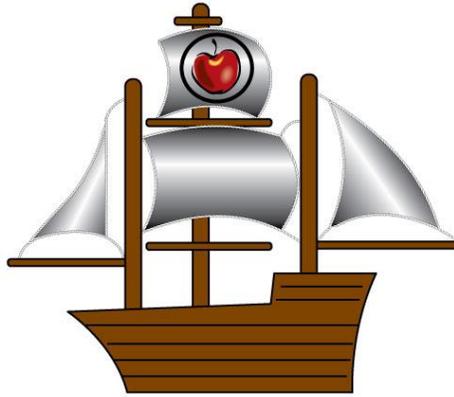


Viking Discovery Program Family Handbook

Revision Effective February 17, 2017



What you'll find inside...

1. School District 145 Foundation for Education Information
 - a. Program Philosophy
 - b. Purpose
2. Program Information
 - a. Licensing
 - b. Staff
 - c. Children Served
 - d. Hours, Sites and Days of Operation
 - e. Holidays
 - f. Inclement Weather
 - g. Enrollment and Registration Procedures for New Families
 - h. Enrollment and Registration Procedures for Families Currently in the Program
 - i. Registration Fee
 - j. Summer Activity Fee
 - k. Enrollment Categories
 - l. Tuition
 - m. Late Payment Fee
 - n. Returned Payment Fee
 - o. Year End Tax Statement
 - p. Title XX Acceptance
 - q. Status Changes
 - r. Withdrawal From the Program (by Family)
 - s. Removal From the Program (by the Foundation)
 - t. Reinstatement into the Program
3. Your Child's Day
 - a. Program Planning

- b. Items from Home
 - c. Lost and Found
 - d. Typical Daily Schedules
 - e. AM Attendance
 - f. PM Attendance
 - g. Hand Washing/Restrooms
 - h. Breakfast Program
 - i. Afternoon Snacks
 - j. Lunch
 - k. Activities
 - l. Parent Involvement
 - m. Communication Tools
4. Supervision and Safety
- a. Providing Appropriate Care and Supervision
 - b. Early Drop-Off Policy
 - c. Pick-Up Procedures
 - d. Late Pick-Up Policy
5. Health and Safety
- a. Child Illness Policy
 - b. Employee Illness & Immunization Policy
 - c. Head Lice
 - d. Chronic and Special Health Needs
 - e. Minor and Serious Accidents
 - f. Medication Administration
 - g. General Guidelines for Administering First Aid
 - h. CPR/First Aid
 - i. Telephone
 - j. Mandated Reporting
 - k. Fire and Tornado Drills
 - l. Disaster Evacuation
6. Behavior Management
- a. Behavior Management Techniques
 - b. Dealing Positively with Behavior
 - c. Building Character
 - d. Accountability
 - e. Logical Consequences
 - f. Natural Consequences
 - g. Proactive Behavior Management (PM)
 - h. Proactive Behavior Management (PM) Tips
 - i. Reactive Behavior Management (RM)
 - j. Separation of Student
 - k. Inappropriate Forms of Discipline
 - l. Building Rules
 - m. Playground Rules
 - n. Gym Rules

School District 145 Foundation For Education Information

The School District 145 Foundation For Education (FFE) is a non-profit corporation which operates the Viking Discovery Program (VDP). The VDP is a self-supporting child care program offered at Eagle Elementary, Hamlow Elementary and Waverly Intermediate School (WIS) in School District 145. Profits of the Program impact the students and faculty of School District 145 through teacher grants, support of youth character retreats, club sponsorships and much more. VDP benefits reach beyond financial support for our school district. The VDP offers a simple, fun, connected environment for over 150 families who need child care! Every day the FFE works with parents, teachers, administrators, patrons and community leaders to provide educational opportunities for students at every grade level. We invest each year in programs and projects affecting the more than 2000 students served by School District 145.

Our monetary and time investments are paying real dividends towards bright futures for our students. As a non-profit corporation we receive no tax funds. Instead, we rely on the success of this earned income business, and the support and generosity of all School District 145 stakeholders. To find out ways in which you can donate to the School District 145 Foundation For Education (FFE), please visit our website at www.dist145ffe.org.

Program Philosophy: The Foundation For Education Viking Discovery Program encourages students to be part of a respectful and responsible community. Program staff challenge students to excel in academic, social, and recreational areas, while maintaining the high standards set forth by the Foundation's Board of Directors.

