

# **Welcome to Blair Kids Academy!**

Blair Kids Academy is a nonprofit Before and After School Child Care Program operated by the Blair Community Schools Foundation. The purpose of Blair Kids Academy is to offer exceptional care and enrichment for school-aged children. We serve school-age children, ages 5 - 13, who are eligible to enroll in the Blair Community Schools.

At Blair Kids Academy we value each child's individuality. We offer a wide variety of activities, designed to promote the social, emotional, intellectual, and physical growth of children. Children are given the opportunity for both large and small group interactions, structured activities and free time, and intellectual and physical play.

The staff at Blair Kids Academy is dedicated to offering a quality program for your child. Parents are always welcome to visit the program and if you ever have questions, concerns, or ideas, please feel free to contact the Director at 402-427-2723.

This Family Handbook is designed to outline what you can expect from Blair Kids Academy. We thank you for choosing us and look forward to getting to know your child and your family.

Sincerely,

**Blair Kids Academy Administration**

## **About the Blair Community Schools Foundation**

The goal of the Blair Community Schools Foundation is to ensure that our community's students have the resources they need to succeed today and tomorrow. As a 501(c)(3) charitable organization, the Foundation raises money, collaborates with partners, and facilitates the distribution of funds to a variety of programs. These include college scholarships, STEM Education Grants, and special projects such as the renovation of the BHS Auditorium. By using Blair Kids Academy for your before and after school child care, you are supporting the Foundation in these endeavors.

## CONTACT INFORMATION

**Blair Kids Academy Director**  
**Dusk Junker**  
**2232 Washington St. P.O. Box 288**  
**Blair, Nebraska 68008**  
**Main office phone: 402-427-2723**  
**email: [director@blairkidsacademy.com](mailto:director@blairkidsacademy.com)**  
**website: [www.blairkidsacademy.com](http://www.blairkidsacademy.com)**

**For questions and/or complaints:**  
**Child Care Licensing Dept. of Health**  
**Dept. of Health & Human Services**  
**P.O. Box 94986**  
**Lincoln, Nebraska 68509-4986**  
**1-800-600-1289 (toll free)**

**Arbor Park Site: 402-427-3054**

**North Primary Site: 402-427-4128**

**Deerfield Primary Site: 402-427-3466**

**South Primary Site: tbd**

## BLAIR COMMUNITY SCHOOLS FOUNDATION BOARD MEMBERS

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Blair, NE 68008

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## **LICENSING**

Blair Kids Academy is a school-age-only child care program licensed by the State of Nebraska through the Department of Health and Human Services (DHHS). Blair Kids Academy follows all regulations set forth by the DHHS to ensure licensing compliance with the State of Nebraska. Blair Kids Academy is subject to routine and unannounced inspections by a Child Care Inspection Specialist as well as inspections by the Fire Department and Sanitation Department. Blair Kids Academy maintains the school-age child to staff ratio of 15:1, as dictated by state regulations.

## **STAFF**

Dedicated, experienced, and well-trained staff are our most valuable asset at Blair Kids Academy. Staff members are selected based on their experience, training, and personal commitment to the needs of children. All Blair Kids Academy staff receive background checks through The Child and Adult Protective Service Registry. Staff also receive annual training in relevant child care subjects and a staff member certified in CPR/First Aid is always present during program hours.

## **CHILDREN SERVED**

The Blair Kids Academy does not discriminate in our admission policies based on race, sex, religion, place of national origin, or mental abilities. To be eligible for child care at Blair Kids Academy, the children must be ages 5 - 13, enrolled in the Blair Community Schools and must attend the BKA site located at the school they attend. ***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 Blair Kids Academy), 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, Site Supervisor, Classroom Instructor, 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. Blair Kids Academy cannot provide one-on-one supervision during operating hours. Care of all children must allow Blair Kids Academy to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in Blair Kids Academy must meet the following criteria:

- be eligible to enroll in the Blair Community Schools System
- be able to move to and from the toilet in the restroom without assistance
- have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face)
- have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon)
- have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use)
- have physical endurance to interact or participate in indoor and outdoor play
- be able to adhere to the discipline policy and indoor and outdoor rules

Blair Kids Academy reserves the right to restrict admission or continued enrollment on a case-by-case basis. It is mandatory that parents list on the registration 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 Blair Kids Academy. All information listed will remain confidential. We request such information for the safety and wellbeing of your child, so that appropriate and adequate care can be given to best serve your child's needs.

## ***HOURS OF OPERATION***

### **SCHOOL DAYS**

Morning: 6:00 a.m. until school begins

Afternoon: School dismissal until 6:00 p.m.

**\*\*On early dismissal days, Blair Kids Academy is open from the early dismissal time until 6:00 p.m. at no additional charge for Fulltime and PM Students.**

**\*\*\*Friday Morning Late Starts are included for families enrolled in Fulltime and AM care. Others need to enroll for Friday Mornings to have care.**

### **CONSOLIDATION/FULL DAY/SUMMER PROGRAM HOURS**

Full Day Program: 6:00 a.m. - 6:00 p.m.

Blair Kids Academy offers full day consolidation days on all in-service and designated vacation days. Please see the section titled **CONSOLIDATION/FULL DAY PROGRAM**.

Blair Kids Academy offers a full day Summer program beginning May 30, 2017. For more information, please refer to the **2017 SUMMER PROGRAM** section.

### **SCHOOL CLOSINGS DURING THE SCHOOL DAY**

If the Blair Community Schools close during the school day due to weather conditions, Blair Kids Academy will also close. This is for the safety of the children, BCS Staff, and BKA Staff.

### **SNOW DAYS/LATE START DUE TO BAD WEATHER**

If the Blair Community Schools cancel for the entire school day due to weather conditions, Blair Kids Academy will also be closed. If school will have a late start due to bad weather, Blair Kids Academy will NOT be open for the AM session. On Consolidation Days if Blair Kids Academy will be closed, the Director will notify families through a text or email.

