

Family Handbook

2026-2027

Family Service LINCOLN

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Handbook

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Welcome to Family Service Lincoln!



26-27 Youth Development Staff

Family Service Lincoln is a nationally accredited nonprofit organization committed to supporting children and families through a wide range of high-quality services. Each year, we proudly serve thousands of households with programs that include case management, housing support, behavioral health therapy, expanded learning opportunities, community gardens, nutrition, and food services. Our mission, Helping Families Thrive, reflects the impact we strive to make across all six of our program tracks.

This handbook is designed to answer frequently asked questions and help you feel informed and confident as your child begins our before and after-school program. It serves as a comprehensive guide for parents, outlining key policies, expectations, and general program information. Throughout this handbook, the term "parent(s)" refers to custodial parent(s) and legal guardian(s).

We encourage you to review this information carefully and share relevant details with your child to help them understand and follow program expectations. By working together, we can create a positive, supportive experience for every child and family involved.



Youth Development

The Youth Development program offers safe and engaging extended learning opportunities for students of all backgrounds by equipping staff with the tools they need, developing enriching curriculum, and creating environments that build the skills and strengths children need to thrive.

Our before and after-school programs are nationally accredited by the Council on Accreditation and meet or exceed their Out-of-School Time standards. Our elementary school programs also maintain School-Age Child Care licenses from the Nebraska Department of Health and Human Services (DHHS). Both of which hold us to the high standards of care that we expect from our staff and organization.

Throughout this book the term “Parents” refers to both natural or adoptive parents and to legal guardians.

Enrollment

Eligibility

Elementary students enrolled in an FSL-designated school are eligible to apply, regardless of race, color, creed, religion, national origin, gender, or disability.
In addition, children must meet the following criteria:

- Be emotionally and physically able to participate in program activities under a 1:15 staff-to-student supervision ratio.
- Be able to follow program rules and directions from staff.
- Be able to use the toilet independently.
- Be under 13 years of age.

The program is inclusive and welcomes all children, including those with disabilities or those receiving special education services, according to federal and state guidelines. When requesting accommodation, providing relevant information such as medical care plans or IEPs helps ensure appropriate care.

- Accommodation for children with disabilities will be considered on a case-by-case basis to ensure appropriate support can be provided.
- Accommodation is not possible when a child poses a direct threat to the health or safety of others or if the required support would fundamentally alter the nature of the program.

Registration

Enrollment is based on capacity and registration is accepted on a first-come come first-served basis. Many of our locations have waiting lists, so applying before your child is of school age is recommended. Parents are welcome to schedule a visit before enrolling to ensure the program meets your family's needs.

To register:

- Apply online at https://daycareworks.com/registration/lincoln/start_registration.jsp.
- Select before-school care (AM), after-school care (PM), or both before and after-school care (AM/PM). Non-school day care and summer programs are offered at select school sites for an additional cost.
- Pay a one-time non-refundable enrollment fee before participating in the program.
- Complete the Child and Adult Care Food Program form and provide the child's immunization records during the enrollment process.
- Re-register each school year (priority is given to returning families before opening the registration).
- Apply for summer and non-school day care online **(additional non-refundable fees apply).**

Family Service Lincoln prioritizes the following when making enrollment decisions:

- Currently enrolled families
- Parents employed by Family Service Lincoln
- Parents employed by LPS at the site of enrollment

Waiting Lists

Capacity at each location is limited. If there is a wait list, placement is determined by the timestamped date on the registration form.

- Waiting times vary by site and from year to year.
- Openings are not guaranteed or predictable.
- Declining an enrollment offer will result in a removal from the waiting list, and re-registration is required to be added back to the bottom of the list.
- Failing to accept the opening within one week of the offer will result in the removal from the waiting list.
- Confirming a start date no later than two weeks from the offer is required.

Drop-In Care

Families enrolled in before or after-school care can attend programming outside of their normally approved time for an additional fee, provided the request is made in advance and the site is not at capacity. This is offered during school days only and does not apply to non-school days or summer programming.

Requesting a Change

Parents can request a change to their enrollment or program site; however, waiting lists may apply. Requests can be made in the Parent Portal or by contacting our Scheduling Specialist at 402-904-5573. Changes cannot be made to summer programming once the enrollment period ends.

Discontinuing Enrollment

Families wishing to discontinue enrollment are required to give at least one full programming weeks' notice, with enrollment ending on a Friday. During the cancellation period, the family is responsible for any fees incurred.

A child's enrollment may be discontinued by FSL for the following reasons:

- Failure to pay program fees.
- Failure to pick up a child before the program closes.
- Failure to complete the required paperwork or falsifying information.
- Inability of the child or parent to abide by the program's conduct expectations.

Program Fees

Fees

Fees are based on weekly enrollment. Fees are not reduced for absences, holidays, snow days, vacations, non-school days, or suspensions from the program. Absences due to illness, holidays, weather closings, or personal reasons will not be deducted or prorated from your fee.

Failure to pick up your child by closure will result in a late pick-up fee of $5.00 per child for the first 15 minutes & $1.00 for every minute thereafter. This fee will be added to the next billing cycle. Three violations will result in dismissal from the program.

Fee Schedule

Enrollment Fee	$35.00/child or $60.00/family (Non-refundable or transferrable fee is due at the time of initial enrollment into Family Service)
Before School Program	$50.00/week (Kindergarten to 5th grade)
After School Program	$70.00/week (Kindergarten to 5th grade)
Before & After School Program	$90.00/week (Kindergarten to 5th grade)
Single Non-School Day Program	$22.00/day (Additional fee to weekly fees, Non-Refundable)
Non-School Week Program	$200.00/week (Kindergarten to 5th grade)
Summer School-Age Full Day Program	$200.00 + $20 **BOTH NON-REFUNDABLE** activity fee/week (Kindergarten to 5th grade) **Children must have completed Kindergarten
Insufficient Funds Fee	$35.00 per check or ACH
Late Pick-Up Charge	$5.00 per child for the first 15 minutes late & $1 every minute thereafter (This fee will be added to your account and must be paid with the following week's fees.)

Payments

By completing the online registration, you are confirming acceptance of the payment agreement. One account for each family enrolled in a program will be created in SCW. Failure to make payments will result in dismissal from the program.

- Charges and payments are posted weekly to the Parent Portal.
- Account statements can be accessed in the Parent Portal by clicking on the Statements tab.
- Payments are due on the first day of each week by 5:45 p.m.
- Payments can be made with a check, cash, or money order in person, M-F 8:00 to 4:30, at the Family Service Administrative Office, or electronically in the Parent Portal. One-time payment and auto-pay options are available with ACH, Visa, Mastercard, American Express, or Discover.

