

Freeman Public Schools

415 8th Street, PO Box 259
Adams, NE 68301-0259

Randy M. Page
Superintendent
Elementary Principal
rpage@esu6.org

freemanpublicschools.org

Dr. Bob Michl
Secondary Principal
Activities Director
bmichl@esu6.org

Welcome to The Falcon Program!

The Falcon Program is not an extension of the school day. Rather, it complements the learning experiences of the school setting. We are less structured, with more informal learning opportunities. Children need time to relax, be physically active, interact socially with peers, and engage in their choice of activities.

You will find several items included: The 2014 - 2015 Parent Handbook, Staff Handbook (please keep for reference), Enrollment Form (s), Student Schedule, Parent Information Brochure, Signature page (please fill out and return, along with supplies, to The Falcon Program classroom at Open House), and the daily schedule (please keep for reference).

There is a one-time non-refundable registration fee of \$20.00 per child due at time of enrollment.

We will be having homework time (grades 2-6) in the classroom. Daily recess will be outside, weather permitting, each day.

The easiest method to reach me during the day is email (lsnook@freemanschools.net). However, if you haven't received a reply by noon please call, and leave a message, with any pertinent information at 988-2525 ext. 135.

I, along with everyone here at The Program, am looking forward to a wonderful year. Thank you for allowing us to make a difference in the life of your child!

Lacy Snook, Director

Freeman Public Schools

Falcon Program Before & After School Care

Parent Handbook
2014 - 2015

Introduction

Welcome to The Falcon Program, Before & After School Care. The Program is not an extension of the school day but will complement the learning experiences of the school setting. We strive to be less structured with more informal learning opportunities. The Program is designed for children in kindergarten (age 5) through sixth grade (age 13) and is nonprofit/administered by Freeman Public Schools. The Parent Handbook is a valid part of the enrollment agreement between The Falcon Program, Before & After School Care, and the parents/guardians of children who are enrolled in The Falcon Program.

Goals

The Program will provide quality childcare that parents can rely upon throughout the school calendar year, as defined by Freeman Public Schools.

The Program will provide affordable, accessible childcare services that enhance the physical, social, emotional and educational development of children with an emphasis on help with homework, fun and games, character building activities and much more!

Hours of Operation

The Falcon Program will operate during the school calendar year. The Program will be available from 6:30 am to 8:00 am and from 3:35 pm to 6:00 pm. A late pick-up fee of \$5.00 per 5-minute increment will be billed for pickups occurring after 6:00 pm.

On days the district has a late start, The Program hours will change accordingly. (ex. 2 hour late start, Program opens at 8:30 am.) If the district unexpectedly closes during normal school hours (due to bad weather or other unforeseen events) or on days when there is no school, The Program will not operate. Radio stations KWBE (1450) and KFOR (1240) and TV Channels 10/11 (KOLN/KGIN) and 8 (KLKN) will all carry school closings due to inclement weather or any other emergency closings.

On scheduled 1:00 pm dismissal days (refer to the official school calendar) The Falcon Program will be available.

Admission Requirements

The Falcon Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, disability, race, color, creed, religion, national origin, or ethnic background.

Eligibility: A child may be enrolled in The Falcon Program at any time, subject to the Program's availability. Children must be enrolled in kindergarten through sixth grade and attending Freeman Public Schools.

Parents/Guardians must provide the following prior to attendance:

1. A completed Enrollment Form, Student Schedule, Receipt from the DHHS Brochure and receipt that you received the parent and staff handbooks.
2. A non-refundable, registration fee of \$20.00 for uninterrupted enrollment in the Program. If a family chooses to un-enroll, and then re-enroll, the registration fee will be due again.

Fees and Payment Policy

The Falcon Program salaries and supplies are supported in part by fees. Freeman Public Schools provides the space, utilities, some equipment, and custodial services as an in-kind donation to The Falcon Program.

The Falcon Program consists of ten sessions per regular school week. There is a four session per week, minimum contract. If additional days are needed during the contracted time, every effort will be made to accommodate each request. Notifying the Director, Lacy Snook, if you are planning **not** to attend any contracted days for the following week by Monday at 6:00 pm, will allow you **not** to be charged for that session. Each child is allowed a maximum of 4 planned, non-charged sessions per semester.