## **EMERGENCY CLOSINGS**

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., Blair Kids Academy will close as well. If Blair Kids Academy closes early due to emergency conditions, the Program Director or Site Supervisor will notify you or your emergency contact by using the telephone numbers you have supplied in the registration packet. If Blair Kids Academy 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. If we cannot re-enter the school building, staff will walk the students to the designated emergency location. If this occurs, parents will be notified by cell phone or landline to pick up students at the emergency location. The Director will notify the DHHS of this incident as soon as possible.

### ***Emergency Locations***

***Arbor Park Site and South Primary Site walk to North School Gym 1326 Park Street***

***Deerfield Primary Site and North Primary Site walk to Arbor Park Gym 1717 Adams Street***

## **CLOSED DATES FOR 2017-2018 SCHOOL YEAR**

There are 8 dates in the 2017-2018 School Year that Blair Kids Academy is closed and does not offer service. These dates are:

Monday, September 4 (Labor Day)                      Thursday, November 23 (Thanksgiving)

Friday, November 24 (Thanksgiving Break)      Friday, December 22 (Winter Break)

Monday, December 25 (Winter Break)              Tuesday, December 26 (Winter Break)

Monday, January 1 (Winter Break)                  Friday, March 30 (No School)



## **ENROLLMENT AND REGISTRATION PROCEDURES**

### **REQUIREMENTS;**

In order to register for the Blair Kids Academy, the following information must be completed and submitted to the Director prior to your child(ren)'s first day of program:

- a completed registration form (annually)
- a completed Tuition Express Form with bank information or voided check (upon initial enrollment and when updated)
- a copy of your child's immunization records (upon initial enrollment and when updated)
- a completed Payment Agreement (annually)

Registration packets can be obtained by calling the director at 402-427-2723, emailing the director at [director@blairkidsacademy.com](mailto:director@blairkidsacademy.com) or printing them from our website at [www.blairkidsacademy.com](http://www.blairkidsacademy.com) . Completed packets can be turned in or mailed to the Administration Building at the address below:

Blair Kids Academy  
2232 Washington St.  
P.O. Box 288  
Blair, Nebraska 6800832

### **REGISTRATION FEES**

A non-refundable registration fee will be charged at the time of registration and again annually at reregistration. This fee will be deducted through Tuition Express at the time of registration. The fee is \$25.00 for the first child and \$15.00 for each additional child. This fee covers enrollment in Blair Kids Academy for the 2017-2018 school year, beginning in August 2017 and ending in May 2018. If you remove your child from the program at any time, and choose to register for the program again, a registration fee of \$25.00 for the first and \$15.00 for each additional child will be collected at that time.

## **TUITION AND FEES**

Through Tuition Express, Blair Kids Academy automatically deducts tuition from a checking account. This is a secure and convenient way to pay your child's account. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption. After registering in Blair Kids Academy and receiving approval of your Tuition Express account, you will be assigned a unique Tuition Express ID number (please contact the Director at 402-427-2723 to obtain). With this number and the last four digits of your bank account, families can then register their account through Tuition Express. The Tuition Express system holds three months worth of account information, allowing families to print off receipts online. We recommend that families access their account once per month and print off a transaction receipt. The website is [www.tuitionexpress.com](http://www.tuitionexpress.com).

**\*\*\*Blair Kids Academy does not accept cash, checks, or money orders. All payments must be made through Tuition Express, NO EXCEPTIONS.**

## **PAYMENTS**

Tuition is withdrawn from your checking account every other Monday for the subsequent 2 weeks of care. A withdrawal schedule is provided in this packet for your convenience. Please review the current tuition rates and deduction dates.

## **TUITION EXPRESS REGISTRATION FORM**

All families registered in Blair Kids Academy are required to have their account set up on automatic tuition deductions through Tuition Express. At the time of registration, families will complete a Tuition Express Registration Form and provide a voided check. A completed Tuition Express Registration Form will need to be provided each year for record-keeping purposes. If you should need to make account changes, you must do so by submitting a completed Tuition Express Registration Form to either your Site Supervisor or the Program Director.

## **SETTING UP A TUITION EXPRESS ACCOUNT**

To register with Tuition Express, follow the steps below:

1. Go to [TuitionExpress.com](http://TuitionExpress.com) and click on Register Here at the top left of the screen.
2. Enter your Tuition Express ID number (call the Program Director of Blair Kids Academy at 402-427-2723 to obtain). Note: Tuition Express does not accept phone calls from parents.
3. Enter the last 4 digits of your bank account number or credit card used to process your Tuition Express payments.
4. Select a Username and Password. You'll use this information each time you log into [TuitionExpress.com](http://TuitionExpress.com). If you forget your username or password you can always re-register.
5. Follow the on-screen instructions to complete the process.

**\*\*\*After this process is complete, every time a withdrawal is made, you will receive an email with the latest charges.**

NOTE: If the bank returns any payment, a \$25.00 return fee will be assessed to your Tuition Express bank 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 Tuition Express withdrawal date. Failure to resolve outstanding balances within 2 weeks of late notification status will result in termination from the Blair Kids Academy Program.

### **TITLE XX PROVIDER**

Blair Kids Academy 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.

### **LATE PICKUP FEES**

All children are to be picked up by 6:00 PM. Parents will be charged for late pick-up at a rate of \$5.00 for the first minute and \$1.00 per additional minute per child, beginning at 6:01 PM. This fee will be assessed the next business day through Tuition Express. Blair Kids Academy reserves the right to terminate the contract with individuals who arrive late to pick up their child(ren) on more than three (3) occasions within the current program year.

### **SPLIT PAYMENTS FOR DIVORCE/SEPARATION SITUATION**

Blair Kids Academy has the capability to withdraw funds out of two separate accounts. In divorce situations, Blair Kids Academy is able to split the amounts by the necessary percentage as outlined in the divorce decree and/or as agreed upon by both paying parties. Failure of both paying parties to adhere to the conditions as stated in their divorce decree and/or signed acknowledgement of responsibility may result in termination of one or both paying parties, reallocation of financial responsibilities or termination of services. Paying party eligibility will be terminated if Blair Kids Academy receives three (3) returned payments on behalf of a given paying party during one school year. Should the financial institution account of one paying party no longer be valid or if their eligibility is terminated, 100% of the tuition will then become the responsibility of the other paying party. Notification will be requested from the eligible paying party to assume 100% of tuition to continue services. Families will have one-week from the date of request to comply. Failure to comply will result in termination of services. Once the eligible paying party acknowledges 100% payment responsibility to continue services, Blair Kids Academy will continue to withdraw 100% of the tuition out of their financial institution account until the non-eligible party provides valid financial institution information or is granted reinstatement as an eligible paying party. This also applies to all other two paying parties. 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 Blair Kids Academy the school year following termination and all determinations made regarding all accounts are at the discretion of Blair Kids Academy.

