



CIVIC NEBRASKA

YOUTH CIVIC LEADERSHIP PARENT HANDBOOK

This handbook is intended for the following sites:

Campbell Elementary - Ceresco Elementary - Lincoln Northeast High School - Lincoln High School - Randolph Elementary - Valparaiso Elementary

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GENERAL AGENCY AND PROGRAM INFORMATION

WELCOME

Welcome to Civic Nebraska! Civic Nebraska focuses on creating a more modern and robust democracy for all Nebraskans. A democracy that values community, innovation, learning, optimism, and shared power. As part of our commitment to these ideals, Civic Nebraska's Youth Civic Leadership program partners with nine schools across the state of Nebraska. Our Youth Civic Leadership program provides Community Learning Centers (CLC)* at elementary, middle, and high schools in Lincoln, Omaha, and Raymond. Our CLC's include before- and after-school programs and several outside-of-school clubs and initiatives.

Our Youth Civic Leadership programs strive to provide a safe, fun, and educational environment for all youth. Our programs provide students with new experiences, academic support, and opportunities for civic leadership. We achieve these goals by providing: trained and caring staff, a seamless transition between CLC programming and school buildings, consistency with rules and procedures, academic support, attention to our students' social-emotional needs, and intentional collaboration with families and community members. As of 2020, our Youth Civic Leadership programs served about 1,500 youth each day.

Thank you for choosing Civic Nebraska for your child's out of school time experiences. This handbook is a guide for parents and caregivers of children and youth connected to our CLC programs. The information in this handbook explains our policies and procedures. If you have additional questions or need further explanation, please do not hesitate to contact us.

**Per this handbook, 'Community Learning Center' will be used to describe Civic Nebraska's Youth Civic Leadership programs in Lincoln and Raymond Central. Lincoln High School, Lincoln Northeast High School, Campbell Elementary, and Randolph Elementary receive 21st Century Community Learning Center grants. Ceresco Elementary and Valparaiso Elementary do not.*

PROGRAM LOCATIONS AND CONTACT INFORMATION

Below is a list of Civic Nebraska program sites, addresses, and contact information. Please feel free to contact any of our sites with questions about programming.

Campbell Elementary

2200 Dodge Street, Lincoln, NE, 68521
School Community Coordinator:
campbell@civicnebraska.org
402-304-1165

Lincoln High

2229 J Street, Lincoln, NE, 68510
School Community Coordinator: Chelsea Egenberger
chelsea.egenberger@civicnebraska.org
402-436-1301

Ceresco Elementary

114 S. Third, Box 10, Ceresco, NE 68017
School Community Coordinator: Kara Nelson
kara.nelson@civicnebraska.org

Lincoln Northeast

2635 N 63rd, Lincoln, NE, 68507
School Community Coordinator: Michael Bandy
michael.bandy@civicnebraska.org
402-436-1340

Randolph Elementary

1024 S 37th Street, Lincoln, NE, 68510 School
Community Coordinator: Levi Eggers
levi.eggerts@civicnebraska.org
402-309-6726

Valparaiso Elementary

406 E. Third Box 68, Valparaiso, NE 68428 School
Community Coordinator: Kara Nelson
kara.nelson@civicnebraska.org

Lincoln/Raymond Central Program Manager

1111 Lincoln Mall #350, Lincoln, NE 68508
Renaë Ninneman
renae.ninneman@civicnebraska.org
402-904-5191

DESCRIPTION OF SERVICES

Our Youth Civic Leadership program focuses on developing our participants' critical thinking, civic leadership, and problem-solving skills. We believe that students who can think critically about, and make meaning of, the world around them are better able to succeed in their individual environments. Such skills are the cornerstones of active, productive community engagement. Our CLC provides experiences for youth (K-12) in before and after school environments that promote belonging and safety. Programming occurs in partnership with each school and follows the school's academic year and operates outside the school's hours of operation.

Some sites will provide programming on non-school days. If you are interested in more information about non-school day programming, please contact the school community coordinator at your student's school.