Payment Plans

Payment plans may be established for past due fees and typically include:

- A 50% payment of the current balance due.
- Weekly payments that include the regular weekly fee plus an additional amount towards the past due balance.

Past Due Accounts

- Parents listed on the Parent Portal will be responsible for outstanding balances.
- Parents with a 2-week past due balance will receive an emailed notification of the balance due. The notification will indicate that the final payment is due within 7 days, or the child will be dismissed from the program.
- Parents who do not establish or follow a payment plan, for both current and past accounts, will be sent to a collection agency.
- Parents who leave the program with an outstanding balance must pay the balance in full before they are eligible to re-enroll their children. Once the balance has been paid, the family may request enrollment for the next semester subject to program availability and waitlist placement.

Financial Assistance

Financial assistance is offered on a sliding scale fee to eligible families. Assistance is determined by Federal Poverty Guidelines based on household size. Assistance is subject to the availability of funds. Completing an application does not guarantee assistance.

Steps to Apply:

1. Complete the Financial Assistance Application
2. Attach a copy of your most recent US Federal Individual Income Tax Return
3. Email the application and tax return to Thayes@familyservicelincoln.org or mail to: Family Service Attn: Financial Assistance 501 South 7th Street Lincoln, NE 68508

Additionally:

- All steps above must be completed to process your application and for assistance to begin.
- Applications remain in effect from August 1 through July 31. Annual renewal is required to maintain assistance.
- Program participation is mandatory to continue receiving assistance (Note: daily attendance results in your child receiving the full benefit of the program and ensures that financial assistance is serving families with the greatest need).
- Program fees must be paid in full and on time.
- Falsifying or failing to provide a change in information on the Financial Assistance Application could jeopardize future assistance.

Nebraska Department of Health & Human Services Childcare Subsidy

Family Service Lincoln maintains a contract with the Nebraska Department of Health and Human Services (DHHS) to accept childcare subsidy payments (Title XX) for qualifying families. The following must be completed before DHHS pays for your childcare.

1. The parent must contact DHHS at www.ACCESSNebraska.ne.gov or 1-800-383-4278 to determine if you qualify for childcare assistance.
2. The parent must request a DHHS Authorization for the Enrollment Fee and Child Care to be sent to Family Service Lincoln.
3. The parent must provide the written notice of eligibility from DHHS before the child attends the program. This could take up to 30 days.
4. The parent must register on the Parent Portal, which then constitutes the Title XX Payment Agreement (DHHS Authorization and payment responsibilities to Family Service Lincoln).
5. The parent is responsible for any fees if DHHS discontinues the authorization for childcare or denies payment for fees that accrued while enrolled in the program.

Please contact the Family Service Accounting Office at 402-441-7949 ext. 1 if you have payment or account balance questions, if you cannot pay on time, or need to set up a payment plan.

Program Information

Staff

Our program staff are dedicated to fostering a positive environment by focusing on your child's strengths, supporting their ideas, and guiding them through conflict resolution. All staff members are experienced and/or trained in positive youth development and utilize age-appropriate teaching strategies to engage and support each child.

In accordance with DHHS School Age Child Care regulations, all staff receive comprehensive training in CPR and First Aid, Health and Safety, and Child Abuse and Neglect Prevention. To ensure the safety and well-being of every child, all staff must pass a criminal background check and a child abuse and neglect registry screening prior to employment and annually thereafter.

Our elementary before and after-school programs maintain a staff-to-child ratio of 1:15, as required by DHHS licensing standards. You and your child will interact with the following program staff at your school site:

- **Site Coordinator:** The Site Coordinator will be your primary contact. They supervise the assigned before and after-school program, provide supervision of staff and children, facilitate educational and recreational activities, and maintain a positive program atmosphere. Site Coordinators have a degree in the field of education or a related field and/or experience in the field.

- **Site Assistant:** Assist the Site Coordinator in programs with more than 60 children.

- **Teacher Assistant:** Assist the Coordinator in supervising children and facilitating program activities.

- **Youth Development Interns:** FSL partners with local universities and colleges through our new internship program. Students pursuing degrees in fields such as education, social work, sociology, and psychology join our team for one semester and work on site – providing the same scope of duties as Teacher Assistants.

- **School Community Coordinator:** Oversee the operations of our Community Learning Center (CLC) schools. They work closely with school staff, manage before and after-school programs, run clubs, and find ways to ensure the needs of students, families, and the community are met. As the direct supervisor of Site Coordinators, they step in when necessary to maintain program continuity.

- **Volunteers:** Adult and youth volunteers are utilized in programming on occasion. They are required to complete a volunteer application and pass a background check before participating in the program. Volunteers are never left alone with children. Volunteers must follow check-in procedures at each site location and wear a visitor's Identification

- **Club Instructors:** Facilitate a variety of academic and enrichment clubs at Community Learning Center Schools. They are independent contractors and must pass a background check before participating in the program.

We treat our staff as professionals and value professional boundaries. As such, we ask that you do not request personal childcare from program staff. If care is provided outside of program time, the arrangement will be strictly personal and not affiliated with Family Service Lincoln. This includes the program staff's conduct or actions.

Daily Schedule and Activities

The daily schedule is structured yet flexible to offer enough security, independence, and stimulation to meet the needs of the children, including providing a developmentally appropriate program designed to promote their cognitive, social, emotional, and physical development. The daily schedule will be posted on-site in the parent area. Daily schedules may vary depending on events and activities, and are always subject to change.

Program schedules include:

- Indoor and outdoor activities
- Rest periods and other quiet times
- Individual and group activities
- Time to read and explore books
- Socialization
- Time to foster language and social development by talking and interacting with children and modeling appropriate language and behavior.
- Restroom, snack, and drink breaks

Curriculum & Activities:

Our program is designed to support the individual needs of each child by fostering meaningful experiences that promote growth and development. Children are given opportunities to build relationships, explore personal interests, practice emerging skills, or simply enjoy quiet time with a book. We offer a unique, informal learning environment where children of different ages can learn and grow together. Many of our activities are thoughtfully aligned with the school-day curriculum to reinforce and extend learning.

Homework Time: Scheduled homework time is offered daily, and additional time can be provided if requested. Program staff will encourage children to complete their homework, but will not require it. If your child does not have homework or chooses to do their homework at home, other quiet, academic, or skill-building activities will be provided. Please note that program staff are not available to assist children with completing their homework or provide tutoring.

Outdoor Time: Weather permitting, outside time is an essential daily component of the program, so ensure your child has outdoor clothing that is season-appropriate.