## **CHANGE OF STATUS FEE/TERMINATION PROTOCOL**

Any change in registration status for your child, such as changing from full-time to part-time AM, must be provided in writing on a 'Withdrawal or Change of Status Form' obtained from and returned to the Program Director at least two weeks (10 business days) in advance. Weekly charges continue to accrue until such time that a "Withdrawal or Change of Status Request Form" is approved by the Program Director. If you remove your child from the Blair Kids Academy program at any time, and choose to register them back into the program, a registration fee of \$25.00 for the first and \$15.00 for each additional child will be collected at that time.

## **TAX RECORDS AND YEAR END TAX STATEMENTS**

The Federal Tax ID number of the Blair Public Schools Foundation is **36-3567254**. It is the responsibility of the parent/guardian to maintain records of the total amount paid for the child during the calendar year. However, each family will be provided with a complimentary statement by January 31 with the prior year's tuition and payment information.

## **WITHDRAWAL FROM BLAIR KIDS ACADEMY (BY THE FAMILY)**

Families who wish to discontinue child care services with Blair Kids Academy must give written notice of withdrawal on our "Withdrawal or Change of Status Form". These forms are available at the site and from the Program Director. Forms must be submitted to your Site Supervisor or the Program Director at least two weeks (10 business days) prior to withdrawal. Parents are obligated to continue payment of any tuition or fees until the withdrawal form has been processed. Any charges incurred during this time are non-refundable.

## **WITHDRAWAL FROM THE BLAIR KIDS ACADEMY (BY THE FOUNDATION)**

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. Blair Kids Academy may terminate services for any of the following reasons (but are not limited to):

- failure to honor obligations and policies written in the Family Handbook and other materials provided
- any actions by parents or children that adversely affect the program
- failure to complete required forms or maintain a current account balance
- lack of parental cooperation
- inability to meet the child's needs without additional staff

## BLAIR KIDS ACADEMY FEE SCHEDULE FOR 2017-2018 SCHOOL YEAR

**WEEKLY PAY** –Reserves a spot for your child every school day. A set fee is withdrawn every 2 weeks regardless of attendance.

**AM** – 6AM until school begins including Friday Morning Late Start

**PM** – School dismissal until 6PM including Early Outs

**FULLTIME** - 6AM until school begins including Friday Morning (late start) & school dismissal until 6PM including Early Outs

<b>ENROLLMENT</b>	<b>RESERVED TIMES</b>	<b>2 WEEK DEDUCTION AMOUNT</b>	<b>WEEKLY COST</b>	<b>DAILY COST</b>
AM	Every AM	\$65	\$32.50	\$6.50
PM	Every PM	\$85	\$42.50	\$8.50
FULLTIME	Every AM & PM	\$130	\$65	\$13

**DAILY PAY** – Families provide a 2 week schedule in advance and pay for those agreed upon days regardless of attendance.

<b>ENROLLMENT</b>	<b>FEE PER DAY</b>
AM (MON.-THURS.)	\$7.00
AM (FRIDAY)	\$11.00
PM	\$9.00

**FRIDAY MORNING (late start)** – Reserves a spot for you child every Friday morning from 6AM until school begins. A set fee is withdrawn every 2 weeks regardless of attendance. May be used alone or added to PM or DROP IN.

<b>ENROLLMENT</b>	<b>2 WEEK DEDUCTION AMOUNT</b>	<b>WEEKLY COST</b>
FRIDAY MORNING	\$19.50	\$9.75

**DROP IN** – For last minute care, if space is available. Must be approved by the Program Director. Due to staffing concerns, there is NO Friday Morning Drop In.

<b>DROP IN CATEGORY</b>	<b>FEE PER DROP IN</b>
AM (MON.-THURS.)	\$8.50
PM	\$10.50

## **2017-2018 BLAIR KIDS ACADEMY SCHOOL YEAR FEE DEDUCTION SCHEDULE**

The first deduction of the 2017-2018 school year will take place on the first day of school, Monday, August 14, 2017. All following deductions will take place every other Monday with the exception of federal holidays, in which case tuition will be deducted the following business day. Deduction dates are listed below.

August 14, 2017	August 28, 2017
September 11, 2017	September 25, 2017
October 9, 2017	October 23, 2017
November 6, 2017	November 20, 2017
December 4, 2017	December 18, 2017
January 2, 2018	January 15, 2018
January 29, 2018	February 12, 2018
February 26, 2018	March 12, 2018
March 26, 2018	April 9, 2018
April 23, 2018	May 7, 2018
May 21, 2018	

## ***PROGRAMMING***

### **OUR PHILOSOPHY**

At Blair Kids Academy we value each child's individuality. We offer a wide variety of activities designed to promote the social, emotional, intellectual, and physical growth of children. Children are given the opportunity for both large and small group interactions, structured activities and free time, and intellectual and physical play.

**DAILY ACTIVITIES** - Activities include, but are not limited to:

- **BRAIN GAMES** – board games, puzzles and brain teasers
- **CHOICE TIME**- children choose free play activities from the game cart including Legos, building straws, K'nex, Lincoln Logs, craft supplies and more
- **CLUB ACTIVITIES**- children will have the opportunity to join and participate in different clubs throughout the year based on their interests
- **D.E.A.R.** - Drop Everything And Read
- **HOMEWORK HELP** - work on homework with staff supervision and assistance
- **PLAYGROUND/GYM FREE PLAY** - free play on the playground (weather permitting) or in the gym
- **QUIET PLAY** - time for reading, playing board games, puzzles, and other low key activities
- **S.T.E.A.M CENTERS** – thematic activities based on:
  - Science - hands on science experiments and activities
  - Technology - exploration of various technology
  - Engineering - building and problem solving activities
  - The Arts - creative activities including music, storytelling, and drama
  - Mathematics - stimulating math games and activities

### **SUPPLIES AND MATERIALS**

Blair Kids Academy offers a variety of developmentally appropriate supplies and materials to engage children in our programming. All supplies and materials are inspected weekly to ensure they are in good condition. Any items in poor condition are removed immediately.