Parents and community members are vital participants in creating this a holistic and inclusive learning environment. Parents and community members are encouraged to partner with the school and CLC through a variety of opportunities including, but not limited to: family nights, school community gatherings, student success meetings, feedback and evaluation.

General Operating Hours:

❖ Lincoln Sites:

- Elementary Programs: Monday- Friday, before school from 7:00am – 9:00am and after school from dismissal until 6:00pm.
- High School Programs: Monday-Friday, after school from dismissal - 6:00PM

❖ Raymond Sites:

- Elementary Programs: Monday- Friday, before school from 7:00am – 8:15am and after school from dismissal until 6:00pm.

PROGRAM POLICIES AND PROCEDURES

REGISTERING FOR PROGRAMS

Our Community Learning Center programs are available to elementary (K-5) and high school (9-12) students at Campbell Elementary, Randolph Elementary, Ceresco Elementary, Valparaiso Elementary, Lincoln High School, and Lincoln Northeast High School.

All Youth Civic Leadership program information and enrollment materials can be accessed online at <https://www.civicnebraska.org/youth-civic-leadership/> by clicking on the 'Before- and After- School Programs' tab. Enrollment paperwork can be submitted on site or by email. All enrollment paperwork and program fees must be completed and submitted prior to your child attending programming.

PROGRAM FEE (Elementary Sites Only)

Civic Nebraska provides a comprehensive CLC program that is committed to our students, families, and communities. Student fees help support the quality of our organization and your student's Community Learning Center. Fees are important to sustainability and must be made by the parent/guardian or through childcare subsidies. We truly value your partnership and your student's participation. A copy of our payment policy is included in Appendix A.

Before and After School Program Fee (program fees are billed at the beginning of each calendar month)

- Lincoln Sites - \$55 per week, per child
- Raymond Central Sites - \$75 per week, per child

Financial Assistance:

- Lincoln Elementary Sites: Child Care Subsidy information can be found at the Department of Health and Human Services at: <https://dhhs-access-neb-menu.ne.gov/start/?tl=en>
- Contact your School Community Coordinator for information on financial assistance opportunities through Civic Nebraska.

Payment Process:

- Option 1: All payments can be made online at: www.paypal.com
 - 1) Go to [PayPal](https://www.paypal.com) and Login
 - 2) Click [send](#)
 - 3) Type christa.lemmer@civicnebraska.org
 - 4) Click *next*
 - 5) Type in the amount you wish to pay
 - 6) Add a note with your student names and program location
 - a) Example "John Smith Ceresco Elementary"
 - 7) Click *continue* and *send payment now*

- Option 2: Payment can be completed onsite with the School Community Coordinator. A receipt will be given.

If you have any questions about your payment, please contact:

Christa Lemmer - Student Accounts
christa.lemmer@civicnebraska.org
402.904.5191

PROGRAM CLOSINGS

Our Community Learning Center (CLC) programs align with Lincoln Public Schools and Raymond Centrals district academic year and summer calendars. In addition, we align programming with closings and cancellations issued by the district. Below is information pertaining to programming.

- **Weather Related Closings** - Please follow the school districts closing conditions and notifications. When school is cancelled due to weather related concerns, CLC programming will be cancelled in alignment.
 - In the event that school begins later or dismisses earlier due to weather, CLC programming will be cancelled.
- **Holiday Related Closings** - CLC programming will close during all district calendar holidays not identified as a Non-School Day Program.
- **Non-School Day Programming** - The CLC will have programming during certain district non-school days (Fall break, Spring Break, Elementary Plan days). Please contact your School Community Coordinator for a list of non-school day programming.

Early Release

For students enrolled in the after school program, CLC programming will begin immediately when school releases.

RULES AND EXPECTATIONS

At Civic Nebraska, we believe student safety is the foundation for successful programming and is a top priority. In the interest of creating the safest environment possible for all of our students and staff, Civic Nebraska has developed guidelines and procedures for behavior and discipline.