Centers: Art, reading, and STEM activities are provided, including imaginary play and child-initiated projects.

Screen Time: Media used to supplement the curriculum is occasionally employed and may include the use of computers, video games, tablets, and other technologies. Screen time is typically less than 30 minutes.

Pets: Family pets are not allowed; however, small pet visits may occur as part of programming. A notification to parents and allergy checks will be completed before pet visits.

Field Trips: Field trips are only offered in the summer. Field trip transportation includes the use of FSL vans, walking, and Star Tran. Parents are responsible for providing a car seat or booster seat as required by local or state statute. It is the parents' responsibility to have the child at the program in time for departure. Failure to do so will require the parent to find alternative care. For the safety of all children and to comply with licensing requirements, parents and family members may not attend program field trips unless specifically approved by program administration. Parents who wish to spend time with their child during a field trip may do so after checking their child out of the program and the parent assumes full responsibility for the child. The child may not rejoin the group during the field trip.

Meals and Snacks

A nutritious snack will be provided after school. Summer and non-school day meals and snacks will be determined upon scheduling and shared at enrollment.

The program participates in the Child and Adult Care Food Program (CACFP) to ensure meals and snacks are nutritious and support healthy eating habits. A requirement of CACFP includes offering a meal or snack to all children regardless of their preference. Children are not required but encouraged to eat meals and snacks.

Parents can send a sack lunch or snack to supplement or replace the provided meal or snack. Sack lunches and snacks should be nutritious and not include gum, candy, soda, energy drinks, etc. Snacks from home for group serving, i.e., birthdays are not allowed.

Special dietary requirements will be accommodated for health or religious reasons when documented by a physician.

Partnerships

To provide the best programming for your child, our program works collaboratively with Lincoln Public Schools, Lincoln Community Learning Centers, the Department of Health & Human Services, and other community agencies. Many of our policies and procedures are created in collaboration with these agencies. We encourage families to utilize all the resources that are available within our community. Please see your Site Coordinator for additional details.

Arrival Procedures

Children must have attended school through the end of the day to participate in after-school programs. We encourage Parents to share relevant information about their child's needs for the day with the program staff to assist the transition from home to the program.

Parents are required to accompany their child to the before-school drop-off and sign them in each day with their assigned PIN. For safety reasons, parents are asked to drop off and pick up their children from the assigned parent area and refrain from entering the program space. The check-in system tracks attendance and is for your child’s safety. Only parents or authorized contacts with their own unique PINs can sign children in. Failure to comply with the sign-in system may result in dismissal from the program. Families may have older siblings’ drop-off with written approval from the parent.

Each school has its own procedures for the transition from school time to after-school time. Check with your school administrator or the Site Coordinator if you have questions.

Departure & Release Procedures

Parents or authorized contacts are required to pick up their children and sign them out using their unique PIN. No child will be released to a person not in the Parent Portal without their own assigned PIN. As needed, staff will confirm their identity by asking for a photo ID if they do not recognize the individual as an authorized contact. No child will be released to leave with someone who refuses to show photo identification when asked or is under the age of 19.

Parents are responsible for notifying the Site Coordinator in writing before releasing their children to participate in school-sponsored extracurricular activities. A calendar of the child’s club schedule, including days and release times if the schedule changes frequently, is encouraged. The child will remain in the program if release instructions are not clear and/or staff members are in doubt about releasing the child.

Absences

Parents are expected to inform the Site Coordinator if their child will be absent by leaving a voicemail or text message. Absences without prior notification may be mistaken for a missing child and cause unnecessary concern.

If a child does not arrive as intended, the Site Coordinator will contact the parent first, then the emergency contact if there is no response. If we are unable to reach an emergency contact and/or secure the location of the child within 30 minutes of arrival time, the Lincoln Police Department will be contacted.

Disruptive Behaviors

The program provides a structured, active learning environment that guides and directs children toward acceptable behavior while promoting self-esteem, encouraging self-regulation, and respect for others. The program's behavior model is structured in alignment with LPS Student Supports Although there may be modifications of the model based on the difference in the environment; program staff are expected to apply the following Student Supports practices:

- Discipline is to teach appropriate behavior, not to punish.
- Positive recognition is a means to provide support and encouragement (e.g., verbal and written praise, high-fives, pats on the back, award coupons, stamps/stickers, and positive behavior charts).
- Clear and consistent limits are a way to set age-appropriate and realistic expectations.
- Fair and logical consequences are established for inappropriate behaviors. The consequences will not include corporal punishment or the use of adverse stimuli (e.g., denial of basic needs, isolation in locked spaces, chemical or mechanical restraints, hitting, yelling, screaming, or threats).

Discipline

As needed, program staff will respond to disruptive behaviors according to the guidelines and procedures outlined below

Level 1 Behaviors	Level 1 Interventions
• Being disruptive • Being disrespectful • Not following directions • Running or loud voices inside • Not maintaining personal space or keeping hands and feet to self	Staff will use LPS Student Supports and apply the following continuum as needed: • Child receives a verbal redirect • Child is asked to move to an alternate location. If a child is unable to move, a 5 minute timer will be set. If a child can move, they will be given time to calm down, process with a staff, and then they may rejoin their group. • If a child is not able to follow adult instructions before the 5-minute time is done, the group leader will notify the Site Coordinator, who will contact the parents to make them aware of the situation. The child will have 10 minutes to follow the Site Coordinator's instructions before they will be moved to Level 2.

Level 2 Behaviors	Level 2 Interventions
• Refusal to participate in Level 1 interventions (child has surpassed 10 minutes following parent phone call) • Destruction or misuse of property • Stealing • Inappropriate language/conversation • Threat of harm • Bullying • Leaving program area/property without permission; but does return to area	• Parent will be contacted and the child will be sent home immediately. The parent has 15 minutes to have a reasonable plan for a pick-up in place. • Child will sit with the Site Coordinator until departure and will begin with the Site Coordinator upon returning to the program. • Site Coordinator or YD Assistant Director/Team Lead will determine if a student can return the next day or following a one-day suspension. If pickup happens after 5:00 pm, the suspension will be served the following day.
Level 3 Behaviors	**Level 3 Interventions**
• Physical endangerment or assault • Racial/offensive slurs • Leaving program area/property without permission and does not return • Inappropriate touching • Possession of weapons, for Example- lighters, pocket knives, or matches) • Possession of alcohol, drugs, or tobacco • Intentional vandalism • Continued aggressive behavior despite prior suspensions • Two Level 2 suspensions in one week	• Parent will be contacted and the child will be sent home immediately. The parent has 15 minutes to have a reasonable plan for a pick-up in place. • Child will sit with Site Coordinator until departure. • Child will be suspended from the program until parents have met with the Site Coordinator or YD Assistant Director/Team Lead to determine a plan for a safe return. A longer suspension may be assessed at the discretion of the Family Service Site Coordinator or YD Assistant Director/Team Lead. • Upon returning, the child will begin with the Site Coordinator to process. **Behaviors at this level may require further action such as:** • Contact school administrators • Contact Police • Referral for additional support • Behavior Plans • Dismissal from the program

Parent Responsibilities:

- Participating in their child's problem-solving process, which may include collaborating with staff over the phone or assisting with behaviors during pickup.
- Picking up their child early if the child exhibits behaviors that pose a risk to the safety of themselves, other children, or staff.
- Participating in the development and implementation of a behavior plan, if one is deemed necessary.