The cost is \$4.50 per each morning session, and \$7.00 per each afternoon session. Included in this fee is milk and juice in the morning and a nutritious afternoon snack. There will be no additional fee for early out days for contracted students (4 sessions per week). Drop in rates below will apply for non-contracted students.

A discount of \$.25 per afternoon session for the second and third child in each family is offered.

1. Parents will receive a tuition statement on the first school day of each week. Tuition is due upon receipt. A late fee of \$1.00 per day will be added to accounts not paid in full by Thursday at 6 pm. Continuous late payments could result in termination from The Program.
2. Non-sufficient fund (NSF) checks are held until cash or a money order is received by the Program to cover the amount of the check and the bank charge for the NSF check. Upon notification of the NSF check, parents will have five school days in which to pay the charge and tuition in full. Beyond that time, the student(s) will not be allowed to attend The Program until the NSF check is corrected and the amount owed is paid.
3. All of the required enrollment forms must be completed and returned to the Director by the day the child is scheduled to start The Program. A child will not be allowed to attend until these completed forms are returned.

IRS Statements

A summary of childcare expenses will be provided for tax purposes at the end of the year.

Drop-Ins

Drop-Ins are defined as any student who does not currently have a contract with The Falcon Program, Before & After School Care. Drop in's will be accepted depending upon daily enrollment and opening availability. Parents will be required to pay the non-refundable, one-time registration fee of \$20.00 as well as the session fee for that particular session the day of the session used. The cost is \$6.00 per morning session, \$8.50 per regular afternoon session, and \$15.00 for sessions on early out days. In order to utilize the Drop-In Program, parents must notify the Director at least 24 hours in advance of the session the child will attend.

Breakfast/After School Snacks

Freeman offers a breakfast program each morning after 7:45 am. (Please talk with office regarding cost.) Parents may send breakfast items with their child for the morning session if they wish. Milk, juice and tableware is available as well as a microwave, refrigerator, and toaster. We have a limited amount of space but if you'd like to bring a week's worth of breakfast items, please bring it in a sealed container with your child's name on it.

A nutritious snack will be served shortly after children arrive for the afternoon session. If your child has a food allergy, you will be expected to provide a doctor's note verifying the specific allergy and provide your child's snack for that day. A menu is posted on the parent board.

Health and Safety

If your child has a known medical condition (asthma, allergies, diabetes, etc.) be certain the staff knows what to do if a problem should occur during Program hours. Please make sure that appropriate medication is available and that the appropriate forms for its use have been submitted.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child may be taken to the hospital by emergency vehicle for treatment and the parents will be called as soon as possible.

If a child becomes ill during program hours or has any one of the following: contagious disease, fever over 100 degrees F, vomiting or diarrhea, s/he will be separated from the other children and parents/guardians will be immediately notified to make arrangements to pick up the child as soon as possible.

Absences

If your child will not be attending any contracted days, because of scheduled appointments, vacations, or other planned absences, please notify the Director as soon as possible. If the Director is notified by Monday at 6:00 pm one week in advance, you will not be charged for

the session(s). Each child is allowed a maximum of 4 planned, non-charged sessions per semester.

If your child is ill, even though you call or e-mail the school to report the illness or pick up your child from school due to illness, you are **personally responsible for notifying the Director** of The Falcon Program, Before & After School Care via e-mail (Isnook@freemanschools.net) or voice mail (ext. 135). If a child does not arrive at the Program as intended, the staff will contact the parents. If the parents cannot be reached, the staff will contact the child's emergency contacts.

Release of Children

Children will arrive at and leave The Program according to the schedule written by parents on the appropriate forms. Parents **MUST** sign in and sign out their child on a daily session basis. Children will be allowed to leave with persons other than the parent only if permission has been given on the Enrollment Form or in writing by the parent. If a parent has an emergency requiring the child to be picked up by someone not listed on the student's Enrollment Form, the parent/guardian needs to personally notify the Program Director.

Insurance

Families are encouraged to provide their own insurance coverage. A policy for Accident Coverage for Students is available for purchase through a company used by Freeman Public Schools. Further information is available from the Falcon Program Director.

Discipline Policy

Children are entitled to a pleasant and harmonious environment at The Falcon Program. The Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as any verbal or physical activity that may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, and/or ignores or disobeys the rules that guide behavior during the school day and Program time. If a child cannot adjust to The Program setting and behave appropriately, then the child may be discharged. Reasonable efforts will be made to assist children in adjusting to The Program setting. Disruptive behavior will be dealt with at The Program and then discussed with the parents and Program staff.