Civic Nebraska works closely with building administration and personnel to ensure district and building rules, expectations, and interventions are aligned with programming. We work jointly with building administration to successfully evaluate and determine possible modifications or accommodations students may need in conjunction with the programming we operate. Additionally, we work closely with the Department of Health and Human Services to ensure licensed programs (Randolph Elementary and Campbell Elementary) are meeting and exceeding state regulations. A copy of our Behavior and Discipline policy is included in Appendix B.

DISPENSING MEDICATION

Children with prescribed medication during the Community Learning Centers operating hours must have a Medication Authorization form on file with Civic Nebraska. A copy of this form is located in Appendix C. The prescribed medication container must outline: the name of the medication, the time the medication is to be given, the route of medication, and the exact dosage. Medication needs to be in its original container with the child's full name clearly labeled. All medication is kept secured in a designated location and must be checked in upon arrival. Please do not instruct students to leave medication in their backpack. Civic Nebraska staff will administer all medication given by logging the date, student name, medication name, dosage, time.

Over the counter medication will only be administered in its original container and with written parental authorization. Medication labeled for the following will be approved:

- Motion sickness for long bus rides.
- Minor pain or discomfort.
- Precautionary measure for children susceptible to seizures due to high fevers or other medical concerns as outlined in writing by a physician.

ILLNESS AND DISEASE PROCEDURES

Children with communicable illnesses will not be allowed to attend programming until illness is non-contagious. Children with any of the following conditions below will not be permitted in programming unless a health professional determines the child's condition does not require exclusion:

- **Fever**
 - Auxiliary temperature of 100° Fahrenheit or higher
 - Digital thermometers are recommended due to concerns about mercury exposure if glass thermometers break.
 - Oral temperatures may be taken for school age children if single use covers are used over the thermometer.
- **Lice:** students with untreated lice may be excluded from programming until lice free.
- **Diarrhea:** defined as loose, watery bowel movements that may occur frequently and with a sense of urgency.
- **Blood in stool:** not explained by dietary changes, medication or hard stools.
- **Vomiting:** Exclude if a child has vomited two or more times in the previous 24 hours.
- **Abdominal pain (persistent):** that pain continues for more than 1 hour or intermittent pain associated with fever or other signs or symptoms.
- **Conjunctivitis (Pink Eye):** A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge)
 - They may return after treatment has started and are able to participate in activities. Other forms do not need to be excluded. (such as caused by allergies)
- **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.

- **Impetigo:** Exclude until 24 hours after treatment has begun.
- **Measles:** Exclude until 5th day after rash disappears or local health department states patient is noninfectious.
- **Mumps:** Exclude until 9 days after onset of parotid gland swelling.
- **Pertussis: (Whooping Cough)** Children should be excluded until five days of appropriate antibiotic has been completed or until the local health department states the patient is non-infectious.
- **Pinworms:** Children should be excluded for 24 hours after treatment has begun.
- **Rash:** Children will be excluded per medical instruction.
- **Scabies:** Children should be excluded until 24 hours after treatment is begun.
- **Streptococcal pharyngitis (Strep Throat),** excluded until 24 hours after treatment has begun.
- **Tuberculosis:** Tuberculosis (TB) Exclude until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken pox):** Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.

Parents will be notified by letter and/or posting notice in a visible location, when their child/children have been exposed to a communicable disease.

OPERATIONAL POLICIES AND PROCEDURE

ATTENDANCE

Civic Nebraska staff take attendance during every session (before and after school programs). Program Staff will **not** contact you in the event that your child does not report and sign into our program. Parents are encouraged to notify the school attendance office or School Community Coordinator if their student is going to be absent. When calling the Community Learning Center site cell phone, please leave a message or text if there is no answer.

DISMISSAL AND AUTHORIZED PERSON PROCEDURES (Elementary Only)

Program participants may be picked up anytime during program hours (AM and PM). Parents or an authorized person must sign their child out in person or by calling the site phone from a phone number listed on the enrolment form. Please know that if the Civic Nebraska program staff does not know or recognize the person picking up a child, the staff member may ask to see a photo ID to verify the name.