Family Service Lincoln Responsibilities:

- Implementing LPS Student Supports consistently.
- Facilitating and implementing a behavior plan when warranted, which is led by the Assistant Director and Site Coordinator.
- Ensuring that Site Coordinators observe the child's behavior and support program staff in implementing the behavior plan. This includes using non-aggressive behavior strategies and guiding the child in making positive choices.
- Reviewing and evaluating the effectiveness of the behavior plan and sharing those observations with the parent.

The following can lead to dismissal:

- The child's behaviors continue despite the above interventions
- The child's behavior results in other children being injured
- The child is exhibiting unsafe behaviors for themselves or others
- The child is creating an unsafe environment

Health and Safety

Children are expected to arrive at the program clean and with appropriate attire. To ensure the health of all children in our programs, staff will do a quick visual check at arrival to make sure your child is ready to participate in the day's events.

Handwashing

Program staff, children, and visitors are expected to wash their hands to help prevent the spread of illness. Hand-washing breaks for staff and children are scheduled frequently throughout the day.

Immunizations

Up-to-date immunization records are required at enrollment. If your child is not immunized, you will need to complete an immunization waiver. Changes to immunization records must be submitted to the program annually.

Serious Health Conditions

Program staff must be aware of children who have serious and/or chronic health problems such as diabetes, epilepsy, allergies, and asthma. Parents must provide detailed information about specific health issues at the time of enrollment and provide Action Plans (required for Epi-pens and inhalers) for staff to follow. Action Plans are available from your Site Coordinator upon request. A child will not be able to attend the program if their Action Plan includes medication that is not logged and available to staff.

The program staff will only disclose information about a child's medication or medical condition with parents' consent on a need-to-know basis

Illness

The program follows the Lincoln/Lancaster County Health Department protocol when deciding if a child is too ill to participate in the program.

If a child does not feel well enough to participate comfortably in program activities or staff cannot provide care for the child without interfering with the delivery of programming to the other children, they will be excluded from program activities until they can participate comfortably.

If staff witness or determine that your child is experiencing one or more of the Illness Exclusionary symptoms below, you will be called to take your child home within 30 minutes of the phone call.



ILLNESS EXCLUSION GUIDELINES

Exclusion is required from the program until free from symptoms for 24 hours without medication and/or the health provider's written approval.

FEVER: Fever is defined as having a temperature of 101°F or higher. All temperatures are to be taken orally or under the arm.
POSSIBILITY OF SEVERE ILLNESS: Unusually tired, irritable, uncontrolled coughing, persistent crying, difficulty breathing wheezing, seizures, and/or severe stomach pain.
VOMITING: Vomiting is defined as two or more episodes in the previous 24 hours.
HEADACHE COMBINED WITH STIFF NECK
UNCONTAINED DIARRHEA: Uncontained diarrhea is defined as one loose stool that cannot be contained by the use of the toilet.
UNCONTROLLED DIARRHEA: Uncontrolled diarrhea is defined as five or more stools in eight hours, an increased number of stools for the child, or watery or bloody stools.
MOUTH SORES WITH DROOLING
UNDIAGNOSED RASH
HEAD LICE (applies to Summer Program only)**:** No nits. No live bugs for 24 hours.
SORE THROAT/TROUBLE SWALLOWING
EYE DRAINAGE: Eye drainage is defined as pink or red eyes with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids.
UNUSUAL COLOR: Unusual color is defined as yellow eyes or skin; gray or white stool; black or blood-colored stool; dark, tea, or cola-colored urine.

Medications

Applying or giving medication during program hours is discouraged whenever possible.

When necessary:

- The parent must give written consent to program staff to give or apply medication. The parent or any licensed health care professional is responsible for determining if the program staff are competent to give or apply medication.
- The medication must be given to staff upon arrival at the program and must pass a Safety Check by staff.
- The child is not allowed to carry medications into the program or keep them in their possession.
- The first dose of a new medication must be given at home, so that any side effects or allergic reactions can be identified by the parent.
- The medication will be kept in a lock box stored in a cabinet or refrigerator.



SAFETY CHECK

NOTE: Staff will not accept any medication not in the original container. The parent must get an extra labeled medicine bottle from the pharmacist. Most pharmacies will gladly "split" the prescription at no extra charge.

The original prescription or manufacturer's label includes:

- Product Name
- Dosage Recommendations
- Strength
- Administration Directions
- Possible Side Effects/Reactions

The child's name and date of issue is on the container of medication

The medication is in the original child-resistant container

Parent has provided the dropper, oral syringe, medicine cup, or measuring spoon

Name and phone number of physician and issuing pharmacy is on prescription

The specifics of the medication bottle/ package match what is recorded in the medication log.

The medication and instrument (i.e.: medicine cup, etc) are in a plastic bag labeled with child's name

If your child needs an Epi-Pen or inhaler, Family Service Lincoln is required to have an Asthma or Allergy Action Plan from your child's doctor. The Action Plan, along with a Medication Log, must be completed before the staff can accept the medication.

First Aid Kits

First aid kits are at each before and after school location and in agency vehicles. When on the playground or leaving the building, program staff are required to carry first aid kits.

Accidents & Injuries

Program staff are trained and certified in CPR and First Aid. If a child is hurt while in our care, appropriate first aid is administered. Program staff will verbally communicate minor injuries with the parents and provide an Accident Report Form at the time of pick up. Staff will contact parents about serious injuries, including head injuries, immediately.

Medical Emergencies

In the event of a medical emergency, program staff will contact the parent immediately, and we may call 911. If we are unable to reach you, we will contact your child's emergency contacts. If an emergency medical care response is needed, program staff will provide information needed to perform care from your child's records (e.g., medical history and medications). If a child is escorted to the hospital via ambulance, and the parent is not available, a staff member will stay with the child until the parent arrives at the hospital.