Changing of Schedule or Withdrawal from the Program

Parents wishing to change their child's schedule or withdraw their child from The Program must let the Director know by a written statement at least ten business days prior to the change or withdrawal. If ten business days advance notice is not received, full tuition will be charged for ten days from the time notice was received or the child's last attendance date whichever is later.

Contact Information for Falcon Before and After School Program:

Director:

Lacy Snook
988-2525 ext.135
lsnook@freemanschools.net

Superintendent of FPS:

Randy Page
988-2525 ext. 103
rpage@freemanschools.net

Staff:

April Marcussen
988-2525 ext. 135

Suggestions/Ideas or Complaints:

There is a suggestion box on the table next to the Sign In/Out Book. Please feel free to write down any suggestions/ideas you have and place it in the box. You can also call the Director at 402-988-2525 ext. 135 or e-mail lsnook@freemanschools.net

If you have a complaint, you can either put it in the complaint box, talk to the Director either by phone (402-988-2525 ext. 135) or e-mail (lsnook@freemanschools.net) or contact Randy Page by phone 402-988-2525 ext. 103 or e-mail rpage@freemanpublicschools.net

We cannot address any problems/concerns unless we are made aware of the situation.

Contact Information for Child Care Licensing:

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)
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Department of Health and Human Services
PO Box 94986
Lincoln NE 68509
Dhhs.ne.gov/publichealth/pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

Dhhs.ne.gov/publichealth/pages/reg_t391-2.aspx
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Request copies of Compliance Reviews, the results of Licensing visits to the provider:

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In case of accident or illness, parents of the child will be called immediately. In serious cases, the child may be taken to the hospital by emergency vehicle for treatment and the parents will be called as soon as possible. In case of an accident contact the parents immediately, contact the Director, and then the Director will contact Mr. Page.

If a child becomes ill during program hours or has any one of the following: contagious disease, fever over 100 degrees F, vomiting or diarrhea, s/he will be separated from the other children and parents/guardians will be immediately notified to make arrangements to pick up the child as soon as possible.

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We cannot address any problems/concerns unless we are made aware of the situation.

Conditions for Suspending and Terminating Care:

If a staff person is found to be abusing/neglecting children in care, they will be terminated on the spot. This type of behavior will not be tolerated.

Tornado Watches/Warnings:

In the event of severe weather, it is the staff responsibility to be aware of the weather. Please have the radio on and listening to the watches and warnings being issued.

In the event of a tornado warning, take all the children to the girl's locker room (located next to the north gym) and cover their heads until the Warning has expired.

Fire Evacuation:

In the event of a fire, please remain calm and evacuate the building. Please report to the preschool playground located on the northwest corner of 9th Street.

Contact Information for Child Care Licensing:

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)
Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln NE 68509
Dhhs.ne.gov/publichealth/pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

Dhhs.ne.gov/pages/reg_t391-2.aspx
Phone: 800-600-1289

Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Gage County – 800-600-1289

Make a complaint:

Dhhs.ne.gov/publichealth/pages/crl_childcare_complaints.aspx
Phone: 800-600-1289

Personal Policies

Staff Qualifications:

Non-Certified Staff:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associated Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor; or
 - b. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

Substitute, Support Staff, Volunteer and Parent Helper Qualifications:

1. The director may hire substitute staff. The substitute must meet the age requirement for the person she/he is assuming and be of good moral character. If the substitute works over 20 hours per week and is counted in the staff-to-child ratio, the substitute must meet the staff requirements for the position she/he is assuming.
2. The director may hire support staff to assist in the care of children. Support staff must be at least 16 years of age and be of good moral character. A teacher must be in the room with support staff at all times when children are in care.
3. The director may use volunteers and uncompensated parent helpers. Volunteers and uncompensated parent helpers are not counted in the staff-to-child ratio. Volunteers and uncompensated parent helpers must be supervised by the director or a teacher at all times and must not be left alone with any children other than their own.