Purpose: The Program serves the needs of students and parents by providing a supervised, fun environment for children before and after school, on non-school days, and during the summer. The Program operates with the following purpose:

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate activity experiences which contribute to the developmental needs of each student.
3. To provide opportunities for meaningful play and activity that will help build important foundations for future skills.
4. To provide support and guidance in all academic areas.

Program Information

Licensing: The VDP is licensed by the State of Nebraska through the Nebraska Department of Health and Human Services (DHHS). The Program is visited throughout the year by licensing resource specialists to maintain our licensing compliance with the State of Nebraska.

Staff: Nothing is more important to the success of a business than dedicated, experienced, and well trained staff. Staff members are selected for their life experiences, training, and personal commitment to the needs of children. A Criminal History Check is completed through the Nebraska State Patrol for every employee over the age of 19. A background check is completed through the Child and Adult Protective Service Registry for all staff. All employees are also checked against the Sex Offender Registry prior to working with the VDP. All employees are required to have documented annual in-service training, and at least two employees at each site are required to have CPR and First Aid certification. The school-age child to adult ratio is 15:1 and we maintain that ratio at all times.

Children Served: The VDP serves children from kindergarten to 5th grade. Parents must inform the VDP staff of special needs of their child *prior to* enrollment so we can determine if our staff and Program are suitable for the child. Parents of children with special needs may be requested to provide written documentation and records from a qualified consultant prior to the child's enrollment and annually thereafter, in order to enable VDP to best serve their child. An initial consultation will cover Program rules/regulations, equipment, facilities, staff ratios and special staff training recommendations suited to the needs of the particular child.

The VDP provides care only for children who: 1) are toilet trained, 2) have age-appropriate eating, dressing, and hygiene skills, 3) are able to abide by the rules of the Program outlined in this Family Handbook and 4) are able to function effectively in a setting with one adult for each fifteen children.

Hours, Sites and Days of Operation: The VDP is a year-round program that operates during regular school days, non-school days (such as in-service or vacation days), and the summer months at each of the district's three elementary school sites. The Program is closed on all major holidays.

- On regular school days, all sites are open Monday-Friday from 7am to the start of school, and from school dismissal to 6 pm.
- On non-school days, care is available from 7 am to 6 pm.

A calendar of summer care days is available as an addendum to this Family Handbook. During Summer Care 2017, the VDP will operate at the following sites: Eagle Elementary School and Hamlow Elementary School. Each site will be open from 7 am to 6 pm on week days. Waverly Intermediate School will be undergoing construction through 2018, so the Viking Discovery Program will not be able to operate out of our usual space. Our Hamlow site and our Eagle site will host students grades K-5.

Holidays: The VDP will be closed for the following:

Independence Day	Labor Day
Thanksgiving	Friday following Thanksgiving
Christmas Eve	Memorial Day
Christmas Day	New Year's Day

If a holiday falls on a Saturday or Sunday, the Program may be closed either the Friday preceding the holiday, or the Monday following the holiday.

Inclement Weather: If School District 145 sites have a late start there will be no morning Program and if school is dismissed early there will be no after school Program. If school is cancelled due to weather there will be no Program that day. On non-school days when there is inclement weather we will make every effort to open; however, there are many factors we must take into consideration. In the event that snow becomes a concern, the Program Director, along with FFE Board Members, will assess the weather and make a decision that is in the best interest of the students and staff in our Program. Our greatest concerns are travel safety, the ability to remove snow at the designated sites, or other conditions that could pose a danger to the children, staff, or facility. The Program Director will also update VDP voice mail messages, post a closing notice on our Facebook page, and send each enrolled family a direct e-mail notification of the closing. Please make sure a current e-mail address is on file at all times. We will do our best to make a timely decision, no later than 5 am the day in question, to allow our families to arrange alternate care for their children.