Security Procedures

Emergency Preparedness

The program follows LPS Standard Response Protocol procedures. All rooms have emergency routes and procedures posted, and drill procedures are practiced monthly. During a drill or an emergency, parents must wait until the drill or emergency is complete to sign their child in or out of the program.
In the event of a real emergency, program staff will only release children when authorized personnel deem the situation clear and safe (e.g., LPD, LFD, LPS Administrators or Security). Parents will be notified via School Care Works email when Standard Response Protocol procedures are implemented.

Late Pick-Up

In the event of a late pick-up, program staff will contact the parents or the emergency contact by phone. The Lincoln Police Department will then be contacted if there is no response within 30 minutes of the program closing. Late fees will, be applied.

Confidentiality of Records

All information received regarding children and families participating in the Youth Development Program is viewed as confidential. Staff will protect and maintain an individual's or family's right to confidentiality and will not disclose their information without written authorized consent except for the following:

- There is reason to believe that someone's welfare is at risk. This includes but is not limited to the threat or imminent risk to an individual's safety, the safety of others, or suspected child abuse.
- There is a subpoena or court order.
- There is a need for quality assurance, audits, or accreditation reviews.

Child Protection

Nebraska Law requires reports of suspected incidents of child abuse or neglect. If abuse is witnessed while it occurs, the police will be contacted immediately.
The following child protections apply to all staff, parents, or other adults interacting with children in the program:

- No physical punishment (i.e., no restraints, body dragging, slapping, hitting, punching, pinching, pulling, squeezing, hair pulling, pushing, spanking, or striking a child with an object)
- No sarcasm or insulting
- No retaliation
- No wrestling
- No yelling or harsh tones
- No isolation or being left alone
- No force feeding
- No physically forcing sitting
- No denial of bathroom use
- No threatening

- No withholding of food
- No embarrassment
- No punishment for toileting accidents or accidental spills at meal times
- No indiscriminate deprivation

Personal Belongings

The program is not responsible for personal belongings that may become lost, stolen, or damaged while in the program. This includes damage or stains to clothing.

The following items are not allowed and will be collected and returned to the parent at pick up unless they are stored in the child's backpack.

- Electronics
- Phones or smart watches*
- Candy or gum
- Toys
- Money
- Weapons Real or Fake**
- Trading Cards
- Stuffed Animals/Dolls/Matchbox Cars etc.
- Markers/Drawing Materials

* LPS protocol applies. We strongly encourage cell phones to be left at home or in a backpack. Students needing to call home may use the site phone with permission from the Site Coordinator.
**No weapons of any kind, real or fake, are allowed at any location by parent or child and will result in immediate suspension or removal from the program.

Photos/Social Media

Parents may take photos of their child or children at Family Service Lincoln-sponsored events. However, parents may not post any photos from Family Service Lincoln events on the internet or social media if they include other children (children for whom you are not the parent or legal guardian). Family Service Lincoln may post photos or videos of children in the program on social media or use them in agency-sponsored publications and reports with parent consent.

Inclement Weather

Before- and after-school programs are not offered when LPS closes due to emergencies or weather, which includes midday closings.

After-school care will be provided if LPS cancels evening activities; however, parents must monitor the weather and pick up their children as early as possible so that staff can get home safely as well.

Parents will be notified when closing is necessary via:

- School Care Works email
- FSL Facebook page
- 10/11 News Closings

Parent Involvement

We invite parents to attend our family events planned throughout the year. These are created with input from children in the program and are to help parents get to know program staff and other participating families. These events may include potlucks, talent shows, educational speakers, festivals, or recognition events like Lights On Afterschool.

Communication

Parents are treated as partners in the program. Staff and family members are expected to share information to support the well-being of children, families, and the program. The program will provide regular communication via the bulletin board located in the Parent/Visitor Area and send a copy via email.

Communication between parents and staff may occur at arrival and departure, so we ask that you finish your cell phone conversations before entering the building. Written information is sent via email or posted in the Parent Portal. We suggest that you check your email and portal daily.

Monthly communication with parents will include, but not be limited to, reminders, menus, new staff information, emergency routes, monthly newsletters, etc. Newsletters are sent via email and are available on the Parent Portal in the Communication tab.

Parent and staff conference opportunities are available when requested or when specific issues arise, to support the child's overall development.

We encourage you to speak directly to the Site Coordinator to address your concerns. If you and the Site Coordinator are unable to resolve the situation, please feel free to call (402) 441-7949 and ask for the Youth Development Assistant Program Director.

Parent Conduct

Appropriate conduct by parents is always expected when at a program site or sponsored event. Dismissal may occur if a parent uses threatening communications or conduct towards any child, staff member, or others associated with Family Service Lincoln that creates an unsafe or hostile environment.

If at any time, the parent's behavior is viewed as inappropriate, staff will tell them to leave immediately. Conduct that poses an ongoing safety risk may result in future drop-offs and pick-ups being done by another parent or authorized contact.

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person

Custody Arrangements

Family Service Lincoln will not deny a parent's access to their child without a court order on file. We ask that parents find solutions to custody issues without putting children and/or staff in difficult positions. Program staff are not equipped to mediate custodial issues, such as parenting time or who is financially responsible for program fees.

This handbook is updated periodically. Updated versions will be posted at https://familyservicelincoln.org/.

The handbook is not intended to be all-encompassing or cover every situation or circumstance that may arise during the program day. It does not create a legal contract, and FSL reserves the right to make revisions and decisions based on individual circumstances to assure the well-being of all children.

If you have questions, don't hesitate to reach out to the FSL program staff at your school or call the **Youth Development Leadership at 402-441-7949.**



Appendix

Goals

Youth Development Programs have specific goals outlined for children, families, and staff. These goals are the foundation of our programs.

Goals for Our Children

- To respect and care for themselves and others.
- To work with others productively and cooperatively.
- To understand and appreciate diversity. To understand important ideas from the arts, humanities, sciences, and mathematics.
- To acquire the skills to think critically and creatively; using higher-order thinking skills to make decisions, solve problems, and create new possibilities.
- To practice reading, writing, speaking, and listening skills.
- To learn through active involvement with people, materials, events, and ideas.
- To become independent, responsible, and confident—ready for school and ready for life.
- To learn to plan many of their activities, carry them out, and talk with others about what they have done and what they have learned.
- To gain knowledge and skills in important social, academic, and physical areas.

Goals for Working with Families

- To build a partnership with families.
- To support families in the parenting role.
- To support families in their role as primary educators of their children.
- To respect the home cultures of our children and their families.