### **ITEMS FROM HOME**

Please discourage your child from bringing toys or other items from home during the school year. Blair Kids Academy cannot assume responsibility for toys or other items brought from home. Items brought from home must remain in the child's basket during BKA hours. Specific items are requested during the Consolidation Days and Summer Program. Please refer to page 32 for more information.

### **TREATS/GIFTS**

Small treats/gifts may only be given if there is enough for everyone. For example, students or staff wishing to handout birthday treats must bring enough for all BKA students or none at all. Additionally, BKA students and staff may not sell, trade or advertise items at BKA.

### **LOST AND FOUND**

Please mark all items of clothing such as jackets and boots with your child's name. For lost items, please check with the school's lost and found.

## **BLAIR KIDS ACADEMY SCHEDULES** (All schedules subject to change.)

### **Before School Schedule**

6:00 a.m. - 7:00 a.m.:	Site Opens/Quiet Play
7:00 a.m. - 7:30 a.m.:	Snack/Choice Time
7:30 a.m. - 8:00 a.m.:	Gym Free Play
8:00 a.m. - 8:05 a.m.:	Clean up/Dismissal

### **After School Schedule**

3:20 p.m. - 3:30 p.m.:	Check In/Restrooms/Announcements
3:30 p.m. - 4:15 p.m.:	Playground/Gym Free Play
4:15 p.m. - 4:30 p.m.:	Snack
4:30 p.m. - 5:00 p.m.:	S.T.E.A.M./Homework Help
5:00 p.m. - 5:45 p.m.:	Homework Help/Choice Time
5:45 p.m. - 6:00 p.m.:	Clean up/D.E.A.R./Departure

### **Early Dismissal Schedule**

1:55 p.m. - 2:10 p.m.	Check In/Restrooms/Announcements
2:10 p.m. - 3:10 p.m.	Playground/Gym Play
3:10 p.m. - 3:30 p.m.	Snack
3:30 p.m. - 4:00 p.m.	S.T.E.A.M./Homework Help
4:00 p.m. - 5:00 p.m.	Homework Help/Choice Time
5:00 p.m. - 5:45 p.m.	Choice Time
5:45 p.m. - 6:00 p.m.	Clean up/D.E.A.R./Departure

### **Full Day Schedule (in-service days, designated vacation days, summer program)**

06:00 a.m. - 07:15 a.m.:	Site Opens/Quiet Play
07:15 a.m. - 07:30 a.m.:	Snack
07:30 a.m. - 08:00 a.m.:	Continue Quiet Play
08:00 a.m. - 08:30 a.m.:	Gym Play
08:30 a.m. - 09:00 a.m.:	Breakfast/D.E.A.R./Coloring
09:30 a.m. - 10:45 a.m.:	Choice Time
10:45 a.m. - 11:30 a.m.:	Playground/Gym Play
11:30 a.m. - 12:00 p.m.:	Lunch
12:00 a.m. - 12:30 p.m.:	D.E.A.R. Time/Read Aloud
12:30 p.m. - 01:00 p.m.:	Brain Games/Homework Help
01:00 p.m. - 02:00 p.m.:	Playground/Gym Play
02:00 p.m. - 03:00 p.m.:	Club Activities
03:00 p.m. - 03:30 p.m.:	Snack/Storytime
03:30 p.m. - 04:00 p.m.:	Physical Fitness/Gym Play
05:45 p.m. - 06:00 p.m.:	Clean up/D.E.A.R./Departure

\* **Reading will be available as an alternate activity at all times.**

\*\* **We will go outside for Playground/Gym Play when weather permits.**



## **ATTENDANCE**

### **ABSENCES**

The number one job of Blair Kids Academy is to provide a safe environment for your child. For this reason it is imperative that we be contacted when children will be absent. **If your child is going to be absent from Blair Kids Academy in the afternoon, please call or text your Site Phone by 3:00 p.m.** If a child is scheduled to attend Blair Kids Academy and does not arrive, staff will initiate the Missing Child Procedures.

**Arbor Park Site Phone: 402-427-3054**

**Deerfield Primary Site Phone: 402-427-3466**

**North Primary Site Phone: 402-427-4128**

**South Primary Site Phone: TBD**

**BKA Main Office at West Phone: 402-427-2723**

### **BEFORE SCHOOL ATTENDANCE**

During Before School Care, children will be checked in on the attendance sheet as they arrive. Parents are required to walk their child into the building and sign in their child each day. Group attendance will also be taken prior to dismissal to school.

### **AFTER SCHOOL ATTENDANCE**

During After School Care, children will be checked in as they arrive at the program. If a child who is scheduled to attend is not accounted for, then Blair Kids Academy staff will implement the Missing Child Procedures.

### **ACTIVITY PERMISSION**

If a child will be attending an after school activity on site or elsewhere, an Activity Permission Form must be filled out, signed, and submitted to the Site Supervisor or Program Director. If the child will be signed out by an activity leader, that person must be listed as an authorized contact for that child or they will not be allowed to pick them up. Blair Kids Academy is not responsible for supervision of children attending activities outside of our program.

### **MISSING CHILD PROCEDURES**

If a child is scheduled to attend Blair Kids Academy after school and does not arrive, the following procedures will be followed:

1. Check with the school secretary to see if the child left school or has gone home ill.
2. Ask the school secretary to check with the classroom teacher and alert school staff.
3. Call parent numbers listed on the enrollment form.
4. Call Emergency Contact numbers listed on the enrollment form.
5. If unable to reach parent or emergency contact, call the police department for assistance.