Enrollment and Registration Procedures for New Families: In order to initially register in the Program the following information must be completed and submitted to the Program Director prior to your child's first day of care:

1. Completed Registration Form
2. Non-refundable registration fee of \$25.00 per family
3. First week's tuition
4. Signed acknowledgement that you have read, and will abide by the Family Handbook
5. Completed USDA Food Program Form
6. Completed Title XX Authorization (if applicable)
7. DHHS Child Care Brochure Signature Page
8. Tuition Express Electronic Funds Transfer Form

Summer additions:

9. Swimming pass (if attending our Eagle site)
10. Field Trip Permission Slip
11. Activity Fee (\$50 per student if attending a Waverly site, \$35 per student if attending our Eagle site)

Enrollment and Registration Procedures for Families Currently in the Program: Re-registration is held annually. Registrations for the Summer Program will be sent out in March and registrations for school-year care will be sent out in April for current families wanting to register. Families who are currently in the Program always have priority if they are registered

by the deadline each year. Siblings of current students, who will be entering kindergarten in the fall, are also given priority for the up-coming school year. Families who do not register by the deadline will forfeit their guaranteed spot in the Program. If families want to re-register into the Program after the deadline has passed, they must contact the Program Director. In order to re-register, the site must have open spots, and you will be required to register as a new family. The parent or guardian registering the student is the financially responsible party for tuition and any additional charges accrued during VDP enrollment.

Registration Fee: A non-refundable registration fee must be paid at the time of initial registration into both school-year and summer programs. The registration fee is \$25.00 per family for EACH program.

Summer Activity Fee: A non-refundable activity fee must be paid at the time of registration. The \$50.00 per student fee for Waverly-based enrollment covers the cost of three off-site field trips, visiting enrichment AND all pool fees. A pool pass is not required for Waverly-based families. We cannot give your family a discount if you purchase a pool pass from the city of Waverly. The \$35 per student fee for Eagle-based enrollment covers the cost of three off-site field trips and visiting enrichment only. Eagle-based families must buy a pool pass from the Village of Eagle.

Enrollment Categories: Families have various school-year care enrollment options to choose from. Fees depend on the enrollment category chosen, along with the number of children enrolled. Refer to the Registration Form for details. Fees are based on enrollment, *not attendance*. Because we are licensed by the State of Nebraska, space is limited based on our licensed capacity at each site. Families will be given the option to place their child on the Program's waiting list in the event the care they are requesting is full. Part-time care options are available during summer care only.

Tuition: NEW! Payments will be made via electronic funds transfer, processed by Procure Tuition Express. See the withdrawal schedule that accompanies the Registration Form. Automated credit card payments may be accepted, but associated processing fees will be paid by families choosing to use credit. Title XX payments are welcome. If you'd like to pay for an entire semester of care upfront, you can pay via check, money order or cash, and you will receive a 5% discount.

You are not charged for days that the Program is not in session. If the Program is closed due to inclement weather, or for any unforeseen circumstance, your account will be credited. Any balance left at the end of the year will applied to your balance for the following year. If you are not returning, the credit will be refunded to you subject to a \$5.00 administrative charge.

If you will not be attending the Program for an entire week, you can avoid the charges for that week. Contact the Program Director and Billing Manager to alert them of the week you will not be attending TWO WEEKS before the week you will be absent.

Late Payment Fee: VDP tuition payments will be automatically withdrawn using the ACH information you provide. The Billing Manager sends out periodic e-mails and/or receipts to

all families. If tuition cannot be collected and continues to be late after notification from the Billing Manager, the following steps will be taken to obtain full payment.

1. Upon the first week of late payment, the family will receive notification from the Billing Manager. A \$10 fee will be charged to each family for each week of late payment.
2. When tuition is two weeks past due, the family will receive another notification in regards to their past due account. In this notice, you will be given a date to have your account paid in full. Your child/ren will not be able to attend the Program until your account is paid in full.
3. At week three, you will receive another notification stating if your account is not paid in full by a certain date, your account will be turned over to a collections agency.

Returned Payment Fee: A \$35.00 fee will be assessed to your account if the Program receives notification of a return payment from your financial institution.

Year End Tax Statement: Each family will be provided with one itemized statement by January 31 with the prior year's payment information. We recommend that the parent or guardian maintain records of the total amount paid for the child during the calendar year. IRS Form W-10 is available at each site.

Title XX Acceptance: The VDP accepts Title XX payments from qualifying individuals. Title XX is a child care subsidy program provided by the State of Nebraska, and is set up through Nebraska's Department of Health and Human Services. In order for the VDP to accept Title XX payments, families must have a current Provider Authorization on file. If Title XX authorization expires, VDP services will be suspended beginning the day following the authorization expiration date. Families will be given one week beginning with the date of suspended services to receive authorization to reinstate child care services. If re-authorization is not received within the specified one week time period, immediate removal from the Program will occur, unless they declare their intent to activate their account as self-pay. It is the family's responsibility to contact their case worker for re-authorization of services. The VDP assumes no responsibility in setting up services or for continued service. Title XX does not pay for late fees or field trip fees during the school year. Families are expected to request their case worker fax updated authorizations to the Foundation office to ensure uninterrupted services or financial responsibility. The fax number is 402-786-2799.