Goals for Our Staff

- To build responsive relationships with children and their families.
- To plan and manage a developmentally appropriate program.
- To promote the development and learning of children.
- To continue learning about children, families, and youth development.
- To maintain professional standards and ethics.
- To be an advocate in support of children and families.

Rights and Responsibilites

The staff of the Youth Development Programs will respect the rights and dignity of all individuals, families, and groups we serve.

Your Rights as a Child

- Family Service staff will treat children with respect.
- Family Service staff will be prepared and provide instruction in age-appropriate activities.
- Family Service staff will provide a clean, comfortable, safe environment and be equipped for scheduled program activities.
- Family Service staff will have a framework for children to participate in decision-making.
- Family Service staff will allow each child to express himself/herself as long as the rights of others are not violated, or the design of the program is compromised.
- Family Service will provide space for personal belongings.
- Family Service will ensure children will have the right to due process in discipline matters.

Your Responsibilities as a Child

- Child will fully obey any reasonable written or oral request of a Family Service staff.
- Child will not use violence, force, coercion, threats, intimidation, bullying, harassment, or similar conduct in a manner that constitutes substantial interference with program operations.
- Child will not cause or attempt to cause damage to or misuse property and will not steal or attempt to steal property.
- Child will not cause or attempt to cause personal injury to any person.
- Child will not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or illegal.
- Child will not use language written or oral or conduct gestures, which are profane, abusive, racist, discriminatory, or derogatory to others.

Your Rights as a Family

- Family Service will provide a program for each child as they grow and change in a safe, healthy, and nurturing environment.
- Family Service will provide a stimulating, child-centered model of physical, emotional, social, and intellectual activities for children.
- Family Service will respect and appreciate the diversity of all families and children we serve.
- Family Service will make every effort to meet the needs of and strengthen families within the agency. We will assist families in finding alternative services if our agency is unable to meet your family's needs. If a misunderstanding occurs, families are encouraged to talk to the person involved to resolve the concern. If you feel the issue is still unresolved, contact the YD Assistant Director.
- Family Service will protect a family's right to have family information held in the strictest of confidence.

Your Responsibilities as a Family

- Families will respect children, adults, and staff.
- Families will be responsible for becoming familiar with the Family Handbook and knowing the information contained in it.
- Families will complete and update all necessary paperwork/online registration to participate.
- Families will notify the program if their child will not be in attendance that day or if they will be late in arrival or departure from the program.
- Families will pay weekly fees each Monday.
- Families will notify Family Service of any changes regarding payment, pay sources, or enrollment status.
- Families, authorized escorts, and emergency contacts will show identification and sign their child in/out at the time of arrival/departure.
- Families will work as a partner with staff to ensure children are successful in the program.
- Families will join Family Service in taking seriously any report of the use of racist or derogatory language, acts of discrimination, aggression, or violence and report it to agency staff members immediately.

FAMILY SERVICE PROGRAM LOCATION INFORMATION FOR PARENTS

Program Name	Phone #	Location	Hours
Family Service Main Office	402-441-7949	501 South 7th Lincoln, NE	8:00 AM – 4:30 PM
Adams	402-580-4073	7401 Jacobs Creek Drive Door 4	AM 7:00 - 8:15 & PM 2:53 - 5:45
Beattie	402-580-4233	1901 Calvert Street Door 9	AM 7:00 - 8:15 & PM 2:53 - 5:45
Cavett	402-217-6010	7701 South 36th Street Door 6	AM 7:00 - 8:15 & PM 2:53 - 5:45
Eastridge	402-580-0879	6245 L Street Door 12	AM 7:00 - 9:00 & PM 3:38 - 5:45
Fredstrom	402-560-4315	5700 N.W. 10th Street Door 1	AM 7:00 - 8:15 & PM 2:53 - 5:45
Hill	402-580-2532	5230 Tipperary Trail Door 14	AM 7:00 - 8:15 & PM 2:53 - 5:45
Holmes CLC	402-580-2168	5230 Sumner Street Door 4	AM 7:00 - 8:15 & PM 2:53 - 6:00
Humann	402-314-2519	720 Rockwood Lane Door 2	AM 7:00 - 9:00 & PM 3:38 - 5:45
Huntington CLC	402-580-3571	2900 North 46th Street Door 4	AM 7:00 - 8:15 & PM 2:53 - 6:00
Kloefkorn	402-314-2158	6601 Glass Ridge Drive Door 1	AM 7:00 - 8:15 & PM 2:53 - 5:45
Maxey	402-580-3570	5200 South 75th Street Door 6	AM 7:00 - 9:00 & PM 3:38 - 5:45
Meadow Lane CLC	402-580-2528	7200 Vine Street Door 19	AM 7:00 - 9:00 & PM 3:38 - 5:45
Morley	402-217-4726	6800 Monterey Drive AM: Door 14 PM: Door 8	AM 7:00 - 9:00 & PM 3:38 - 5:45
Prescott CLC	402-580-2167	1930 South 20th Street Door 1	AM 7:00 - 9:00 & PM 3:38 - 6:00
Riley CLC	402-580-2173	5021 Orchard Street Door 4	AM 7:00 - 9:00 & PM 3:38 - 6:00
Rousseau	402-217-6012	3701 South 33rd Street Door 13	AM 7:00 - 9:00 & PM 3:38 - 5:45
Saratoga CLC	402-217-6027	2215 South 13th Street Door 6	PM 2:53 - 6:00
Sheridan	402-540-1295	3100 Plymouth Avenue Door 9	AM 7:00 - 9:00 & PM 3:38 - 5:45
West Lincoln CLC	402-580-1246	630 West Dawes Avenue Door 9	AM 7:00 - 9:00 & PM 3:38 - 6:00
Dawes CLC	402-560-4314	5130 Colfax Ave Door 1	PM 2:58 – 5:30
Goodrich CLC	402-217-6026	4600 Lewis Ave Door 1	PM 2:58 – 5:30

NOTE: Hours for non-school days and the summer program are **7:30 a.m.–5:30 p.m.**; locations will be announced before the school year begins.

7 MILLION WOMEN, INFANTS & CHILDREN GET WIC BENEFITS. ARE YOU ELIGIBLE?

WHAT IS WIC WOMEN, INFANTS, & CHILDREN

WIC is the nation's most successful public health nutrition program. We provide healthy food, nutrition education, and community support to income-eligible pregnant women, mothers of infants, and children up to 5 years old.

WHO IS ELIGIBLE?