*\*\*\* If step 3 is reached on more than three occasions because the parent/guardian did not notify Blair Kids Academy of a child absence, the child may be permanently removed from Blair Kids Academy.*

## **DROP OFF AND PICK UP**

At morning drop off Parents/Guardians/Authorized Persons must accompany their children into Blair Kids Academy and sign them in on the attendance sheet. Likewise, in the afternoon, Parents/Guardians/Authorized Persons must sign out their children for pick up. These rules are mandated by the Department of Health and Human Services and must be followed.

## **AUTHORIZED PERSONS**

In order to be considered an Authorized Person for child pick up, Blair Kids Academy requires **written consent** from a parent/guardian (phone calls for consent are not accepted). A photo I.D. will also be required for any authorized person, other than a parent/guardian, to sign out and pick up a child. Parents may add an authorized person by filling out an 'Additional Authorized Person' form, or by the following process:

1. Parents place an email, text or phone call to the program requesting an additional authorized person.
2. Staff call, text, or email the parent to verify the request (2 forms of contact total).
3. I.D. is presented to staff upon pick up.

## **ENTRANCE/EXIT TO THE BUILDINGS**

**Arbor Park Site** - East Gym Entrance

**Deerfield Site** - Northwest Gym Entrance

**North Site** - East side door

**South Site** - tbd

*\*All entrances have a Blair Kids Academy Sticker on them for easy identification.*

*\*\*If your child is registered for after school care, please instruct him/her to go directly to their school's commons/cafeteria area to check in.*

## **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 a 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. Blair Kids Academy must have a copy of the order/decreed for our records. The Blair Community Schools Foundation will not assume responsibility for children released to unauthorized individuals if we do not have proper documentation on file.

## **HEALTH AND SAFETY**

### **ILLNESS POLICY**

If your child becomes ill while attending the program, you will be notified immediately. Children may not remain at Blair Kids Academy 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 a contagious disease

An ill child must be picked up from the program within one hour of being notified.

### **CONTAGIOUS DISEASE POLICY**

Please let the Program Director know if your child has been diagnosed with a contagious disease. Notice will be posted to all families within the site, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, names will not be released.

### **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 Blair Kids Academy), 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, Site Supervisor, classroom instructor, 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. Blair Kids Academy cannot provide one-on-one supervision during operating hours. Care of all children must allow Blair Kids Academy to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children). All children enrolled in Blair Kids Academy must meet the following criteria:

- be eligible to enroll in the Blair Community Schools System
- be able to move to and from the toilet in the restroom without assistance
- have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face)
- have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon)
- have age-appropriate dress skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use)
- have physical endurance to interact or participate in indoor and outdoor play
- be able to adhere to the discipline policy and indoor and outdoor rules

**\*\*\*Blair Kids Academy reserves the right to restrict admission or continued enrollment on a case-by-case basis.**

## ILLNESS EXCLUSION POLICY

It is Blair Kids Academy policy to offer conditions that encourage good health practices and cleanliness among staff and children. Common colds and allergies do not prohibit attendance, unless severe. Please refer to the health exclusion chart below for more information:

<b><i>EXCLUDED DUE TO ILLNESS</i></b>	<b><i>ABLE TO ATTEND PROGRAM</i></b>
1. Temperature of 100 degrees F or higher	1. Fever free for 24 hours
2. Temperature of 100 degrees F or higher plus one of the following: a. severe cold with yellow/green nasal discharge, b. cough, c. sore throat, d. sneezing, e. swollen glands, or f. skin rash	2. Fever free for 24 hours and a note from a physician or nurse practitioner stating that the child is not communicable
3. Red, watery or draining eye(s)	3. All discharge has ceased
4. Drainage from the ears	4. All drainage from the ear has ceased or a note from a physician or nurse practitioner stating that the child is not communicable.
5. Nits or lice present	5. Free of lice and nits
6. Skin lesions such as impetigo, ringworm, and scabies.	6. Skin sores are healed or a note from a physician or nurse practitioner stating that the child is not communicable
7. Vomiting	7. Free of upset stomach and free of vomiting for 24 hours
8. Diarrhea (2 or more loose, watery stools per day)	8. Diarrhea free for 24 hours
9. Fainting or seizures or general signs of dizziness, weakness, drowsiness, flushed face, headache, or stiff neck.	9. Free of symptoms or a note from a physician or nurse practitioner stating that the child is not communicable
10. Fever with any specific signs and/or symptoms of a communicable disease to which the child has been exposed	10. Free of fever for 24 hours
11. Any combinations of symptoms for consecutive days of attendance	11. Free of symptoms

## **ACCIDENTS AND MEDICAL EMERGENCIES**

The health and safety of children entrusted to our care is our top priority and we work to prevent accidents. 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 Blair Kids Academy.

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, we will then try to contact the emergency contacts listed on your registration form, the child's physician, and call for an ambulance if needed. A staff member would accompany your child if they are transported to a hospital, and remain with the child until the parent/guardian arrive. A signed emergency medical authorization is required from the parent/guardian to allow the Blair Kids Academy staff to take necessary emergency medical measures. This permission is included on your registration form.

## **GENERAL GUIDELINES FOR ADMINISTERING FIRST AID**

1. Staff will not move the child until we determine the extent of the injury.
2. 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 healthcare professional and the parent/guardian has supplied it.
3. In case of deeper cuts possibly requiring sutures, staff will call the parent/guardian immediately. If we are unable to reach the parent/guardian, we will contact another authorized person on the child's registration form, or notify the child's listed physician for medical advice.
4. 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. 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.
5. If a child becomes unconscious, 911 will be called immediately.
6. 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. The BKA First Aid Kit and cell phone go with the Site Supervisor as the children move location throughout the site.

## **MEDICATION GUIDELINES**

***If possible, a parent/guardian should administer all student medications at home.***

If a circumstance requires a student to take medication while at Blair Kids Academy, the Program Director or Site Supervisor may administer the medication in compliance with the following regulations:

1. All medication to be administered by Blair Kids Academy 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.
2. All medication must be presented in the prescription container, properly labeled, including the child's name, physician's name, and the directions for administering.
3. Over the counter medication, or as needed medication, (i.e. aspirin, cold tablets, cough drops, throat lozenges, etc.) cannot be administered without a verbal or written order from a physician.
4. All emergency medication, such as asthma inhalers and Epipens, must be accompanied with an Emergency Action Plan and a note including explicit dosage and administration instructions from a physician.
5. If at all possible, consult with your physician about the timing of the medication. Some prescriptions can be written so there is no need to have it administered during Blair Kids Academy hours.
6. All medications administered by Blair Kids Academy must be stored and/or refrigerated in a locked container, available only to Blair Kids Academy Staff.
7. All medication not picked up will be disposed of at the end of the year or when the child is no longer enrolled in Blair Kids Academy.