The Community Learning Center will use the authorized pick up list from the enrollment paperwork. Parents can update the information on their enrollment form verbally or written. If given verbally, the program staff will document the name of the legal parent/guardian who made the request and the date. Parents/Guardians can also give permission for their student(s) to sign themselves out and walk home. If you would like to authorize another person for pickup, please contact your School Community Coordinator.

Civic Nebraska acknowledges that situations arise with families where pick up may need to be changed in the moment. We ask that the parent/guardian call the site cell phone with the name of the individual. He or she will be required to present identification.

LATE PICK-UP

In order to be respectful of our staff and to be in compliance with our licensing requirements, parents must arrive to pick-up their child by 6:00PM. If an authorized pickup person is continually late or is a no call/no show, a meeting will be held between the parent/guardian and the School Community Coordinator to create and maintain a proper pickup plan. If there is no meeting or the plan is not followed, this may be grounds for termination from the program.

If a student is not picked up and all contact information has been utilized, staff will contact the local police department. Please notify staff if you are running late as soon as possible to avoid these measures.

FACILITY SAFETY AND SECURITY

At Civic Nebraska, we believe student safety is the foundation for successful programming and is a top priority. In the interest of creating the safest environment possible for all of our students and staff, Civic Nebraska aligns our safety and security procedures with best practices from our partnering district: Lincoln Public Schools and Raymond Central. Our programs provide a safe and secure facility for students attending the program. During programming, all doors are locked. Parents/Guardians are admitted into the building through a designated door determined by building administration and Civic Nebraska. Please contact your School Community Coordinator for school specific information.

Standard Response Protocol

The Standard Response Protocol (SRP) is based on the response to any given situation. A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and Civic Nebraska staff.

There are five specific actions that can be performed during an incident:

- **Lockout** is followed by the directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.

- **Lockdown** is followed by the directive: "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Hold** is followed by the directive: "In your Classroom. Clear the Halls" and is the protocol used to safeguard students and staff within the building.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

For more information on the Standard Response Protocol, please visit your schools website or: <https://iloveugays.org/srp.html>

Fire and Tornado Procedures (Elementary Sites)

Fire and tornado drills are practiced with children and staff on site. Fire drills are conducted once each month and tornado drills are conducted four times during the months of March through September. Fire and tornado drills will be conducted so that emergency procedures are understood and followed. In the event of an emergency Civic Nebraska will ensure that all parents and families of the children in our care are notified of the emergency via email or phone call.

ACCIDENTS AND INJURIES

The health and safety of the children in our care is our top priority. Our staff are trained and engaged, but even with watchful eyes, children often test their physical limits making injuries inevitable and accidents do happen. When a minor accident occurs, program staff will inform you verbally at the time of pick up. In the event of a medical emergency or accident that may require medical attention, program staff will contact you immediately and assess if emergency medical care is needed. If emergency medical care is necessary, an ambulance will be called and your child will be transported to the emergency room.

PARENT/GUARDIAN COMMUNICATIONS

Parent/guardian involvement is vital to the success of students. Civic Nebraska CLC programs seek to communicate opportunities to parent/guardian(s) through a number of avenues including, but not limited to: emails, flyers, social media, school specific communication tools, or in their child's weekly folder. Parent/guardian(s) will receive communication regarding student-specific messages such as injuries and incidents through direct messages via phone calls, text messaging, in-person, and email. Messages are limited to your student(s) and no information will be shared regarding other students/families in order to protect confidentiality.

STAFF

We have several different positions within our Youth Civic Leadership programs. We seek individuals that possess:

- Strong interpersonal skills and a proven track record in relationship building,
- Strong communication, including verbal and written communication,

- Ability to work independently, manage multiple projects, handle confidential information, and be adaptable,
- Knowledge of youth development, proven skills in building relationships with students and families; interpreting and implementing lesson plans, and data collection/reporting.