Staff Training Requirements:

1. The Director and all Staff (except support staff) must complete Safety Training as soon as possible then every 5 years after the safety training date.
2. Orientation: All staff or volunteers that are employed, must be provided with orientation prior to them having direct responsibility for the care of children. The orientation must include:
 - a. Job duties and responsibilities;
 - b. Infection control practices including proper hand washing techniques, personal hygiene, and disposal of infectious material;

- c. Information on abuse, neglect and sexual abuse of children and the state's reporting requirements;
 - d. School-age only center regulations
 - e. Evacuation plans in the event of fire;
 - f. Safety plans in the event of a tornado;
 - g. Emergency preparedness in the event of a natural or manmade disaster; and
 - h. The center's method of interacting with children and discipline policies.
3. Annual Training: Each staff member, not including substitutes or volunteers, who provide direct care to children, must obtain a minimum of 12 clock hours of training annually. Staff who works 20 hours or less each week must complete six hours of training annually. 3 clock hours for High School students.
 4. CPR/First Aid Training

Staff Requirements:

1. All staff must be awake and alert to the needs of the children at all times.
2. **Two staff** will always be on duty, unless the number of children is less than 8.

Staff Absent/ Illness:

If a staff person is going to be absent, it is the responsibility of the staff person to let the Director know as soon as possible so a replacement can be found.

If a staff person is sick please notify the director as soon as possible so a replacement can be found.

If a staff person becomes ill during their shift, Contact the Director right away so a replacement can be contacted or the Director will come in.

Immunizations:

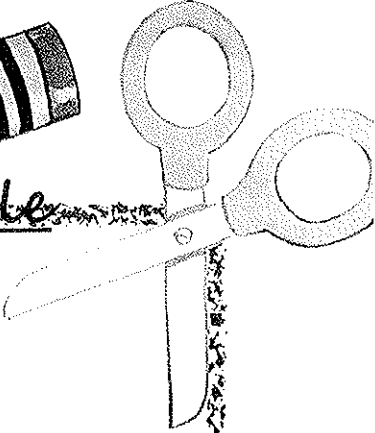

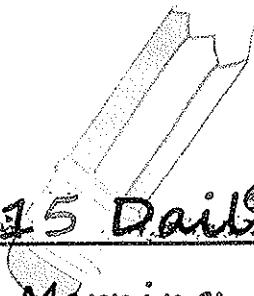

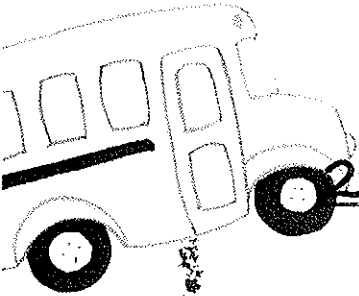
Staff is not required to get Immunizations, but can if they want.

Paydays

Hourly employees will be paid on the 15th day of each month. If the 15th falls on a weekend or holiday the employee will be paid on the last scheduled work day prior to the holiday or weekend

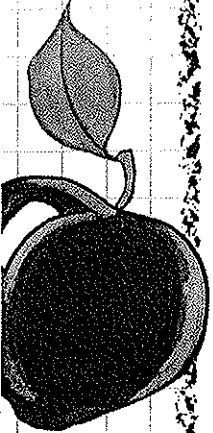
Garnishments, Adjustments, Judgments

We will comply with any court order for wage garnishment. Whenever an employee is served with a notice of assignment, a writ of attachment, a writ of garnishment, notice of levy by the Internal Revenue Service or other taxing authority, or is served with other proper order requiring direct payment to someone other than the employee, employees will be notified in writing of the action to be taken.



2024 - 2025 Daily Schedule

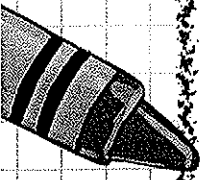
Morning:



6:30 am - 7:00 am
Quiet Activity

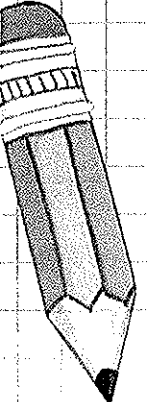
7:00 am - 7:45 am
Breakfast

7:45 am - 8:00 am
Breakfast clean up / Small group activity



8:00 am
Dismiss

Afternoon:



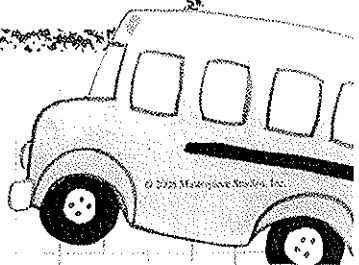
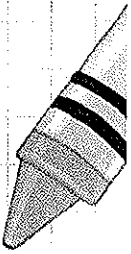
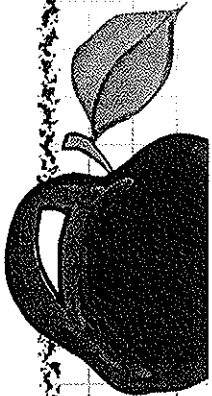
3:30 pm - 3:45 pm
Attendance / Restroom Break