Blair Kids Academy will not store nor administer any medication that has not been delivered to the Program Director or Site Supervisor by a parent/guardian with accompanying proper completed documentation. Expired medication will not be kept on site as it is in violation of our licensing agreement with the State of Nebraska. Medication will be checked on a monthly basis and all expired medication will be returned directly to a parent/guardian. It is the responsibility of the parents/guardians to supply Blair Kids Academy with non-expired medication with accompanying completed documentation for the administration of any prescription or nonprescription medication on site.

**\*\*\*Please note that Blair Kids Academy does not have access to the schools medications. Any medication that needs to be administered during Blair Kids Academy will need to be supplied by the parent/guardian.**

## **STATE MEDICATION GUIDELINES**

**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 Statutes 71-6718 through 6742.

The 5 Rights are:

1. The right drug;
2. The right recipient;
3. In the right dose;
4. By the right route;
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.

**8-016.06 Written Permission and Instructions:** All child care providers, center or preschool staff shall give or apply medication, both prescription and nonprescription, 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 the giving or applying medication shall be reported to the parent.

**8-016.07 Unusual Circumstances:** There must be a written statement from the licensed healthcare 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 instillation.

**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.

## **EPIPENS**

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

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent/guardian would then be contacted and given further information.

## **LATEX GLOVES**

Vinyl gloves are worn by staff when administering first aid. Please inform the Program Director or Site Supervisor and indicate on your child's registration form if your child has a vinyl allergy.

## **SUNSCREEN**

In order for Blair Kids Academy to administer sunscreen to a child, parents must supply sunscreen for their child and a sunscreen permission form must be completed (included on the registration form). Staff will assist the child in applying sunscreen to exposed skin.

## **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:

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

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are conducted on a regular basis to ensure proper procedures in case of emergencies. Documentation will be kept of all fire and tornado drills conducted.

## **NATURAL DISASTER/EVACUATION TO EMERGENCY LOCATION**

In the event that a natural disaster or other incident occurs that requires evacuation of the site during program hours, these procedures will be followed:

1. Staff will walk children to the designated emergency location.
2. Parents/Guardians will be called and notified to pick up their children at the emergency location.
3. Program Director will report incident to child care licensing as soon as possible and complete incident report.

## **EMERGENCY LOCATIONS**

Arbor and South Sites walk to North School Site at 1326 Park Street.

Deerfield and North Sites walk to Arbor Park Site at 1717 Adams Street.



## **NUTRITION AND FOOD SAFETY**

The following guidelines are followed regarding meals and snacks:

- \* all snacks and meals served meet USDA guidelines
- \* monthly menus are posted
- \* substitute snacks offered to children with documented food allergies
- \* staff members receive state certified food safety training before serving
- \* sack lunches will be supplemented by BKA to meet USDA guidelines

## **SNACK AND MEAL SCHEDULE**

AM – 1 snack

PM – 1 snack

Full day – morning snack, breakfast, & afternoon snack provided, sack lunch from home

## ***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 Blair Kids Academy:

- 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**

If an inappropriate behavior occurs, Blair Kids Academy Staff will use the following steps (in order):

1. **Encourage** appropriate/good behavior and redirect his/her activity.
2. If the behavior continues, **remove** the child from the situation and place in a time out (in sight, but away from other children, not to exceed more than 1 minute per year of age).
3. Upon completion of time out, **remind** child of appropriate behavior and allow child to join an activity.

For more serious offenses, place the child in a time out immediately and determine whether a discipline report needs to be filled out.

## DISCIPLINE REPORTS

When, in the judgement of the Site Supervisor, the inappropriate behavior is serious enough to warrant further action, but not serious enough to warrant immediate suspension from Blair Kids Academy, a Child Disciplinary Report will be completed. A copy of the Child Disciplinary Report will be given to the parent/guardian and must be signed by the parent/guardian before the child may return to Blair Kids Academy. If three Child Disciplinary Reports are filed, the child will be suspended from the program for 3 school days. Following the suspension, two additional Child Discipline Reports will result in suspension from Blair Kids Academy for ten school days. Following the 10 day suspension, any behavior serious enough to warrant a Child Disciplinary Report will result in immediate and permanent removal from Blair Kids Academy.

***In certain instances, the Program Director or Site Supervisor may determine that it is necessary to immediately suspend or terminate a child from Blair Kids Academy.*** This decision would be determined after the Site Director and Program Director investigate the facts. Any parent/guardian wishing to appeal a Child Disciplinary Report may address their concerns by writing the Director at P.O. Box 288 Blair, NE 68008. It will be forwarded to the Blair Community Schools Foundation for further review. All determinations made by the Foundation Board are final.

If a child with previous discipline reports goes 30 calendar days without additional discipline reports, the Site Director and Program Director **may** grant that child a 'reset' for good behavior. This essentially erases their previous discipline reports so they can start at 0 again.

## STANDARDS OF BEHAVIOR

Below is an outline of expected standards of behavior to help guide families enrolled in Blair Kids Academy. Please take a few minutes to review these with your child.

