



Kearney Community Learning Center  
320 West 24<sup>th</sup> Street  
Kearney NE 68845  
308-698-8053

## **PARENT HANDBOOK**

Dear Parent/Guardian:

The Kearney Community Learning Center (KCLC) will provide an academic based program at Bryant, Central, Emerson, Kenwood, Park, Buffalo Hills, Windy Hills, Meadowlark and Northeast Elementary Schools, and Sunrise Middle School every day that school is in session. KCLC will provide a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and snacks. KCLC is an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development.

Please review the attached parent handbook.

Thank you!

Enrollment

Kearney Community Learning Center Services are available to all students (K-8) that go to a school that has the KCLC program. Admission into the program is subject to available space. Students may register at the school site or at the Kearney Community Learning Center office, located at 320 W. 24<sup>th</sup> Street. Students must complete an additional registration form for each full day and the summer program. These additional forms will be available on our website and will also be provided at the KCLC site.

Location and Staff

Staff at each site will include the site director, paraprofessional, tutors, and volunteers. Site Coordinators will be available at their schools each day to communicate with parents and school staff. Please call your school’s site coordinator if you would like to set up a time to meet. The program director will be located at the main office:

Michelle Arehart (Program Director)                      320 West 24<sup>th</sup> Street    (308)698-8053

The Kearney Community Learning Center will partner with many businesses and organizations in the community. For a complete list of Community Partners, please contact the director.

Fees and Assistance

Due to the absence of grant funds, Buffalo Hills, Kenwood, Meadowlark, Park, and Windy Hills KCLC programs charge a weekly fee. Fees will not be paid by an hourly rate. Parents who are income eligible for Child Care Assistance through Nebraska Health and Human Services (HHS) can contact their social worker to request payment of these fees and pick up an application at their HHS office.

**If you are covered by DHSS for childcare, please contact your caseworker and arrange for an authorization of services to be sent to our office. There is no cost to attend KCLC to students that receive free or reduced lunches at the following schools: Bryant, Central, Emerson, Northeast, or Sunrise Middle School.**

	First Child	Second Child
Bryant, Central, Emerson, Northeast afternoon program only: Daily Rates	\$10	\$7.50
Buffalo Hills, Kenwood, Meadowlark, Park, Windy Hills: Weekly Rates	\$50.00	\$37.50
Elementary full day programs:	\$20.00	\$15.00

Middle School:

First Hour of homework assistance= free		
Enrichment time=last 1.5 hrs of program	\$7.00	\$5.25

### Hours of Operation

The hours of operation for normally scheduled school days will be when school is dismissed to 6:00 P.M. (when school is dismissed-5:30 p.m. at Buffalo Hills, Kenwood, Meadowlark, Park, and Windy Hills) after school, Monday through Friday. The hours of operation for full service days and summer school days will be 7:45 A.M. to 5:30 P.M. for the elementary program. The summer program hours for middle school will be 7:45 A.M. to 1:00 P.M. **If a child receives snack after school, they will automatically be billed for the day regardless of the time that they are picked up.**

Children may not arrive at the Kearney Community Learning Center before 7:45 A.M. (full days & summer) **There is no supervision prior to the opening times.** Children must be picked up by 6:00 P.M (5:30 P.M. Buffalo Hills, Kenwood, Meadowlark, Park, and Windy Hills & summer). If a child arrives early or is picked up late, a \$5.00 overtime fee will occur for each 15 minute period which must be paid before students are allowed to return to KCLC. Appropriate authorities will be contacted for children abandoned for more than 30 minutes. Excessive tardiness will result in removal of the student from KCLC as determined by the KCLC staff.

### Attendance Policy

Regular attendance is highly recommended in order to reach the goals of the Kearney Community Learning Center. If a child is frequently absent from the program, the site coordinator will contact a parent/guardian to discuss the child's enrollment. If a child will not be regularly attending the program and there is a waiting list for other children to enroll, the site coordinator has the right to terminate enrollment to offer the program to another child.

### Dismissal Policy

Each child will be dismissed daily as indicated by the parent on their dismissal form in the registration packet. All parents/guardians must sign their child out at the end of each day. Persons other than parents/guardians picking up children must be listed on the alternate dismissal form and may be asked to show identification. Parents must provide written notification for children to leave with a person not listed on the alternate dismissal form. A verified phone call may be used in case of emergencies only. The site coordinator may call and request a parent to pick up a child that normally walks or bikes in the case of bad weather or illness.

**Due to safety reasons, during the after school program, if a child is signed out and leaves with a parent or designated person, they may not return to the program for the remainder of the day.**

### Parent Visitation/Involvement

The Kearney Community Learning Center believes that parent involvement is necessary to develop a total learning community for students of all ages. When parents are involved in their children's education, everyone benefits. Parents are encouraged to communicate with teachers anytime parents want to gain or give more information regarding their children's development.

The Kearney Community Learning Center is continually exploring new ways for parents to become more involved in the success of their children's learning. Parents are encouraged to engage in their children's education in the following ways: Two-way communication, volunteering, the use of technology, ideas to help their children with curriculum concepts at home, parent representatives for program decision-making, and helping with resources and services from the community to strengthen learning. Parents are welcome to visit the KCLC program with a 24-hour prior notice. Visits to the KCLC program cannot impede or interfere with regular scheduled programming or learning.