- Children, from newborns up to age 5
- All caregivers are welcome
- Pregnant women of all ages
- Women who had a baby or were pregnant in the past 6 months
- Moms breastfeeding a baby under 1 year of age

ALL CAREGIVERS ARE WELCOME

We offer support to anyone who cares for a child under 5: moms, dads, grandparents, foster parents, and guardians. You've got this and we are here to help.

This institution is an equal opportunity provider.

INCOME GUIDELINES

Valid through June 2027

Family Size	Annual	Monthly	Twice Monthly	Bi-Weekly	Weekly
1	$29,526	$2,461	$1,231	$1,136	$ 568
2	$40,034	$3,337	$1,669	$1,540	$ 770
3	$50,542	$4,212	$2,106	$1,944	$ 972
4	$61,050	$5,088	$2,544	$2,349	$1,175
5	$71,558	$5,964	$2,982	$2,753	$1,377
6	$82,066	$6,839	$3,420	$3,157	$1,579
7	$92,574	$7,715	$3,858	$3,561	$1,781

- If you currently participate in Medicaid, SNAP, or ADC, you are income-eligible for WIC. If not, you may still qualify.
- All foster children under 5 and pregnant teen moms in foster care are income-eligible for WIC.

FIND WIC NEAR YOU

FIND CONTACT INFORMATION FOR YOUR LOCAL OFFICE:

SIGNUPWIC.COM

LEARN MORE ABOUT NEBRASKA WIC:

dhhs.ne.gov/WIC

(800) 942-1171

WIC NEBRASKA

NEBRASKA
Good Life. Great Mission.
DEPT. OF HEALTH AND HUMAN SERVICES

FH-PAM-34 Rev. 6/2026

HEALTHY STARTS WITH WIC

SIGNUPWIC.COM



WE'RE HERE FOR YOU



HOW DOES WIC HELP?

HEALTHY FOOD & NUTRITION TIPS

We help you and your kids eat nutritious meals. We provide:

- Monthly benefits to buy healthy foods
- Tips on how to shop for and cook healthy foods
- Tips for picky eating
- More food if you breastfeed exclusively to help you stay healthy
- Nutrition/breastfeeding education and food tailored to pregnant women

A COMMUNITY OF SUPPORT

We offer a network of experts and peers for education and guidance:

- Nutritionists to help you and your kids eat well
- Breastfeeding specialists to help you breastfeed successfully
- Other moms for sharing experiences and moral support

REFERRALS

We introduce you to care beyond WIC including:

- Healthcare professionals such as pediatricians, OB/GYNs, and dentists
- Immunization services
- Other social services such as SNAP, food pantries, behavioral health services, and more

HEALTHY FOOD. HEALTHY FAMILY.

WIC gives a variety of foods each month.
To learn more about WIC approved foods, download the free WICShopper App.

Some examples of what you could receive are:



WIC SIGNUPWIC.COM



- Get reimbursed for serving healthy meals and snacks
- Access FREE trainings, education, and materials regarding nutrition and early childhood development
- Receive helpful home visits with compassionate and knowledgable CCFP Consultants

Join the thousands of Child Care Providers already reaping the benefits of CCFP!

Find out how you can participate in the Child Care Food Program!

(402)441-7949 | (800) 642-6481
cacfp@familyservicelincoln.org

Family Service Lincoln - CCFP
501 S 7th Street
Lincoln, NE 68508
familyservicelincoln.org

@familyservicelincoln

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:1.Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or2.Fax: (833) 256-1665 or (202) 690-7442; or Email: program.intake@usda.gov This institution is an equal opportunity provider. As stated above, all protected bases do not apply to all programs, "the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs."

the *healthy* way to help your business *grow.*

Family Service LINCOLN

Child Care Food Program

Helping Nebraska Home Child Care Providers for over 45 years!

COUNCIL ON ACCREDITATION
ENGAGE. EMPOWER. EVOLVE.

LIVE UNITED United Way
United Way of Lincoln and Lancaster County



There is no cost to participate!

When you join the Family Service Lincoln CCFP, you will receive the following benefits FREE of charge:

Monetary Reimbursement

You can be reimbursed for serving two meals and one snack or one meal and two snacks per child, per day. The USDA sets reimbursement rates. There are two levels of reimbursement.

Quick and Easy Internet Claiming

Simply record the meals and snacks you serve to children and their attendance on a daily basis. At the end of the month, submit your claim for processing. You will then receive your reimbursement as a direct deposit. (Checks available by request.)

Child Care Outreach Newsletter

Every other month, the Child Care Outreach Newsletter – containing CCFP updates and reminders, information about nutrition, child development, and health and safety, recipes, activities, and more – will be mailed to your home free of charge!

Nutrition Education Materials

Your CCFP Consultant will provide nutrition education materials such as cookbooks, recipes, nutrition fact sheets, and activity ideas during each home visit.

Recordkeeping Calendar

Each year, you will receive a calendar to help track and organize your business income and expenses, and other important information.

Nutrition Workshops

Each year a new nutrition workshop will be available in your area. Virtual training opportunities will also be available.

Are you a licensed or approved Child Care Provider caring for children in your home?

If the answer is yes, you may be eligible to participate in the Child Care Food Program (CCFP)! This program – funded by the United States Department of Agriculture (USDA) – reimburses licensed or approved Child Care Providers for the partial cost of nutritious food they feed children in their care.

Family Service Lincoln is the oldest sponsor of the CCFP in the state, providing service in all 93 counties in Nebraska!



Good Life. Great Mission.
DEPT. OF HEALTH AND HUMAN SERVICES

Division of Public Health



Parent Information Brochure For Licensed Child Care

Nebraska Child Care Licensing Website:
http://dhhs.ne.gov/publichealth/pages/crlChildCareLicensingIndex.aspx

Expectations of Child Care Consumers

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.

Contact Child Care Licensing with any questions or concerns you may have.
Email: DHHS.ChildCareLicensing@nebraska.gov
Phone: 800-600-1289 OR 402-471-6564
Mail: Nebraska Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986

Licensed Child Care

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



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 providers and/or 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 Provider

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 on themselves 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 questions or concerns they may have.

Asthma Action Plan Name: _____ Date: ____ / ____ / _____

Doctor's Name: _____ Main Emergency Contact: _____

Doctor's Phone Number: _____ Backup Emergency Contact: _____

Green Zone: No coughing, wheezing, chest tightness, or shortness of breath. Can do usual activities.

Doing Well

Every day: Take these medicines, even if you're not having any symptoms. Avoid triggers that you know make your asthma worse.

Medicine	How much to take	When to take

Before you exercise: Take [ ]2 or [ ]4 Puffs of _____ 5 minutes before you start, as needed.

Yellow Zone: One or more of these symptoms: coughing, wheezing, chest tighness, breathing trouble, waking up at night due to asthma. Or, if you can only do some, but not all, usual activities.