Status Changes: If you need to change the option you selected or withdraw from the Program, you will need to communicate directly with the Program Director. Changes may be made on a weekly basis only, not daily. Two weeks notice is required to accommodate staffing adjustments.

Withdrawal from the Program (by Family): Families who wish to discontinue child care services with the Program must give two weeks (14 days) written notice of withdrawal. The two week period begins from the time the Program Director receives written notification. Parents are obligated to continue payment of any required tuition or fees regardless of the child's attendance. Any charges incurred during this time are non-refundable.

Removal from the Program (by the Foundation): Reasonable steps will be taken to avoid termination. If we can no longer provide care for a child, we will give parents two weeks notice. The two week notice is null and void if the child is being removed for disciplinary

reasons. You are responsible for payment for those two weeks even if your child does not attend. The Program may terminate services for any of the following reasons including (but not limited to):

- Failure to honor obligations listed in this Family Handbook or written policies
- Any action by parents or children that adversely affects the Program
- Offensive language used by parent/guardian or harassment of staff
- Lack of parental cooperation
- Failure to complete required forms
- Inability to meet the child's needs inside of a 15:1 child/staff ratio
- Failure to maintain a current account balance

The removal process is based on individual circumstances. VDP staff will keep a written record:

1. Incident Report filed with Site Supervisor and parent notification of situation.
2. After three incident reports, a meeting with Site Supervisor and/or Program Director will be called to address ways to help the family/student be more successful in Program.
3. After a meeting, if problems still persist, the student may be asked to terminate participation in the Viking Discovery Program.

Reinstatement into the Program: We are aware that children mature and we want to provide opportunity to be reinstated into our Program after removal from our Program. Reinstatement will be evaluated on a case by case basis, and include a conference between the Program Director and the parents. The following conditions apply:

- New enrollment requirements must be completed.
- A reinstated child will be on a monthly probationary period with an opportunity to extend this period.
- Communication/conference with the Site Supervisor is required weekly and on an as needed basis.

Your Child's Day

Program Planning: Each Site Supervisor is responsible for Program planning. Activities are prepared in advance so staff, parents and children are aware of the week's activities. A variety of age-appropriate activities are planned daily to coincide with the daily schedule, providing children a choice of activities in which to participate.

Items from Home: Please discourage your child from bringing toys or other items from home. The Program has equipment and toys to meet children's needs. The Program will not assume responsibility for toys or other items brought from home.

Lost and Found: If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the school's lost and found collection. The Program is not responsible for lost items.

Typical Daily Schedules: (can vary by site and day)

School Year AM Schedule

7:00-7:45 am	Breakfast (if brought from home), Free Time, Gym Time Note: Your student can eat school-served breakfast as they are released to school personnel.
7:45-8:00 am	Clean Up, Dismissal to School Personnel

School Year PM Schedule

3:10-3:30 pm	Snack
3:30-4:00 pm	Group Activity (Monday: Physical Activity Game, Tuesday: Free Day, Wednesday: Board Game, Thursday: Art, Friday: Movie Day)
4:00-4:40 pm	Outside/Gym
4:40-5:00 pm	Homework/Tutor
5:00-5:45 pm	Free Time in Classroom
5:45-6:00 pm	Clean Up, Dismissal

Non-School Day Schedule

7:00-8:45 am	Breakfast (if brought from home), Free Time
8:45-9:00 am	Discuss Daily Schedule
9:00-10:00 am	Group Activity
10:00-10:15 am	Snack
10:15-11:00 am	Outside/Indoor Play
11:00-11:20 am	Quiet Reading, or Library Day
11:20-11:40 am	Journaling
11:40am-12:15pm	Lunch
12:15-1:00 pm	Clean Up, Transition, Free Time
1:00-2:00 pm	Group Activity
2:00-3:00 pm	Outside/Indoor Play
3:00-3:45 pm	Snack
3:45-4:00 pm	Clean Up
4:00-6:00 pm	Free Time