1. The rights, property and dignity of each person in and around the school are to be safeguarded at all times.
  - use appropriate language, signs, and expressions - abusive language, signs, and expressions will not be allowed
  - respect others property including property of the Blair Community Schools and Blair Kids Academy, theft of any kind will not be tolerated
2. Authority in the program is established for the health, safety, and wellbeing of all members of the program.
  - be respectful of the staff; refrain from 'backtalk'
  - address staff as 'Mr.', 'Mrs.', or 'Ms.' unless otherwise directed
3. The school facilities are the property of all residents in the Blair Community Schools District. All property, including both school and Blair Kids Academy property, should be treated with respect and care.
  - Blair Kids Academy members are only allowed in designated spaces during program time, the remainder of the school is off limits.
  - all materials should be treated in a respectful fashion so as to increase their longevity

## **COMPUTERS AND NETWORKS**

### **AGREEMENTS**

We are pleased to offer students of Blair Kids Academy access to the district computer network. To gain access to the internet, all students attending the Blair Kids Academy must sign a "Student Agreement", and their parents/guardians must sign a "Parents/Guardians Agreement", and return it to Blair Kids Academy staff. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards with internet users throughout the world. Students and parents/guardians should be warned that some material accessible by the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials at will. We believe the benefits to students from access to the internet, in the form of information resources and opportunities, exceed any disadvantages. But ultimately, parents/guardians of minors are responsible for setting and conveying the standards their students should follow when using media and information resources. To that end, Blair Kids Academy supports and respects each family's right to decide whether or not to apply for access.

### **E-MAIL AND INTERNET RULES**

E-mail and Internet networks are provided to students to conduct research. Access to network services is given to students who have agreed to act in a responsible manner.

Parental/guardian permission is required for student use. Access to the Internet and e-mail is a privilege, not a right.

1. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
2. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
3. Users should not expect, and the district does not warrant, that files stored on district servers will always be private.
4. The district will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

## **POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs, or disks.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not use Blair Community Schools or Blair Kids Academy computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by the Blair Community Schools or Blair Kids Academy, teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
8. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
9. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services. Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of the Blair Community Schools and Blair Kids Academy concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal, or cancellation of the contract of an administrator, teacher or other school employee. Violations of the policies and procedures of the Blair Community Schools and Blair Kids Academy concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff and/or students who are in violation of said rules. Disciplinary action may include loss of access, in addition to other disciplinary or legal action.

## ***PARTNERSHIP WITH FAMILIES***

### **PARENTAL INVOLVEMENT**

At Blair Kids Academy, parental involvement is a very important part of our program. We want to build a solid relationship, based on mutual trust and respect, with each Blair Kids Academy family. As we begin to build these relationships, keep these tips in mind:

- Keep the line of communication open at all times. Let staff know if something is going on in your child's life that may affect his/her behavior.
- Be aware of the program policies and honor them.
- Get involved with the program. Visit at any time to get a closer look at the program.
- Raise any issues when they first develop. Blair Kids Academy can only help if we know what is going on.
- If you have issues, call or set up an appointment with the Program Director during non-program hours (402-427-2723).
- Remember that conflict is a normal part of most relationships. Blair Kids Academy staff are ready to listen and look for resolutions whenever there is a concern.

### **OPEN DOOR POLICY & VISITORS**

Blair Kids Academy welcomes you to visit at any time and ask questions whenever you have them. Please consult the Program Director or Site Director with any problems concerning your child, whether at home, school, or Blair Kids Academy.

### **FAMILY INFORMATION**

It is the responsibility of parents/guardians to notify Blair Kids Academy 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.

Blair Kids Academy will use children's pictures and work done within the program for promotion of the program. Parents/Guardians must sign the media agreement on the back of the registration form to acknowledge permission for this. Parents/Guardians may inform the Program Director or Site Director in writing if any or all of the pictures or work should NOT be released without their prior consent.

## **PARENT/GUARDIAN RESPONSIBILITIES**

- Call, text, or email the Site Phone if your child will not be attending.
- Notify Blair Kids Academy in advance and in writing if anyone other than the parent/guardian will be picking up your child.
- Inform us in person and on your enrollment form if your child has any special needs that need to be met.
- Sign your child in and out every day.
- Sign up for remind.com to receive important notifications.
- Honor Blair Kids Academy program hours by dropping your child off after 6:00 a.m. and picking your child up before 6:00 p.m.
- Update your child's records as changes occur.
- Contact the Program Director immediately with any questions or concerns about Blair Kids Academy.
- Set up your account through Tuition Express and keep the account current.
- Notify Blair Kids Academy, on the appropriate form, of any changes to your child's enrollment status or of intention to withdraw.
- Follow the Standards of Behavior as listed previously in the Family Handbook.

## ***2017-2018 CONSOLIDATION/FULL DAY PROGRAM***

Blair Kids Academy offers 17 Full Day Program dates for all in-service days and designated vacation days during the school year. The consolidation site for Full Day Program is Deerfield Elementary. Families must sign their children up in advance and pay the full day charge for these days.

Full Day Program dates for the 2017-2018 school are:

Friday, September 22 (no school)	Friday, October 27 (in-service)
Wednesday, November 22 (no school)	Wednesday, December 27 (no school)
Thursday, December 28 (no school)	Friday, December 29 (no school)
Tuesday, January 2 (no school)	Wednesday, January 3 (in-service)
Friday, February 16 <sup>th</sup> (no school)	Monday, March 5 (no school)
Tuesday, March 6 (no school)	Wednesday, March 7 (no school)
Thursday, March 8 (no school)	Friday, March 9 (no school)
Monday, March 12 (in-service)	Monday, April 2 (no school)
Wednesday, May 23 (in-service)	

## **PROGRAM ACTIVITIES**

Children attending Blair Kids Academy Consolidation days will have a wide variety of activities to keep them entertained, educated, and excited! Kids will participate in **S.T.E.A.M. learning centers** (Science, Technology, Engineering, the Arts, & Mathematics), various **CLUBS** including Building Club, Sewing Club, Language Club, organized **PHYSICAL FITNESS** as well as **PLAYGROUND/GYM FREE PLAY, CHOICE time** with board games, building materials, and art projects, as well as read-alouds and designated **D.E.A.R. time** (Drop Everything And Read).

## **HOW TO REGISTER**

In order for your child to attend a consolidation day at Blair Kids Academy they must be registered with Blair Kids Academy. Please see **ENROLLMENT AND REGISTRATION PROCEDURES** on page 8 if they need to register. If they are already registered for the 2017-2018 school year they do NOT need to register again. Simply fill out the consolidation form and hand it in by the deadline. These will be available on a monthly basis approximately 3 weeks before the consolidation days. Drop by any BKA location (North, Deerfield, and Arbor) or the Administration Building (West) to pick up the registration form. **Cost for full day program days is \$30 per child per day.**

## **WHAT TO BRING ON CONSOLIDATION DAYS**

Blair Kids Academy provides plenty of activities and materials for the children. However, on consolidation days, there are a few items we ask parents to send with their children.