### Trespassing Consequences

When non-employees violate the visitation guidelines and appear in the school setting, action will be taken to stop the person(s) from interrupting the learning environment. Staff may respond with further limitations. Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands. Such action shall be taken consistent with constitutional and other legal rights. All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

### Illness Policy

The Kearney Community Learning Center will follow the Kearney Public Schools health policy. For the health and protection of all, students will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu-like symptoms, streptococcal infection, pinkeye, or scabies. Students will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Students with chickenpox will be excluded from attendance for at least 6 days or until without fever.

### Injury and Emergency Policies

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergency situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

### Medication Policy

The Kearney Community Learning Center will follow the Kearney Public School's medication policy. Staff can only give medication for children who have provided a signed medication permission form from the parent/guardian. Over-the-counter medication can only be given with a signed permission form from the parent/guardian. Breathing emergency medications will be available to be given in accordance with district and state policy, if necessary.

### Confidentiality Policy

All student files will be kept in the site coordinator's office. Kearney Community Learning Center will release information to authorities with proper legal request in cases of suspected child abuse and neglect. Kearney Community Learning Center staff and volunteers are required to follow the confidentiality policy.

### Special Education

Mission Statement: The goal of the Kearney Community Learning Center (KCLC) is to provide programs to Kearney Public School students to promote academic achievement, social development, and parent and community involvement.

#### Procedures:

1. In the event that the district or parent enrolls a special needs student in KCLC, the KPS special education teacher may provide the KCLC site coordinator recommendations for working with the child. These prescriptions may be modifications of the child's IEP, however, it is not mandatory for the KCLC site coordinator to follow the IEP of the normal school day.
2. In the event that KCLC identifies a child as one who may have special needs, the site coordinator and program director will notify the KPS classroom or special education teacher.
3. KCLC staff will support children with special needs for full participation in KCLC programs within reasonable limits. Special education teachers may recommend the child for participation or nonparticipation in KCLC activities: example: quiet time or computer time rather than participation in academic lessons.
4. In the case of a child whose behavior impedes learning, KCLC staff will meet with classroom teachers to implement appropriate strategies. Behavior expectations should be met. If behavioral strategies are not met, KCLC staff will follow standard KCLC discipline procedures.
5. KCLC may accommodate for other needs, but it is not required to pay for the costs of such accommodations such as transportation, occupational therapy, physical therapy, or building constructions. Questionable accommodations will be discussed by the KCLC program director, site coordinator, and KPS principals on a case by case basis.

### Behavior Policy

Kearney Community Learning Center staff will guide children to manage their own behavior. Kearney Community Learning Center will follow behavior policies established for the normal school day.

Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging school and personal property.
- Refrain from physical fighting or excessive contact.
- Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see next page:

- **Minor Problem Behavior:** Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.

- **Major Problem Behavior:** Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day, which will be placed in the student’s file. Site Coordinator will make a parent contact and inform the program director of the offense(s).

**If a student exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can’t be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the KCLC staff.**

### Minor Problem Behavior Definitions

Cheating	Dishonesty of any kind with respect to examinations, course assignments, or alteration of records
Continued Disruption	Student engages in low-intensity, but inappropriate disruption
Inappropriate Language	Student engages in low intensity instance of inappropriate language (rude, crude)
Inappropriate Physical contact	Student engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving

Inappropriate use of work time	Student does not use classroom time to complete work.
Lying	Student delivers message that is untrue.
Non-Compliance	Failure or refusal to comply.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories

## Major Problem Behavior Definitions

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Student treats others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Student continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual non-compliance after implementing several strategies for students to comply.
False alarm	Student pulls the fire alarm or delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Misuse	Student engages in inappropriate (as defined by school) use of school property, desks, bathrooms, cell phone, pager, music/video players, camera, and/or computer.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.



Threat	<p>Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters</p> <p>Declaration of an intention or a determination to inflict harm on another</p> <ol style="list-style-type: none"> <li>1. An expression of an intention to inflict pain, injury, evil, or punishment.</li> <li>2. <a href="#">Warning</a> - a message informing of danger or harm</li> </ol>
Vandalism	<p>Student participates in an activity that results in substantial destruction or disfigurement of property. Student deliberately impairs the usefulness of property.</p>
Weapons	<p>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</p>
Other	<p>Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.</p>

### **Parent Information**

KCLC does not carry health and accidental insurance and parent/guardians will be responsible in case of injury where bills are incurred.

Parental involvement is a requirement of the Kearney Community Learning Center program.

Parents can attend Kearney Community Learning Center activities and are especially encouraged to attend parent activity nights. Parents are welcome to contact the program director with any questions, concerns and suggestions. Parents interested in providing support can contact the program director and help by simply telling others about the program, or offering to volunteer time and/or resources.

**Thank you for your interest in the Kearney Community Learning Center. Please complete the registration form and send it to the main office:**

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**WELCOME TO THE KEARNEY COMMUNITY LEARNING CENTER!**