



## Kids' Time Parent Handbook

2022-2023- updated 9/8/2022

### **Welcome to the Bellevue Public Schools Foundation Kids' Time Program!**

Kids' Time is operated by The Bellevue Public Schools Foundation in partnership with the BPS District. The BPS Foundation works to enrich the lives of students and educators in meaningful ways by partnering with the community to provide financial support otherwise not available that enhances educational opportunities for students and staff. The BPS Foundation uses funds from Kids' Time, as well as corporate sponsorship and individual donations to fund its programs for educators and students.

Kids' Time meets the Nebraska Department of Health and Human Services standards for licensing child care centers under the Child Care Licensing Act. The Child Care Licensing Act requires the DHHS to develop regulations providing for the safety and well-being of students served in licensed programs. These regulations cover the employment standards and training requirements for staff, the inspection of physical sites and the on-going inspection of all sites.

It is the responsibility of each parent to read and understand all the information in the parent handbook prior to the first day of Kids' Time.

Dani Moss

A handwritten signature in black ink that reads "Dani Moss". The signature is written in a cursive style with a large initial "D" and a stylized "M".

Kids' Time Program Director  
Bellevue Public Schools Foundation



## **2022 - 2023 KIDS' TIME CALENDAR**

August 11, 2022 - First Day of School

September 5, 2022 - Kids' Time Closed - Labor Day

September 16, 2022 - Kids' Time Consolidated Open

October 14, 2022 - Kids' Time Consolidated Open

October 21, 2022 - Kids' Time Consolidated Open

November 11, 2022 - Kids' Time Closed - Veterans' Day

November 21 - 25, 2022 - Kids' Time Closed - Thanksgiving Break

December 21, 2022 - Early Dismissal

December 22, 2022 - January 4, 2023 - BPS Winter Break

December 22, 2022 - Kids' Time Consolidated Open

December 23 & 26, 2022 - Kids' Time Closed - Christmas Eve/Day

December 27 - 29, 2022 - Kids' Time Consolidated Open

December 30, 2022 - Kids' Time Closed - New Year's Eve Observed

January 2, 2023 - Kids' Time Closed - New Year's Day Observed

January 3 - 4, 2023 - Kids' Time Consolidated Open

January 16, 2023 - Kids' Time Closed - Martin Luther King, Jr. Day

February 17, 2023 - Kids' Time Consolidated Open

February 20, 2023 - Kids' Time Consolidated Open

March 13 - 17, 2023 - Kids' Time Consolidated Open

March 24, 2023 - Kids' Time Consolidated Open

April 6, 2023 - Early Dismissal

April 7, 2023 - Kids' Time Closed - Good Friday

May 24, 2023 - Last Day of School - Early Dismissal

May 25, 2023 - Kids' Time Closed - Summer Planning

May 26, 2023 - Kids' Time Closed - Summer Planning

May 29, 2023 - Kids' Time Closed - Memorial Day

May 30 - June 2, 2023 - Kids' Time Consolidated Open

June 5 - 23, 2023 - Summer School Session

June 19, 2023 - Juneteenth

June 27 - July 3, 2023 - Kids' Time Summer Program Open

July 4, 2023 - Kids' Time Closed - Independence Day



July 5 - 28, 2023 - Kids' Time Summer Program Open

July 31, 2023 - August 1, 2023 - Kids' Time Summer Program Open

August 2 - 4, 2023 - Kids' Time Closed - Fall Planning/Staff In-Service Training

August 7 - 9, 2023 - Kids' Time Consolidated Open

August 10, 2023 - First Day of School (tentative as the schedule for the district is not decided yet)

Kids' Time is offered at a few sites on non-school days, snow/cold days and during the summer, which is referred to as "consolidated care." These sites rotate for the convenience of parents and school staff. You must be registered to attend any of these non-school days. The snow day site is LeMay. More details about Consolidated Care are included in the Program Information section.

**Consolidated Care Sites:**

Bellevue Elementary - for students who attend Bellevue, LeMay and Fort Crook

Fairview Elementary - for students who attend Fairview, Two Springs, Leonard Lawrence and Peter Sarpy

Wake Robin Elementary - for students who attend Wake Robin, Avery, Belleaire, Bertha Barber, Betz, Birchcrest, Central, Twin Ridge.



## KIDS' TIME PROGRAM INFORMATION

### Dates and Hours of Operation of Kids' Time

The program is open Monday - Friday from 6:30 a.m. until school starts and from dismissal until 6 p.m. at each elementary school. Kids' Time is open at all elementary sites following the school calendar. In the event of an early dismissal, Kids' Time will be open from the designated time of dismissal until 6 p.m. at no extra charge.

### Dates Closed

Kids' Time is closed on holidays observed by the Bellevue Public School District: Labor Day, Veteran's Day, Thanksgiving Day, (including the Wednesday before and the Friday after Thanksgiving), Christmas Eve, Christmas Day, New Year's Eve and New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day and Independence Day. Kids' Time will also close for summer planning and in-service training when necessary. Please see the dates below.

### Consolidated Sites and Dates

Kids' Time will be offered at two or three sites on non-school days and during the summer for consolidated care from 6:30 a.m. until 6 p.m. Parents are also offered at least one consolidated care site on snow/cold days. These sites may rotate for the convenience of parents and school staff. Consolidated sites are subject to change; parents will be notified of changes.