Summer Program Schedule

7:00-8:45 am	Breakfast (if brought from home), Free Time
8:45-9:00 am	Discuss Daily Schedule
9:00-10:00 am	Group Activity
10:00-10:15 am	Snack
10:15-11:00 am	Outside/Indoor Play
11:00-11:20 am	Quiet Reading Time or Library Day
11:20-11:40 am	Journaling
11:40am-12:15pm	Lunch
12:15-1:00 pm	Clean Up, Get Ready for Swimming, Walk to Pool
1:00-3:00 pm	Swimming/On site large group activity
3:00-3:45 pm	Walk to School, Change from Swimming
3:45-4:00 pm	Snack
4:00-6:00 pm	Free Time

Before School Attendance: Due to children arriving at various times to attend morning care, students will be checked in individually as they arrive. Group attendance will be taken prior to school starting.

After School Attendance: Please be sure to keep your after-school plan current with your child(ren)'s classroom teacher(s). The Viking Discovery Program is not responsible for the after school transition from individual classrooms to the Program. As children arrive, attendance will be recorded via our online Procure check-in system codes. Within the first 20 minutes of the Program opening in the afternoon, the Site Supervisor will have an accurate attendance record.

If a child will be absent or will be late to the Program, you can contact your Site Supervisor as a courtesy. The school secretary is not responsible for taking messages for the Program.

Hand-Washing/Restrooms: Children and staff are to always wash and dry their hands thoroughly before handling or consuming food, and after the use of the bathroom facilities.

Breakfast Program: All sites participate in the breakfast program provided by School District 145. All breakfast meals meet USDA requirements. The cost of the breakfast is in accordance with the schools' set daily rate. Parents are responsible for charges incurred for any meals their child consumes in the breakfast program. Your child is welcome to bring a healthy breakfast from home and eat it at the Program.

Afternoon Snacks: After attendance is taken, children will be served an afternoon snack. Monthly menus are posted so the staff, children and parents are aware of the menu in advance. Snacks must represent two of the four food groups, and meet USDA requirements. Adequate and appropriate portions will be given based on the children's needs. Substitute snacks are provided for children who have special dietary needs on days when the scheduled snack is not appropriate.

Lunch: Lunch will be provided during non-school day care and summer care. Monthly menus are posted so the staff, children and parents are aware of the menu in advance. The cost of lunch is included in tuition fees. All catered lunches meet USDA requirements, and are served in family style. Adequate and appropriate portions are served based on the children's needs. Substitute lunches can be provided for children who have special dietary needs on days when the scheduled lunch is not appropriate.

Activities: Each site offers a variety of structured, as well as unstructured, experiences for students. The following areas will be part of every daily schedule:

- Snack
- Outdoor or Indoor Play (weather permitting)
- Large Group Activity or Craft
- Time for Academic Support
- Center/Station Time which may include any or all of the following: art, board games, creative exploration, problem solving and reading

Parent Involvement: Parental involvement is a very important part of our Program. Parents and staff working together is an essential element of a quality program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with VDP employees at your school, built on mutual trust and respect, is key in making your child care arrangement work well for everyone.

Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your Site Supervisor know if there is something going on in your child's life that may be affecting behavior.
- Be aware of Program policies and honor them.
- Get involved with the Program.
- There are bound to be certain topics or situations that are difficult to talk about with VDP employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult.

Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be harder to bring up later.
- Avoid confronting VDP employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties respect the other's views and are willing to compromise.
- Please address your concerns to the Site Supervisor, then the Program Director. If you still feel your concerns are not being heard contact the FFE Executive Director or FFE Board member that serves as Committee Chair of the VDP. Please refer to contact information posted at your site.

Communication Tools: Avenues where the VDP communicates with families:

- A parent bulletin board is posted at each site with reminders, policies, and general information specific to your child's site. Refer to this board for photographs and names of current staff members hired to care for your children.
- Monthly newsletters will be e-mailed by the Program Director highlighting Program events and news.
- Visit the FFE website often: www.dist145ffe.org
- Like our Facebook page! See www.facebook.com/pages/Viking-Discovery-Program/172767046181096 or go to Facebook and search for "Viking Discovery Program" with our ship logo.

Supervision and Safety

Providing Appropriate Care and Supervision: Staff members of a child care program are the most important element in successful operation of that program. It is the staff that is

responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibility for providing adequate and appropriate supervision at all times children are in attendance. Every situation will differ; however, it is expected that childcare staff will use good judgment in assessing proper supervision while children are in our care.