Some Symptoms

Keep taking your Green Zone medicine and avoiding triggers as usual **AND** take this medicine:

Medicine	How much to take and how often		
(Quick-relief)	_____ Puffs Can repeat every ___ minutes, Up to ___ times	**OR**	[ ] Nebulizer: Use it once

If you return to the Green Zone after 1 hour, keep monitoring to be sure you stay in the Green Zone.

If you do **not** return to the Green Zone after 1 hour take this medicine:

Medicine	How much to take and how often		
(Quick-relief)	_____ Puffs	**OR**	[ ] Nebulizer: Use it once
AND: (Oral Steroid)	Take _____ mg each day for ____ (3 to 10) days		

Call your doctor (or have someone call) just before you take the oral steroid OR _____ minutes/hours after taking the oral steroid, based on the instructions your doctor gave when the medicine was prescribed.

Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®

Child's name: _____ **Date of plan:** _____

Date of birth: ___/___/_____ **Age** _____ **Weight:** _____kg

Child has allergy to _____

Attach child's photo

Child has asthma. ☒ Yes ☐ No (If yes, higher chance severe reaction)
Child has had anaphylaxis. ☒ Yes ☐ No
Child may carry medicine. ☐ Yes ☐ No
Child may give him/herself medicine. ☐ Yes ☐ No (If child refuses/is unable to self-treat, an adult must give medicine)

IMPORTANT REMINDER
Anaphylaxis is a potentially life-threating, severe allergic reaction. If in doubt, give epinephrine.

For Severe Allergy and Anaphylaxis What to look for

If child has ANY of these severe symptoms after eating the food or having a sting, **give epinephrine**.

- Shortness of breath, wheezing, or coughing, *infants – nasal flaring*
- Skin color is pale or has a bluish color
- Weak pulse, *infants – unexplained fast heart rate*
- Fainting or dizziness, *infants – limp, floppy*
- Tight or hoarse throat, *infants – hoarse cry*
- Trouble breathing or swallowing
- Swelling of lips or tongue that bother breathing
- Vomiting or diarrhea (if severe or combined with other symptoms)
- Many hives or redness over body
- Feeling of "doom," confusion, altered consciousness, or agitation, *infants – inconsolable crying, decreased activity*

☐ **SPECIAL SITUATION**: If this box is checked, child has an extremely severe allergy to an insect sting or the following food(s): _____. Even if child has MILD symptoms after a sting or eating these foods, **give epinephrine**.

Give epinephrine! What to do

1. Give epinephrine right away! Note time when epinephrine was given.
2. Call 911.
   - Ask for ambulance with epinephrine.
   - Tell rescue squad when epinephrine was given.
3. Stay with child and:
   - Call parents and child's doctor.
   - Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes.
   - Keep child lying on back. If the child vomits or has trouble breathing, keep child lying on his or her side.
4. Give other medicine, if prescribed. Do not use other medicine in place of epinephrine.
   - Antihistamine
   - Inhaler/bronchodilator

For Mild Allergic Reaction What to look for

If child has had any mild symptoms, **monitor child.**
Symptoms may include:

- Itchy nose, sneezing, itchy mouth, *infants – repeated lip licking, tongue thrusting, ear pulling*
- A few hives
- Mild stomach nausea or discomfort, *infants – spitting up more than usual, hiccups, back arching, pulling knees to chest*

Monitor child What to do

Stay with child and:

- Watch child closely.
- Give antihistamine (if prescribed).
- Call parents and child's doctor.
- If more than 1 symptom or symptoms of severe allergy/anaphylaxis develop, use epinephrine. (See "For Severe Allergy and Anaphylaxis.")

Medicines/Doses

Epinephrine (If more than one epinephrine is selected, then any one can be used)

Intramuscular:
☐ 0.10 mg (7.5 kg to less than13 kg)*
☐ 0.15 mg (13 kg to less than 25 kg)
☐ 0.30 mg (25 kg or more)
*Use 0.15 mg, if 0.10 mg is not available

Intranasal:
☐ 1 mg (15 kg to less than 30 kg)
☐ 2 mg (30 kg or more)

Antihistamine (non-sedating preferred), by mouth (type and dose): _____

Other (for example, inhaler/bronchodilator if child has asthma): _____

_____ _____ _____ _____
Parent/Guardian Authorization Signature **Date** **Physician/HCP Authorization Signature** **Date**

© 2017 American Academy of Pediatrics, Updated 04/2026. All rights reserved. Your child's doctor will tell you to do what's best for your child.
This information should not take the place of talking with your child's doctor. Page 1 of 2.

Payment Agreement

I ACCEPT RESPONSIBILITY FOR PAYING THE FOLLOWING WEEKLY FEES:

AM Only: **$50.00**
PM Only: **$70.00**
AM & PM: **$90.00**

I understand WHEN I register for a single Non School Day, my additional fee will be: **$22.00**

I understand WHEN I register for Full Day Weekly Programs, my weekly fee will be: **$200.00**

I understand fees are based on enrollment only. There is no reduction in fees for absences, holidays, snow days, vacations, non-school days, OR suspensions from the program.

I understand payments are due on the first day of each week by 5:45 p.m.

I understand a non-refundable or transferable enrollment fee is due at the time of initial registration. The cost is **$35.00 per child** or **$60.00 per family**. This fee is valid for as long as the child is enrolled in our program.

I understand if I need financial assistance with program fees, I may request a Financial Assistance Application.

I understand there will be a **$35.00 fee** on all returned checks. Upon notification, I am required to make arrangements for payment within 5 business days. Failure to make payment on returned checks by the date stated will result in immediate termination of services.

I understand a late pick-up charge of **$5.00 per child** for the first 15 minutes and **$1.00 for every additional minute** thereafter will occur after the site closes.

I understand credit card and auto-pay payments are available on my Parent Portal.

I understand check/money order or cash payments are accepted only at the business office located at 501 South 7th.

I understand if I wish to cancel enrollment, I must give a full week's notice with enrollment ending on a Friday. During the week's notice, I am responsible for any fees incurred. This applies to services during the school year as well as summer programming. Credit balances will be refunded upon request of the parent/legal guardian.

I understand the individual(s) identified as the Custodial Parent(s) on the parent portal will be responsible for any outstanding balance on the account.

I understand if I leave the program with a balance my child will be unable to re-enroll or any other children in my family until the balance is paid.

I understand that delinquent accounts will be sent to a collection agency.

_____

Signature of Parent/Guardian

_____

Date

Please check the box on the registration page to accept the Payment Agreement.