

# **Omaha Christian Academy**

## **After School Care**

### **Procedures & Policies Handbook**



Childcare Director: Alisa Buckingham  
Omaha Christian Academy  
10244 Wiesman Drive  
Omaha, NE 68134  
402-399-9565

## **Omaha Christian Academy Mission Statement**

Educating students in light of Biblical Truth.

### **Nondiscrimination Statement**

Omaha Christian Academy is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or other protected classifications.

Omaha Christian Academy provides an equal opportunity for individuals with disabilities to participate in the school's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Parents are welcome to come to the Administrative Director or Program Director with concerns if they feel that they or their child have been subjected to or believe they have witnessed unlawful discrimination or harassment.

### **Confidentiality**

Information received from parents and enrollment forms are available to the administrative staff, the bookkeeper, and the teachers who work directly with their child.

Omaha Christian Academy employees respect the confidentiality of written, verbal and observed information. Any information regarding an individual child is discussed with parents privately.

A parent is permitted to review records or medical logs containing information concerning their child upon written request made to the Administrative Director.

### **Contact Information**

OCA Office # 402-399-9565

Childcare # 402-332-9250

In case of a grievance, question or concern contact OCA Administrator or consult the Department of Health and Human Services brochure given out at time of registration.

### **Admission in Omaha Christian Academy**

Prior to the child's first day of attendance, parents receive a folder containing all required forms for the entrance into our program. The following forms must be on file before a child's first day of attendance:

- 1) OCA Childcare Policy Handbook Acknowledgement
- 2) Children's Record
- 3) DHHS Parent Information Brochure

Children **MUST** be potty trained and able to take care of his/her bathroom needs before entering Preschool or the Summer Program.

Parents must notify the office immediately of any changes in residence or phone numbers for emergency contacts or other people authorized to pick up their child.

### **Hours of Operation**

Monday – Friday from 3:15 PM to 6 PM (on school days only)

### **Clothing/Personal Items**

Omaha Christian Academy provides a personal space for each child enrolled at the school. This space is used for storing extra changes of clothing and naptime items. Clothing for outdoor wear is also stored here. Absolutely no medication, sunscreen, lip balm, etc. is allowed in this personal space (e.g. personal backpack or locker).

All 3, 4 & 5 year olds are required to have a complete change of clothing to be kept at the school along with napping accessories. Napping accessories consist of a blanket and small pillow, if desired. All clothing and napping accessories must be clearly marked with your child's name.

Please send your child in clothing that is easy to manage. Your child wants to learn to care for himself/herself, and not be dependent on adults. Please do not send your child with a belt, suspenders or overalls unless he/she can fasten and unfasten them by themselves.

All clothing must be clean, neat and modest.

### **Authorization for Pickup**

A parent/guardian's written authorization for pickup must be received before your child will be released to **anyone**, this includes parents. Authorized individuals must be listed on the application form. Parents/guardians may also turn in a hand written note indicating who is authorized to pick their child up. If not received, and we cannot notify you by phone, the child will not be released. When an authorized individual picks up a child they will be required to show identification.

### **Child Custody Issues**

In the event that custody becomes an issue for your family, a court order stating that a non-custodial parent may not pick up a child at the school needs to be submitted to the Omaha Christian Academy office. Without a copy of the court order on file, staff members cannot refuse a parent the right to take his/her child from the school.

### **Extreme Outdoor Temperatures**

The safety of the children is our primary concern. Therefore, children are not allowed to go outside during times of extreme temperatures. The children remain inside when:

- The temperature or heat index is above 90° F
- The wind chill is 0° F or below

If a severe weather warning has been issued, parents who arrive at the school are encouraged to remain with their child inside the building until the warning has expired.

### **Immunizations and Medical Conditions**

Current documentation of a child's immunizations must be on file before his/her first day of attendance. This includes written documentation of either the chicken pox vaccination or a diagnosed proof of having the chicken pox.

Please inform the office staff when your child receives additional immunizations so that current records are maintained. This also applies to the Childcare Staff.

### **Communicable Disease**

Any child with a reportable communicable disease, including, but not limited to, chicken pox, measles, mumps, infectious hepatitis, meningitis, or scarlet fever, is not allowed to attend or remain at Omaha Christian Academy during the period when the disease may be transmitted to adults or other children. A release from the Health Department is required before any child with a communicable disease is allowed to return to the school unless the child has been absent for a period of time equal to the longest usual incubation period for the particular disease.