We require that all Program staff and Volunteers that provide direct supervision of children complete background checks prior to working. Additionally, all Program Staff receive professional development opportunities and continuous training throughout the year. Required trainings include:

- FIRST AID, CPR, and AED
- Power to Protect - Safe With You

We encourage parents/guardians to get to know the program staff and discuss any questions, concerns, or suggestions with them openly.

NUTRITION AND MEALS

After School Programs

A nutritious snack will be provided each day at no additional fee to families. All snacks meet the state licensing requirements and contain at least two food items from the basic food groups: meat, fruit, vegetable, grain and dairy. Our high school sites provide an evening dinner option to program participants in replacement of a snack at no additional fee. A general snack and dinner calendar is posted at each program site. To request a copy please contact the School Community Coordinator.

Summer Day Camp

We partner with the Food Bank of Lincoln to provide breakfast and/or lunch to our Lincoln program sites. The Food Bank determines which centers they partner with depending on neighborhood demographics. The Food Bank oversees the menu, preparation and delivery of the meals to participating programs. These meals are optional for families and there is no fee for these meals. If your child attends a center without this service or your child chooses not to eat the meal provided, you are responsible for supplying a sack lunch for your child. Please help your child be prepared to meet the physical demands of long, active, and fun days at camp by providing balanced meals that meet USDA nutrition guidelines (refer to choosemyplate.gov for tips). Campers should bring meals in insulated containers with self-contained cold packs.

Food Allergies

We ask that families please avoid sending lunches with common allergens such as peanut butter. In some cases, a site may have students with certain food allergies. If your student has a food allergy it must be noted on their enrollment paperwork. If there are any foods that cannot be brought on to the site, parents will be notified ahead of time.

WHAT TO LEAVE AT HOME

Civic Nebraska is not responsible for any lost or stolen items while on site or during program hours. We ask that parents assist with deterring nonsense items being brought to school. Some of the most common nonsense items are: cell phones, handheld video games, electronic tablets, trading cards, money, valuables, and sentimental items.

Cell phones at elementary sites - If a parent prefers their child bring a cell phone, it will need to remain with the student's personal belongings. Messages can be left for students by calling the CLC site cell phone or school.

REPORTING CHILD ABUSE AND NEGLECT

All staff members are mandatory reporters. Civic Nebraska requires all staff to report any suspicion of child abuse or neglect to the Nebraska Department of Health and Human Services: Child Abuse and Neglect Hotline. If a staff member suspects a child is being abused, they will notify their School Community Coordinator immediately. If the child is in any immediate danger, staff will contact the School Community Coordinator and seek assistance from the Lincoln Police Department (LPD). Additional information can be found at: <http://dhhs.ne.gov/Pages/Child-Abuse.aspx>

OTHER IMPORTANT INFORMATION

- ❖ Students must be able to participate successfully and safely in a 1:15 staff to student ratio.
- ❖ Clothing: Students should come dressed appropriately for physical activity, including comfortable tennis shoes (no Heelys), and the day's weather.
- ❖ Lost and found: Please check the lost and found area regularly. Unclaimed items are donated to local charities.

QUESTIONS AND SUGGESTIONS

In the case of questions or grievances, all communications should be directed to the School Community Coordinator. If questions or grievances are not addressed satisfactorily or if the question or grievance directly involves the School Community Coordinator, please contact the Program Manager charity.iromuanya@civicnebraska.org or Director of Youth Civic Engagement Programs kent.day@civicnebraska.org.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

CHILD CARE SUBSIDY AND AGED AND DISABLED WAIVER

Child Care Subsidy and Medicaid Aged and Disabled Waivers are accepted at the Randolph CLC and Campbell CLC.

The parent/guardian is responsible for the enrollment fee, per the DHHS Child Care Subsidy or Medicaid Aged and Disabled Waiver agreement between Civic Nebraska and Nebraska DHHS. Proof of DHHS Child Care Subsidy and Medicaid Aged and Disabled Waiver authorization and

Application fee are required at the time of enrollment. It is the responsibility of the Parent/Guardian to ensure that the authorization for care remains current during the dates that the child attends Civic Nebraska CLC programming and receives care. Families who utilize this service will be responsible for paying for any dates of services that DHHS does not cover and are subject to cancellation and no-show fees.

