

The goal of discipline is to help children learn to effectively 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 Super Kids Club Summer Program staff and program materials at all times, regardless of if we are at the program site or on visit to another site. 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
- \*Lack of consideration and rudeness towards other students and staff
- \*Inappropriate school behavior/language

Consequences in successive order:

- \*The student's behavior and impact upon themselves and others will be discussed with them by the Super Kids Club Summer Program site coordinator
- \*Removal from activity/time out/student will be redirected
- \*Written/verbal notification and explanation of situation and behavior to the parent/guardian

\*Parent conference with Super Kids Club Summer Program site coordinator and Program Director to develop a behavior plan/contract

\*Suspension from the Super Kids Club Summer Program (length of time to be determined at time of suspension)

Parents/guardians will immediately be notified if the child's behavior endangers their safety, the safety of other students or the safety of the staff. Parents/guardians may also be notified immediately if the child's behavior continues to remain out of control without the possibility of calming down.

The Super Kids Club Summer Program takes pride in promoting positive behavior through recognition and positive reinforcement.

## **Medication Practices**

The Super Kids Club Summer Program staff prefer not to administer any form of medication to your child(ren). If your child(ren) are prescribed a medication that they need periodically throughout the day please make arrangements with the Super Kids Club Summer Program Site Coordinator to disperse the medication to your child(ren) at the appropriate time throughout the day. Please note that with any medication we will also need written, signed permission from the parent/guardian to administer this medication to your child(ren). This includes general pain medication such as Tylenol etc. If you have a prescription medication that needs to be administered to your child(ren) throughout the day we also need a doctor's note in addition to your completed and signed medication disbursement form. The doctor's note should include the dosage to be given, the day(s) and times to administer the medication as well as if the medication should be administered with or without food.

## **Withdrawal Practices**

Super Kids Club Summer Program staff would request a written notice of withdrawal if your child(ren) will no longer be attending the program. We would also appreciate a few minutes of your time for you to express the reason for the withdrawal. We believe this will be beneficial for the program in the future as we can make necessary adjustments/improvements.

We believe that the Super Kids Club Summer Program staff are working as a team with the parents/guardians to make the Super Kids Club Summer Program be the best experience it can be for your child(ren). Open communication between yourself and the staff is a key ingredient in the success of the Super Kids Club Summer Program.

If at any time you have questions or concerns about the Super Kids Club Summer Program please contact the following individuals:

\*Nancy Ferguson, Central Plains Center for Services at (308) 872-6176

\*Michele Taylor, Program Director at (308) 627-3998

\*Mary Rundell, Site Co-Director at (308) 870-5661

\*Shonna Werth, Licensure specialist with DHHS at (308) 324-7633

Thank you for enrolling your child(ren) in the Super Kids Club Summer Program. We look forward to encouraging and educating your child(ren) throughout the summer months!