Notice of any communicable disease or illness that is present at the school will be sent home. Confidentiality is maintained and no individual names are released when reporting the disease or illness to families.

### **Illness Policies**

Exposure to a new group of children may cause more illness during the first few months a child is enrolled in a school setting. Omaha Christian Academy cannot care for an ill child.

If a child exhibits any symptoms of illness, parents are contacted and the child must be picked up within one hour of the call.

Parental cooperation is necessary to promote a healthy environment for all the children attending Omaha Christian Academy. A child showing any of the following signs of illness 24 hours prior to arrival should not be brought to school:

- Fever (defined as a temperature equal to or greater than 100° F auxiliary [taken under the arm])

- Diarrhea stool (defined as stool that is watery or less formed with greater occurrence than usual, or stool that contains blood or mucous)
- Vomiting
- Pink or red eyes with inflammation and white or yellow discharge
- Rash with a fever and/or a change in behavior, until a medical exam indicates the symptoms are not associated with a communicable disease
- Any other conditions that may be contagious to other children, including but not limited to, strep throat, Hand Foot and Mouth disease, ringworm, impetigo and head lice
- Illnesses or symptoms (e.g., colds, coughs, or respiratory distress) interfering with a child's ability to participate comfortably in program activities, including outdoor play
- Illnesses that result in a greater need for care than staff can provide without compromising the health and safety of other children
- Conditions that may indicate a possible severe illness, including but not limited to, persistent crying, lethargy, difficulty breathing, or irritability

The following time periods are used to determine when a child may return to Omaha Christian Academy following an illness:

- 24 hours after antibiotics are begun for any communicable illness, including, but not limited to, strep throat or pink eye
- 24 hours after the last episode of vomiting or diarrhea, except in the case of communicable disease that needs to be reported to the Health Department
- Temperature must be normal for 24 hours without the use of any fever reducer
- If throat cultures or other tests are taken to diagnose an illness that may be contagious, the child must be kept home until test results have been verified and the administration has been notified of the negative results

Exceptions to the above time periods may be allowed by the Administrative Director on an individual basis if:

- A child has a chronic illness that is documented by the child's physician
- Written documentation is received from the child's physician indicating that the child will not expose others to a communicable disease upon his/her return to Omaha Christian Academy
- The above also applies to childcare staff.

### **Medications**

The Omaha Christian Academy staff will dispense prescription or non-prescription medications to a child under the following conditions:

- Medication is in the original container and the label includes the child's name, the dosage and the directions for administration. Over the counter medications, this includes sunscreen and cough drops, must also be in the original container and labeled with the child's name, the dosage and the

directions for administration. Expired medication or medication which is prescribed for another child in the family will not be administered.

- A Medication Authorization form has been signed and dated by the parent/guardian. The Medication Authorization form must be filled out for both prescription and non-prescription medication.
- A signed and dated written authorization from the child's physician is on file if the dosage for the child's age is not included on the container from the manufacturer.
- A child does not have a temperature equal to or greater than 100 degrees F auxiliary (taken under the arm) or other signs of illness requiring his/her exclusion from school.

All non-prescription medications, including lip balm and cough drops, must be given to a teacher for storage and administration. Please do not leave them in your child's locker, or backpack for self-administering. This creates a safety risk for other children who may gain access to the medication.

Your child may bring sunscreen to school; however, he or she can ONLY bring SPRAY sunscreen. The staff is not allowed to rub cream on your child. All sunscreen must be labeled with the child's name and given to a teacher.

All forms of prescription and non-prescription medications must be placed in locked medicine containers that are inaccessible to children. Medicine requiring refrigeration is stored in a child-proof container in the refrigerator.

Children are not given medications that affect their behavior except those prescribed by their health care provider.

Any medications given to a child are logged in a medical journal. Medical information on any child is available only to the parents/legal guardians of that child.

While staff makes every effort to dispense medication as requested by the parent, Omaha Christian Academy does not assume responsibility for missed dosages.