If your family is required to pay a Family Fee, please refer to our Payment Policy in Appendix A. Families responsible for a Family Fee, per their DHHS authorization, that are paid to another child care provider (not Civic Nebraska) must provide Civic Nebraska with a receipt of payment or proof of payment letter from the other Child Care Center.

Appendix D - DHHS Parent Information Brochure for Licensed Child Care

APPENDIX

A - PAYMENT POLICY



YCL STUDENT FEE POLICY Lincoln Public and Raymond Central School Districts

Civic Nebraska provides a comprehensive CLC program that is committed to our students, families, and communities. Student fees help support the quality of our organization and your student's Community Learning Center. Fees are important to sustainability and must be made by the parent/guardian or through childcare subsidies. We truly value your partnership and your student's participation.

GENERAL

- For the 2019-20 school year, fees are based on weekly, full-time enrollment and are not prorated by attendance. For the 2020-21 school year, fees are based on monthly, full-time enrollment and are not prorated by attendance.
- Childcare Subsidies:
 - The Nebraska Department of Health and Human Services offers childcare subsidies. DHHS reviews such factors as income, child support, social security and unemployment insurance payments. Please visit the [Nebraska Department of Health and Human Services](#) for information on applying for childcare subsidies.
- Families who are financially unable to pay fees and do not qualify for other aid may apply for Civic Nebraska financial assistance by completing our scholarship application (please contact your School Community Coordinator for additional information).
 - Financial assistance is limited.
 - Applying for assistance does not guarantee qualification.
 - Certain school districts offer supplemental assistance for reduced fees. Families should contact their School Community Coordinator for more information.

FEES

- The fees are set forth in the parent handbook.
- Families are billed at the beginning of each calendar month.
- Fees are due within 10 business days of billing.

- Payment may be made by the following methods:
 - [PayPal](#)
 - Check
 - Money Order
 - Bank/Bill Pay
 - Cash

Contact Information:

Student Accounts - Civic Nebraska

1111 Lincoln Mall. Suite 350

Lincoln, NE 68508

402.904.5191

B- BEHAVIOR AND DISCIPLINE POLICY

BEHAVIOR AND DISCIPLINE POLICY

At Civic Nebraska, we believe student safety is the foundation for successful programming and is a top priority. In the interest of creating the safest environment possible for all of our students and staff, Civic Nebraska has developed guidelines and procedures for behavior and discipline.

Civic Nebraska works closely with building administration and personnel to ensure district and building rules, expectations, and interventions are aligned with programming. We work jointly with building administration to successfully evaluate and determine possible modifications or accommodations students may need in conjunction with the programming we operate. Additionally, we work closely with the Department of Health and Human Services to ensure licensed programs are meeting and exceeding state regulations. We achieve these expectations by providing staff with the necessary tools: Preventive Strategies and Reactive Procedures.

- PREVENTIVE STRATEGIES -

Every staff member has a responsibility to ensure the safety of children at our programs. It is Civic Nebraska's belief that many negative and unsafe behaviors can be prevented by using the following behavior management strategies:

Elementary	Middle School	High School
Keep students in line of sight at all times. Be present and active during activities. Set and maintain appropriate boundaries. Set clear rules and expectations. Be consistent in enforcing rules and expectations. Be creative and make activities engaging. Praise youth for making good decisions. Be specific.	Keep students in line of sight at all times. Be present and active during activities. Set and maintain appropriate boundaries. Set clear rules and expectations. Be consistent in enforcing rules and expectations. Be creative and make activities engaging. Praise youth for making good decisions. Be specific. Encourage an atmosphere of mutual respect. Address any negative behavior	Be present and active during activities. Set and maintain appropriate boundaries. Set clear rules and expectations. Be consistent in enforcing rules and expectations. Be creative and make activities engaging. Praise youth for making good decisions. Be specific. Encourage an atmosphere