Appropriate supervision is provided by adhering to the following guidelines:

- Staff will remain in the same room as the children.
- Children shall never be left unattended.
- Staff will eliminate distractions and interruptions such as personal telephone calls, texting & radio/CD players.
- An accountability plan will be in place for children who need to use the bathroom or drinking fountain.
- Children are not permitted to go to their classroom or lockers after checking into the Program.
- Staff will be visible and available at all times.

Early Drop-Off Policy: VDP employees are using every minute until 7:00 am to prepare for your child's day. Leaving a child at the front door of the school prior to 7:00 am is not safe. If a child is dropped off early, a \$1 per minute charge will incur per child and that fee will be assessed on your next bill. If continuous abuse of this Early Drop-Off Policy occurs, you will be removed from the Program and law enforcement may be notified regarding the issue.

Pick-Up Procedures: Children leaving the Program must be picked up by a parent, legal guardian, or person specified on the child's authorization list. Children can only be released to those listed on the authorization list unless a written note is presented to VDP staff or a personal phone call to the staff is made by the parent/guardian. A photo ID may be required for any authorized person, other than a parent/guardian, to pick up a child. Parents cannot call and request their child to be signed out by a staff member to walk home. In the instance a VDP employee is authorized to sign a child(ren) out of the Program, it is understood that the responsibility of the School District 145 Foundation for Education and VDP ceases at the point the student is signed out of the Program. Children must be logged out of our Procure online attendance system by their authorized pick-up person before leaving.

Late Pick-Up Policy: If a child is not picked up by 6:00 pm a late fee will be assessed. A \$1 per minute charge will incur for every minute following 6:00 pm. Late penalties will be added to your current invoice. Parents will be notified after the first 15 minutes. If continuous abuse of this late policy occurs, or a child is left at the Program without our staff being able to contact you or your emergency contacts within a reasonable time, law enforcement may be notified regarding the issue.

Health and Safety

Child Illness Policy: The Program cannot accept any child who has a contagious illness or any of the following:

- Fever (temperature of 100 degrees or above)
- Diarrhea

- Vomiting
- Contagious skin or eye infection
- Lice or nits

If any of the above occurs at the Program, parents will be called to pick up their child. The child must be picked up within 1 hour of being notified. If we cannot reach you, we will contact authorized individuals you provided on the Registration Form. Your child will not be allowed to return to the Program until they are symptom free for 24 hours or have obtained a doctor's note.

Please let the Site Supervisor know if your child has been diagnosed with a contagious illness. Per license requirements, 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, the name of the child will never be released.

Common colds and allergies do not prohibit attendance unless the child feels too uncomfortable to attend.

Employee Illness & Immunization Policy: Any employee who has a contagious illness (including symptoms of fever, diarrhea and vomiting) will not report to work. If an employee is diagnosed with a contagious illness, notice will be posted to all families within the site. For confidentiality reasons, the name of the employee will never be released. Common colds and allergies do not prohibit an employee from working unless s/he is too uncomfortable to do their job well. We do not require employees to be immunized.

Head Lice: In line with School District 145 policy, if head lice or nits are found on your child you will be called to pick up the child and be 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: At the time of registration, parents are expected to indicate on their Registration Form if their child has chronic or special health needs that require special attention. Parents are expected to provide the Site Supervisor or Program Director with procedures or accommodations that may be necessary.

Minor and Serious Accidents: In case of an accident at the Program, emergency first aid will be administered and parents or guardians will be notified. If the Site Supervisor is unable to reach the parent or guardian, emergency phone numbers will be used. An emergency unit will be called only in extreme cases. A staff member will accompany any child being transported to a local hospital, and remain with the child until the parent or guardian has arrived. At the time of enrollment parents must give the Foundation permission to transport and treat in the event of a medical emergency. A copy of the child's Registration Form will be brought to the hospital with the staff member.

An accident report outlining the care and procedure administered to the child will be completed and placed in the child's file. A copy will be given to the parent. The accident report must be signed by the parent or guardian before the child will be allowed to return to

the Program. Parents or guardians are responsible for any expenses incurred due to an injury.

Medication Administration: The VDP does not administer any over-the-counter or prescription drugs, except inhalers or epi pens. A Medication Form must be completed for the administration of these drugs. An individual medication administration log will be kept for each child.