- \* A labeled sack lunch and drink (breakfast and 2 snacks provided by BKA)
- \* A book to read
- \* A beach towel to lie on during D.E.A.R. (Drop Everything And Read)
- \* A labeled water bottle

Any other items that the children bring will need to remain in the child's storage basket.

## **2017 BLAIR KIDS ACADEMY SUMMER PROGRAM**

### **PROGRAM DATES**

The 2017 Summer Program will run Monday through Friday, from 6 a.m. until 6 p.m., beginning on Tuesday, May 30, after Memorial Day. The last day will be Wednesday, August 9.

### **CLOSED DATES**

There are 3 dates when Summer Program is not available. They are:

Wednesday, July 4 (holiday)

Thursday, August 10 (prepare for school year)

Friday, August 11 (prepare for school year)

### **REGISTRATION**

In order to register for the Blair Kids Academy Summer Program, the following information must be completed and submitted to the Director by the deadline of May 24th, 2017:

- a completed registration form
- a completed Tuition Express Form with bank information or voided check
- a copy of your child's immunization records(existing BKA enrollees need only provide a new record if it has been updated)
- a completed Payment Agreement

Registration packets can be obtained by calling the director at 402-427-2723, emailing the director at [director@blairkidsacademy.com](mailto:director@blairkidsacademy.com) or printing them from our website at [www.blairkidsacademy.com](http://www.blairkidsacademy.com) . Completed packets can be turned in or mailed to the Administration Building at the address below:

Blair Kids Academy  
2232 Washington St.  
P.O. Box 288  
Blair, Nebraska 6800832



## TUITION AND FEES

There are 3 options regarding enrollment for the Summer 2017 Program.

With **Full-time Status**, receive care for up to 5 days a week and the best rates. A set fee is withdrawn every 2 weeks regardless of attendance.

<b>Full-time Status</b>	<b>Weekly Cost</b>	<b>2 Week Deduction</b>
1st child	\$135	\$270
Additional child	\$125	\$250

With **Part-time Status**, receive care for up to 3 days a week. A set fee is withdrawn every 2 weeks regardless of attendance.

<b>Part-time Status</b>	<b>Weekly Cost</b>	<b>2 Week Deduction</b>
1st child	\$86	\$172
Additional child	\$80	\$160

Our **Drop In** option is available for unexpected or occasional child care if space is available.

<b>Status</b>	<b>Daily Cost</b>
Drop-in	\$32

A non-refundable registration fee of \$30 per child is withdrawn at the time of registration. This helps cover the cost of field trip t-shirts and other incidentals. A \$5 per trip fee is added for each field trip day attended to help cover the cost of admission and transportation.

## 2017 SUMMER PROGRAM FEE DEDUCTION SCHEDULE

The first deduction for the 2017 Summer Program will take place on the first day of summer program, Tuesday, May 30th. All following deductions will take place on every other Monday. Each deduction covers the subsequent 2 weeks of care. Please note the exact dates below.

May 30, 2017

June 12, 2017

June 26, 2017

July 10, 2017

July 24, 2017

August 7, 2017

## VACATION REQUESTS

Enrolled families may request one vacation week tuition-free. A 14 day advance notice is required and vacation days must be consecutive. Forms are available from the Director or Site Supervisors.

## **WHAT TO BRING TO SUMMER PROGRAM**

BKA provides plenty of activities and materials for the children. However, there are a few items we ask parents to send with their children.

- A labeled sack lunch and drink (breakfast and 2 snacks are provided)
- A book to read
- A beach towel to lie on during D.E.A.R.(Drop Everything And Read) time
- A labeled water bottle
- Sunscreen and/or a hat

## **SUMMER PROGRAMMING**

Summer programming includes a wide variety of activities to keep the kids entertained, educated, and excited!

### ***Weekly off-site field trips***

Join us on Thursdays as we attend exciting venues including Hold Your Horses, The Mark Bowling Center, and the Air and Space Museum.

### ***Weekly on-site guest presenters***

Each week guest presenters will teach us about careers and businesses in Blair.

### ***Weekly visits to the Blair Public Library***

On Tuesdays we will attend programs, check out books, and participate in the Summer Reading Program.

### ***S.T.E.A.M. Learning Centers***

Kids participate in thematic activities based on Science, Technology, Engineering, the Arts, and Mathematics. This summer we will learn how to program robots using iPads.

### ***Club Activities***

Children participate in clubs based on their interests. Engineering Club, Sewing Club, LEGO Club: these are just a few of the many choices offered throughout the summer.

## **FIELD TRIPS**

All children attending on Thursdays will join us on our weekly off-site field trips and must arrive by 8:30 a.m. Transportation for the 2017 Summer Program will be provided by licensed Blair Community Schools drivers and vehicles. Please see the ***Summer 2017 Brochure*** for specific field trip locations.

Please send the following with your child on field trip days:

- BKA Summer T-shirt (provided upon registration, to be kept on site)
- Walking shoes and socks
- Labeled water bottle
- Disposable sack lunch
- Hat and/or sunglasses

## **FIELD TRIP POLICIES**

Weekly field trips are offered for enrichment and enjoyment for the students. The following policies apply for field trips:

- All students attending BKA on Thursdays are required to attend the field trips (no staff will remain on site).
- Students must arrive at BKA by 8:30 a.m. on field trip days (students are required to ride the bus with the group).
- If a child becomes ill during a field trip, parents will be notified to pick their child up.
- Excellent behavior is expected. Students who misbehave on field trips may lose the privilege of attending subsequent field trips and be subject to discipline including suspension.
- Students are not permitted to bring money on field trips.

These policies are in place for the safety and well-being of the children. Thank you for your cooperation.

***Thank you for choosing Blair Kids Academy. We look forward to getting to know your child and your family. Never hesitate to call, stop by, text, or email.***