3:45 pm - 4:30 pm
Snack / Homework and Enrichment Time

4:30 pm - 5:15 pm
Group Activity / Recess



5:15 pm - 6:00 pm
Free Time / Clean up / Dismiss



**Freeman Public Schools
Falcon Program Enrollment Form**

Please print all information.

Child's name: _____
Enrollment date: _____

Birth date: _____
Grade: _____

FATHER (or Guardian):

Name: _____
Address: _____
City: _____ Phone: _____
Cell phone: _____

Employer: _____
Address: _____
City: _____ Phone: _____
E-mail address: _____

MOTHER (or Guardian):

Name: _____
Address: _____
City: _____ Phone: _____
Cell phone: _____

Employer: _____
Address: _____
City: _____ Phone: _____
E-mail address: _____

Other persons authorized to pick up your child. (If no one, please write "none")

1. _____
2. _____

Relationship: _____
Relationship: _____

Person(s) who will take responsibility for the child in an emergency when the parent (or guardian) cannot be reached: (ONE NAME MUST BE GIVEN)

Name: _____
Address: _____
City: _____ Phone: _____
Cell phone: _____

Employer: _____
Address: _____
City: _____ Phone: _____
E-mail address: _____

Consent to contact physician in emergency:

In the event I cannot be reached to make arrangements, I hereby give my consent to

_____ to contact Doctor _____
Facility

Phone number: _____ Address: _____

City: _____ and, if necessary, take my child to the following
doctor(s), clinics, or hospital _____

Signature of Parent/Guardian

Date

Medication Competency Statement

I, _____ have determined _____

Printed Parent/Guardian Name

Provider/Director Name

to be competent to give or apply medication to my child.

Signature of Parent/Guardian

Date

CHILD'S MEDICAL INFORMATION

Describe any health problems that should be known: _____

Medication, if any: _____

Allergies, if any: _____

Special concerns (glasses, hearing aid, crutches, etc.): _____

Activities child should NOT engage in: _____

Company providing health and/or accident insurance coverage (optional): _____

Certificate of Immunizations: Month and Year of Each Dose

DPT/TD (Diphtheria - Tetanus - Pert - Pertussis)	
Month/Year:	Given By:

Oral Polio	
Month/Year:	Given By:

	Month/Year:	Given By:
Measles		
Mumps		
Rubella		
M-M-R		
HIB		

I have received the Parent Handbook, have read and understand the policies. The information I have provided on this Enrollment Form is correct and the child listed

above has my permission to engage in the activities of the Freeman Public Schools Falcon Before and After School Care Program. Freeman Public Schools staff may use any emergency contact information kept on school premises in case of an emergency. I hereby give my permission to the Freeman Public Schools staff to secure emergency medical services, including transportation and a physician for my child named herein the case of an emergency and I cannot be reached. Furthermore, I release Freeman Public Schools from any liability for injuries that may occur.

Parent/Guardian Signature

Date

Freeman Public Schools
Falcon Program: 2014 - 2015 Student Schedule

Student Name _____

Please schedule the student named above to attend the sessions below.

Day of the Week	Estimated Arrival Time (Morning Session)	Estimated Pick-Up Time (Afternoon Session)

I understand there will be a late fee of \$5.00 per five-minute increments after 6:00pm; that tuition payments are due upon receipt. A late fee of \$1.00 per day will be added to accounts not paid in full by Thursday at 6pm; that one week notice is required for planned absences and notice prior to the normal attendance time is required for illnesses and emergencies.

Parent/Guardian Signature

Date

Additional Comments:

This Section is For Program Director Completion Only

Comments:

Program Director Signature

Date Received

I _____ have received a copy of, and have read, the 2014- 2015 Parent Handbook adopted by Freeman Public Schools, Falcon Program Before and After School Care.

Staff Signature _____ Date: _____

I _____ have received a copy of, and have read, the 2014- 2015 Employee Handbook adopted by Freeman Public Schools, Falcon Program Before and After School Care.

Staff Signature _____ Date: _____