General Guidelines for Administering First Aid:

1. Staff will not move the child until the extent of the injury is determined.
2. Any mild cut or abrasion will be washed with warm water and a Band-Aid will be applied.
3. In case of deeper cuts, possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another authorized person on the child's registration form, or contact the child's listed physician for medical advice.
4. If a limb is visibly distorted we will contact the parent or guardian immediately. The parent or guardian can then make the recommendation whether to have 911 dispatched, or if the parent would prefer to transport. If we are unable to get in contact with the parent or 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 or guardian.

CPR/First Aid: At least one staff member who is CPR/First Aid certified must be on duty at each site at all times.

Telephone: A working non-coin operated phone is available for emergencies at all times.

Mandated Reporting: According to 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 subjected to abuse or neglect.

Fire and Tornado Drills: Fire and tornado drills are conducted and documented monthly. Monthly fire and tornado drills are completed in both morning and afternoon sessions so all children are familiar with evacuation procedures. A written record of fire and tornado drills, along with a map showing proper evacuation routes, is posted at each site.

Disaster Preparedness Plan:

As result of a disaster such as fire, tornado, flood or other natural or manmade disasters, students may be evacuated to another location. Parents will be notified and allowed to pick up children from this site. The Site Supervisor will have sign out sheets and parent information. Special needs children will be escorted by the Site Supervisor to the new location. The following sites will be relocated as follows:

- Eagle Elementary School to Eagle Fire Department

- Hamlow Elementary School to Peace Lutheran Church
- Waverly Intermediate School to school district Central Office or Hamlow Elementary

In the instance an intruder is on site property, students will go into lock down mode. This involves leaving the general site location and going to a specific lockable location. Students will remain quiet in the lockable location with lights off until an all-clear signal is given.

Behavior Management

Behavior Management Techniques: These techniques are applications of the Foundation for Education Viking Discovery Program's expectations of staff members. Each staff member will be made aware of the Program's policies on behavior management during on-site training. In order for children to be successful and safe in the Program, we require that they follow the following Program rules:

1. Listen and follow directions the first time given
2. Keep hands, feet, and all objects to self
3. Respect others, equipment and building use
4. "Use words" to solve a problem, then ask a staff member for help if that doesn't work
5. Always be within the sight and sound of a staff member

Dealing Positively with Behavior:

1. Behavior management will be consistent, effective, and efficient
2. Resolve problems as quickly as possible where and when you see fit
3. Notify the Site Supervisor and/or Program Director of all behavior problems so that they may be documented appropriately
4. Behavior management is key to running a successful program

Building Character: Character Education programs such as Lifeskills and Character Counts are concepts that children learn in school. These programs help children recognize positive choices. Character Education covers a variety of topics such as respect, responsibility, and common sense. Character Education is used to positively redirect children when discussing their behavior. It is the expectation that staff implement positive character education during the Program.

Accountability: Children, like adults, need to be held accountable for their actions. When a child makes unsafe or unhealthy choices, redirect their behavior and prevent it from happening again by creating a sense of accountability.

Logical Consequences: Logical consequences involve children learning about and dealing with their emotions and feelings, and how emotions and feelings are related to their choices. Logical consequences are consequences for behavior that directly relate to the action or choice. At the VDP, we use logical consequences most often. Logical consequences directly link the child's action to the consequence. This type of consequence is also more meaningful than simply losing privileges because there is a required action (by the child), related to the misbehavior.

Natural Consequences: Natural consequences are directly caused by an action. For example, when a child chooses to go outside on a chilly day without a coat, she gets cold. The consequences naturally follow the actions. Parents and caregivers simply stand back and watch while children learn the lessons. No lengthy comments are necessary, or even desirable, when natural consequences are experienced. Natural consequences are appropriate only if they pose no health or safety risk to children.

Proactive Behavior Management (PM):

PM (proactive management) is taking steps to prevent problems, essentially “training” people to do what is expected of them in any given situation. Reasons they will perform as expected can range from simply knowing the “why” of your directions, to being aware of the consequences for not following them. Praise is a very powerful form of PM. Practicing PM costs nothing, yet its rewards are priceless! When children overhear you praising another child, they will automatically alter their behavior to mimic the behavior that is being praised. Children have the right to want and seek praise and approval. Be aware of and sensitive to your ability to make a child feel great (versus making them feel left-out).