<p>Encourage an atmosphere of mutual respect. Address any negative behavior right away.</p> <p>Provide meaningful choices and input.</p> <p>Give frequent reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Build partnerships with parents through frequent updates.</p> <p>Use incentives.</p> <p>Provide fidgets or pipe cleaners for students who need them.</p> <p>Use attention-getters for quieting your group.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>	<p>right away.</p> <p>Provide meaningful choices and input.</p> <p>Give reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Build partnerships with parents through frequent updates.</p> <p>Use incentives.</p> <p>Provide fidgets or pipe cleaners for students who need them.</p> <p>Use attention-getters for quieting your group.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>	<p>of mutual respect. Address any negative behavior right away.</p> <p>Provide meaningful choices and input.</p> <p>Give reminders and reteach.</p> <p>Come to program prepared for the day's activity.</p> <p>Get to know your students and help them get to know each other.</p> <p>Use incentives.</p> <p>Check in with students using a mood meter.</p> <p>Use peer to peer conflict resolution.</p>
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- REACTIVE PROCEDURES -

Level 1

1. Behaviors

- a. Being disruptive, disrespectful, not following directions, running and screaming inside the building, inappropriate language, leaving without permission (but returning), not maintaining personal space or keeping hands and feet to self.

2. Interventions

- a. Verbal redirections
- b. In class or out of class movements.

- i. If the student moves: they will be given time to calm down, process the behavior with a staff, and rejoin the group
- ii. If the student refuses movement, verbal redirections will be used.
 - 1. If the student is unable to follow redirects from program staff, Assistant/Site Supervisor will be notified to assist. If the student is unable to follow Assistant/Site Supervisor instructions they will be moved to Level 2.

3. Communication

- a. Program staff will inform parents of incident at pick up or via email.

Level 2

1. Behaviors

- a. Refusal to complete Level 1 interventions, destruction of property, stealing, leaving without permission, racial slurs, threat of harm.

2. Interventions

- a. Parents will be contacted and the student will be sent home immediately. Parents have 15 minutes to have a reasonable plan of pick up in place.
- b. The student will sit with the Assistant/Site Supervisor until departure.
- c. Site Supervisor will determine when the student can return following a suspension up to two weeks.

3. Communication

- i. Program staff will inform parents of incident at pick up or via telephone.
- ii. Program staff will notify Civic Nebraska Program Manager and building principal

Level 3

1. Behaviors

- a. Physical endangerment or assault, exiting the program property without permission, inappropriate touching, possession of weapons (lighters, pocket knives, matches), possession of alcohol, drugs, or tobacco, intentional vandalism, recurrent aggressive behavior, 2 - Level 2 suspensions.

2. Interventions

- a. Parents will be contacted and the student will be sent home immediately. Parents have 15 minutes to have a reasonable plan of pick up in place.
- b. The student will sit with the Assistant/Site Supervisor until departure.

- c. Site Supervisor and Program Manager will determine if the student can return to programming following a one month suspension or if the student will be withdrawn from programming.
- 3. Communication**
- a. Program staff will inform parents of incident at pick up or via telephone.
 - b. Notify Civic Nebraska Program Manager and building principal
 - c. Prior to readmittance; parents will meet with the Site Supervisor and/or Program Manager to determine a Behavior Plan to ensure safety.

Behaviors may require further action, such as: contact and assistance from school administration, police contact, or referral for additional support.

HIGH SCHOOL COMMUNITY LEARNING CENTERS

- REACTIVE PROCEDURES -

Level 1

- 1. Behaviors**
 - a. Public displays of affection, disruptive or disrespectful behavior, not following directions, running and screaming inside the building, inappropriate language, not maintaining personal space or keeping hands and feet to self.
- 2. Interventions**
 - a. Verbal redirections
 - b. If the student is unable to follow verbal redirections they will be moved to Level 2.