### **Special Health Care Needs**

If special health precautions, including, but not limited to inhalers, nebulizer treatments, insulin, Epi-Pen injections, are prescribed and needed during a child's scheduled care at Omaha Christian Academy, administration and staff works with the child, parents and the child's physician on an individual basis. Together we will develop a specific plan that will ensure the safety of your child. Omaha Christian Academy staff does not administer any special medical procedures for which they have not been trained.

### **Emergency Medical Treatment**

If a serious injury or accident occurs, standard First Aid procedures are used and, whenever possible, a parent or legal guardian is contacted first.

In the event of a medical emergency, our staff calls 911 immediately and then contacts a parent.

## **Emergency Disaster Procedures**

How to evacuate for tornado & fire: All children will follow a childcare staff member, as practiced in our drills, to our safe location which is posted on the wall & in our Childcare Policy packet page to follow. There will be a cell phone & clipboard with the parent phone number in the backpack that a childcare staff member will carry & the parents will be notified once we reach the safe place. Special needs children will be assisted by the teacher unless a specific plan is in place & posted for that child.

### **Tornado Drills**

1. Line up at blue lockers silently.
2. Teachers take First Aid back pack, flashlight and folder with student phone numbers.
3. Have each student hold a nap mat like they are hugging it.
4. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
5. Walk to the high school hallway and line up against the wall without lockers next to the fire extinguisher.
6. Place blue nap mats over each child like they are in a hut (if needed).
7. Take attendance.
8. Wait until we have green for go.
9. Have each child hold the nap mat like they are hugging it and bring back to Pre-K room.
10. In case of an actual tornado remain where you are until help arrives.

### **Fire Drill**

1. Have each student line up at the outside door silently.
2. Teachers take First Aid back pack and folder with student phone numbers.
3. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
4. Walk to the far end of the parking lot and line up.
5. Take attendance.
6. Wait for the green for go.
7. Walk in line back to activities as directed by teacher.
8. In case of an actual fire, walk across the street to the police station. Count students and begin calling parents.

### **Lock Down**

1. Check the hallway outside the room you are in and get all children inside the room.
2. Lock the classroom door and cover the window in the door.
3. Close the window blinds.
4. Seat children along the inner wall away from the doors and windows.

5. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
6. Be Quiet!
7. Remain calm. Turn on your cell phone and wait for information.
8. Keep doors locked until you get a green to go.

#### Disaster Evacuation Plan

1. The fire alarm will be sounded.
2. Have each student line up at the outside door silently.
3. Teachers take First Aid back pack and folder with student phone numbers.
4. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
5. Walk to the far end of the parking lot and line up.
6. Take attendance.
7. Wait for the green for go.
8. Walk in line back to activities as directed by teacher.
9. In case of actual disaster, walk across the street to the police station, take attendance and begin calling parents.

In cases where we must leave the building and are not allowed to return we will gather all children and find shelter at the police station across the street. Parents will be called as soon as possible to let you know what has happened.

### **Child Guidance and Discipline Policy**

Omaha Christian Academy's child guidance and discipline policy is designed to help children become independent and caring by learning self-control, decision-making skills and responsibility for their own actions. Children are a precious gift from God and we believe they should be treated with respect.

Omaha Christian Academy's goals are to help children develop positive self-esteem, respect for themselves and others, and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving, Christ-centered discipline.

Staff members offer positive guidance for children by providing an atmosphere where everyone feels respected and valued. In addition, they create a learning environment based on trust and freedom to explore and develop without fear of humiliation or shame. The staff works to accomplish this by:

- Respecting each child as a precious gift from God with unique abilities and gifts
- Maintaining a safe learning environment that uses developmentally appropriate activities based on each child's ability, attention span and need for movement
- Establishing positive guidelines for behavior that set clear, understandable limits and consistent routines
- Providing a learning environment that promotes consistent routines and well-defined expectations



- Providing sufficient materials and activities to avoid overcrowding and to give adequate choices for child-directed activities
- Recognizing children's efforts and using praise through kind words or actions to reinforce desirable behaviors
- Using problem solving techniques instead of punishment
- Anticipating and eliminating potential problems in the environment
- Redirecting a child who displays undesirable behaviors to another activity

If a child causes physical or emotional harm to self or others, the child is removed from the situation for a short time to calm down and provided time to talk with the teacher about alternative, appropriate behaviors.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We provide parents with feedback about their children, both positive and negative, if necessary. If you desire help in dealing with a specific behavior, please discuss it with us. Parent support is expected for any guidance techniques used by staff to solve unwanted behaviors.