Proactive Behavior Management (PM) Tips

1. Review the rules and expectations daily
2. Dialogue with children about what it means to make a choice
3. Have discussions about what type of decisions they see themselves making; which ones are hard and which ones are easy to make?
4. Praise children for appropriate behavior
5. Praise children in front of parents and teachers
6. Implement incentive programs
7. Praise children verbally for making appropriate choices

Reactive Behavior Management (RM):

Reactive Management (RM) is a response to a child's inappropriate behavior. RM involves the concept of implementing consequences for inappropriate behavior. This is how we work with children to teach them accountability for their actions and choices. It is important to recognize that children are responsible for their own choices and decisions. In cases that children make inappropriate choices, it is our responsibility to redirect their behavior. In addition, it must be clear that consistently making inappropriate choices has consequences.

Separation of Student: Staff may separate a child from other children for unacceptable behavior. The separation should be no longer than 5 minutes after the child has regained control or composure. A staff member shall not allow a child to be separated for longer than 10 minutes without the staff member interacting with the child. Separating a child from the group should be used as a last resort after all other techniques have been tried.

Inappropriate Forms of Discipline: The following are inappropriate forms of discipline that will not be used by VDP staff:

- 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
- Verbal abuse or loud voice tones directed in a derogatory manner
- Writing sentences

Building Rules:

Respect-

- Voice levels in the hallway should be at appropriate levels
- When an adult greets you, greet them back
- Use please and thank you when appropriate
- Students should not play with their food while eating
- Allow space between you and other people, respect people's "bubble space"
- When a staff member asks you to do something or gives you an instruction you should do what is asked immediately

Responsibility-

- If you see trash on the floor, pick it up and throw it away
- Keep the bathrooms clean
- At the end of the day all student material and supplies should be picked up
- Students need permission to leave a supervised area

Safety-

- Students should always walk while in the building
- Keep hands, feet and other objects to yourself at all times
- When going from one area to another you should stay focused and go to that area in a safe manner and return immediately
- When carrying playground equipment in the school and while lined up you should hold on to the equipment at all times
- When walking through the halls you should face forward so you can always see where you are walking

Playground Rules:

- Keep hands and feet to yourself at all times
- Tag or chase games of any kind are not allowed on the cement or on the playground equipment
- Go down the slide one at a time and always feet first, never climb up a slide
- Leave things that belong on the ground, on the ground (rocks, sticks, snow, etc.), no digging
- Use sport equipment as sport equipment, use all equipment in the appropriate way including the playground structures
- No climbing on soccer goals, hanging on basketball hoops or tether ball poles
- If it is snowy you are only allowed to go in the snow if you have boots...snow pants, gloves or mittens, and boots must also be worn to play in the snow
- Stay within the perimeter of the playground at all times (bushes, trees, fence line, and sidewalk)
- If the playground is muddy you must stay on the concrete
- If the playground equipment is wet or icy, stay off of it

- Always ask a teacher for permission to enter the building during recess or to retrieve equipment

Gym Rules:

- Good sportsmanship
- Use good listening skills
- Follow directions
- Use an indoor voice
- If you don't like the activity try to participate anyway
- Put equipment away when you are finished

Viking Discovery Program
STUDENT BEHAVIOR INCIDENT REPORT

STUDENT INFORMATION:

Name of Site _____

Name _____

INCIDENT INFORMATION: Date _____ Time _____

Location _____

(be specific, i.e. room number, location on playground, etc.)

Description of Incident *(use back if needed)*

Activity Involved in at Time of Incident _____

Action Taken _____

Person in Charge at Time of Incident _____ Site Supervisor _____

Witness to Incident _____

Description of Injury *(if any, refer to Accident Reporting Form)* _____

Was Parent/Guardian Notified of Incident?

yes ___ no ___ when _____ at what phone# _____

Who was Notified _____ By Whom _____

Was Program Director Notified of Accident? yes ___ no ___ By Whom _____

Signature of Site Supervisor

Date

Signature of Parent

Date

ACKNOWLEDGEMENT

I hereby acknowledge and confirm that I have received and read the Foundation for Education's **Viking Discovery Program Family Handbook**. I understand and agree to comply with the policies stated in the Parent Handbook. I understand that if, at any time, I have questions regarding the Foundation for Education's Viking Discovery Program Handbook, I should direct them to the Program Director, as any violation of the policies in the Foundation for Education's Viking Discovery Program Family Handbook may result in discipline, up to and including discharge.

Parents Signature

Date