Level 2

- 1. Behaviors**
 - a. Refusal to complete Level 1 intervention, destruction of property, stealing, racial slurs, threats of harm.
- 2. Interventions**
 - a. School security or building administration will be contacted to assist with de-escalating the situation and removing the student.
- 3. Communication (must complete for all Level 2 interventions)**
 - a. Site Supervisor will inform parents of the incident via telephone or email.
 - b. Site Supervisor will notify Civic Nebraska Program Manager and building principal

Level 3

- 1. Behaviors**

- a. Physical endangerment or assault, inappropriate touching, possession of weapons (lighters, pocket knives, matches), possession of alcohol, drugs, or tobacco, intentional vandalism, recurrent aggressive behavior, 2 - Level 2 suspensions.

2. Interventions

- a. School security or building administration will be contacted to assist with de-escalating the situation and removing the student.

3. Communication (must complete for all Level 3 interventions)

- a. Site Supervisor will inform parents of the incident via telephone or email.
- b. Site Supervisor will notify Civic Nebraska Program Manager and building principal.
- c. Prior to readmittance; the parent and student will need to complete the *Restorative Process.

*Restorative Process: This meeting is mandatory, prior to the student returning when they have had 2 - Level 2 suspensions or one Level 3 suspension. This is a collaborative meeting that will include the student and parent/guardian. Additionally, the School Community Coordinator will invite the students LPS Administrator, Civic Nebraska's Program Manager, and any additional supporting staff. A Behavior Plan will be completed, ensuring all members have identified and discussed the recurrent behaviors and have identified actions or agreements that will promote the success of the student.

Behaviors may require further action, such as: contact and assistance from school administration, police contact, or referral for additional support.

C- MEDICATION AUTHORIZATION FORM

Medication Authorization

Child's First Name _____ Child's Last Name _____

I, the undersigned parent, guardian or authorized person, authorize Civic Nebraska and its representatives, permission to give or apply the medications set forth below to my child. I understand the School Community Coordinator and / or a designated staff person has the responsibility to access and administer medication to my child, whether oral, topical or inhaled, according to dosing instructions. The School Community Coordinator and / or staff member is responsible to administer the medication according to the *five rights*: the right drug to the right person in the right dosage by the right route at the right time. I agree to provide the training necessary to ensure that the School Community Coordinator and / or staff member is able to administer medication to my child according to the five rights.

I further give Civic Nebraska and its representatives permission to secure treatment in the event of an emergency resulting from illness or injury. I understand that every reasonable effort will be made to contact me should an emergency arise. However, I realize it may be necessary to initiate treatment before I have been contacted.

Civic Nebraska is authorized to provide the following medication to my child during program hours:

	Medication	Dosage	Frequency	For what illness	Specific Instructions:
1.					
2.					
3.					

Additional notes or instructions:

Date School Community Coordinator and staff member training completed:

Parent /Guardian Signature _____ **Date** _____

School Community Coordinator Signature _____ **Date** _____

Program Manager Signature _____ **Date** _____

D- DHHS PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE

Also available at: <http://dhhs.ne.gov/licensure/Documents/CRED-PAM-24ParentBrochure.pdf>

Receipt of Parent Information Brochure

Child Care Program Name: _____

Enrolled Child(ren)'s names: _____

Parent/Guardian Names: _____

Parent/Guardian Signature: _____

Date: _____

Sign, date and return to your Child Care provider before your child(ren) begin care. Your Child Care provider must retain this Receipt on site for review.

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 68509-4986
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg_1391.aspx
 Phone: 800-600-1289

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

Douglas, Sarpy, Washington, Cass County—402-595-3343
 All other counties—800-600-1289

Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx
 Phone: 800-600-1289

Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
 800-652-1999

Child and Adult Care Food Program:
 800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhhs.ne.gov

Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Children's Coalition
teenzeen.org

CRED-PAM-24 Rev. 12/14 (99424)
 (Previous version should be used)



Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

- Family Child Care Home I
- Family Child Care Home II
- Preschool
- Child Care Center
- School-Age Only Center



Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

- Comply** with child care regulations for their license type at all times.
- Obtain and maintain** accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.
- Keep** accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any question or concerns they may have.
 800-600-1289
 402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx



Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
 800-600-1289
 402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