Staff is not allowed to discipline a child using, but not limited to, the following actions, spanking, hitting, verbal abuse, physical restraint (unless it is needed for the safety of the child and those around), and withholding or forcing meals, snacks, or naps.

### **Chronic Disruptive Behavior**

The safety and welfare of all the children at Omaha Christian Academy are of primary concern. While the staff makes every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

#### **Initial Meeting**

If a child's extreme, uncontrollable behavior continues to physically or emotionally endanger staff and other children at Omaha Christian Academy despite positive guidance techniques, or if a parent is uncooperative with staff in working toward the correction of their child's chronic disruptive behavior, a meeting with the child's parents is requested by the Administrative Director and the child's teachers. The problem is defined in writing and goals for corrections are established and a date is set to review the issue.

#### **Second Meeting**

If, after the predetermined time frame, the initial plan for helping the child fails, a second meeting is requested by the Administrative Director. The problem is identified again and new approaches are defined.

#### **Suspension/Dismissal**

Suspension of the child occurs if no progress occurs within the established timeline. Parents are responsible for payment of fees, based on their contracted time, during the length of the suspension. The period of suspension may vary from the remainder of the day to one week depending upon the severity of the problem. Dismissal of the child occurs after three suspensions for the same behavior, or immediately if the child's behavior severely injures a staff member or another child.

## **Removal from Childcare Program**

Omaha Christian Academy initiates removal of a child or family for:

- Failure to pay fees. If payment of fees is delinquent for two weeks or more, parents receive written notice from the Administrative Director regarding removal from the school. If no “good faith” attempt to make a payment is taken after this written notice is given, the family is removed.
- Failure to submit forms required by licensing, resulting in the school’s non-compliance with the state of Nebraska
- Failure to observe or cooperate with the policies of Omaha Christian Academy
- Behavior endangering staff or children at Omaha Christian Academy
- Inappropriate behaviors by a parent or child, including, but not limited to, sexually inappropriate behavior
- Possession or use of dangerous or illegal items and substances at Omaha Christian Academy

Prior to removal from the School, the Administrative Director notifies the parents of the pending removal and schedules a meeting with them. During the meeting, the problem is defined. Solutions to the problem are discussed and a timeline, not to exceed one month, is set for resolving the situation. A follow-up meeting is held to review the problem. If the problem cannot be resolved or parents are not willing to attempt resolution, removal occurs.

If the parent fails to respond to the written notice within three days, removal of the child or family occurs immediately.

## **Toilet Policy**

We allow 1 child in the restroom at a time OR we have a teacher standing at the restroom door watching the children to be sure those children are being respectful of others privacy.

## **Communication**

Omaha Christian Academy has a web-based program called Sycamore Education. You can find the program at [sycamoreeducation.com](http://sycamoreeducation.com). However, you must get the school ID number, your username and password from the school office. On Sycamore Education you will find up-to-date news, photos, calendar, lunch schedule, documents and much more.

The best way to contact someone from the school is to use Sycamore Education. Simply Pass-A-Note (PAN) and we will respond as soon as possible. You may also call the school or in some cases call the staff member’s cell phone directly.

## **Grievances, Questions & Concerns**

Omaha Christian Academy desires to provide a clear avenue for our childcare families to voice any grievance, complaint or concern regarding our program. The following outlines the steps that families should follow in filing a grievance/complaint:

- a. The family is asked to first address their concern to the employee with whom the conflict arose.
- b. If the family has approached the employee & has been unable to successfully resolve the issue (or does not feel comfortable doing so), they may submit a grievance in writing to the Director. The Director will then attempt to resolve the issue & provide a written response to the grievance within five business days.
- c. If the family has not received a response within the time allotted, the grievance may be submitted to Omaha Christian Academy's Principal.

Families within Omaha Christian Academy are free from coercion, discrimination, discharge or reprisal solely as a result of filing a grievance. Families are expected to continue following Omaha Christian Academy's rules and guidelines.