Payment will be billed through the SchoolCare Works system, also referred to as ProCare, for consolidated care. Consolidated care tuition is non-refundable. Registration for consolidated care will be coordinated online and through your child's home school site leader. Registration cut-off dates are one to two weeks prior to the non-school day in order to staff accordingly. Requests are considered after the cut-off date only if staff is available. Students must be pre-registered to utilize consolidated Kids' Time. Subsidy families must also be pre-registered. We will only allow one "no show" before ineligibility for the consolidated program. Staffing for consolidated care is based on need.

**On days when school is not in session, regular rates do not apply. Tuition rates for consolidated care during the 2022 – 2023 school year is \$40/day. A disposable sack lunch and drink are required for non-school days.**

### Snow/Cold Days

If school is canceled due to weather conditions, Kids' Time will be open for families needing care at one school site unless it is deemed unsafe for travel. Determination on whether Kids' Time will remain open will be based upon a set of weather safety



parameters. If Kids' Time is closed, parents will be notified by email and social media as early as possible.

If Kids' Time remains open, tuition for the snow day consolidated care will be billed at a non-school day rate. Pre-registration is required to ensure appropriate staffing is maintained. Tuition for snow/cold days is due regardless of attendance. Subsidy families are only allowed one "no show" before ineligibility for the consolidated program.

### **Licensing**

Kids' Time is a school-aged program licensed by the State of Nebraska Health and Human Services. Kids' Time sites are routinely visited through the year by a Child Care Inspection Specialist appointed by Nebraska Health and Human Services to ensure all regulations are met and sustained on a daily basis in order to maintain licensing compliance with the State of Nebraska. Kids' Time maintains the school-age child to adult ratio of 15:1, as dictated by state regulations.

Nothing is more important than a dedicated, experienced, and well-trained staff. Staff is selected on their experience, training and personal commitment to the needs of children. The Child and Adult Protective Service Registry completes a background check for all staff of the Bellevue Public Schools Foundation before-and-after school program. All staff members are required to have annual training including CPR/First Aid.

### **Children Served**

The Bellevue Public Schools Foundation Kids' Time program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or mental abilities. Child care is eligible for "school age" children enrolled in kindergarten through sixth grade who are enrolled in Bellevue Public Schools. "School age" starts the first day of kindergarten offered at all elementary schools and goes through sixth grade. All parents are required to complete a checklist to ensure Kids' Time is able to meet your child's needs within a 15:1 ratio.

Kids' Time cannot provide one-on-one supervision during operating hours. Care of all children must allow Kids' Time to operate within the state defined guidelines of a 1:15 ratio (one staff member to fifteen children.) All children enrolled in Kids' Time must meet each of the following criteria:

- Must be currently enrolled in the Bellevue Public Schools.
- Must be "school age" enrolled in grades kindergarten - sixth.
- Must be able to move to and from the toilet in the restroom without assistance.
- Must have age-appropriate hygiene skills (i.e. restroom cleanliness, washing hands and face).
- Must have age-appropriate eating skills (i.e. uses spoon, self-serves from cup or spoon).



- Must have age-appropriate dressing skills (i.e. removes/puts on coat, boots, hat, re-dresses self after restroom use).
- Must have physical endurance to interact or participate in indoor and outdoor play.
- Must be able to adhere to the discipline policy and indoor and outdoor rules.

Kids' Time reserves the right to restrict admission or continued enrollment on a case-by-case basis.

### **ENROLLMENT POLICIES—REGISTRATION—FEES**

To participate in the Kids' Time program, students must be enrolled in the BPS District.

Families must register online through SchoolCare Works (ProCare) and complete the questionnaires for the school year. A non-refundable enrollment fee of \$40.00 per family is required before registration can be completed within the ProCare system. Kids' Time will notify families only if registration is not accepted. An auto generated email will be sent to the email on file notifying the family the registration has been accepted and the Username you created. Pre registration for consolidation dates is required to ensure proper staffing and ratios. Consolidated care tuition must be pre-paid at the time of registration. You can view and make changes to any dates in the parent portal for consolidation days prior to the registration deadline. As a reminder, there is a cut off time of a week in advance when registrations will no longer be accepted. **Link to register through SchoolCare Works:** <https://bps-foundation.org/kids-time-registration/>

#### **Fees**

The fee schedule for the current school year is located under the Fees & Schedule portion of this document. **Kids' Time does not accept cash at the school site, in addition, school secretaries are not able to accept payment for Kids' Time. Kids' Time will only accept payments online via the SchoolCare Works parent portal.** Please note, upon registration, the \$40.00 enrollment fee is due. You will need to login to your SCW parent portal once your registration has been accepted and update your payment method if you want to use Auto Pay. please visit the Parent Portal which can be accessed at [bps-foundation.org](https://connect.schoolcareworks.com/login.jsp) by clicking on the BILL PAY button at the top of any page or visiting <https://connect.schoolcareworks.com/login.jsp>

**If you are not able to utilize the online payment portal with credit/debit cards, please contact Dani Moss, Kids' Time program director to make payment arrangements.**

#### **Tax Records**

The Federal Tax ID number of the Bellevue Public Schools Foundation is



47-0683577. It is the responsibility of the parent or guardian to maintain records of the total amount paid for the child during the calendar year. Each family will have a Parent Portal account for Kids' Time in order to access a year-to-date summary of payments in January with the prior year's tuition and payment information.

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **Withdrawal and Status Changes**

Parents must give at least two-week written notice of withdrawal from the program. Parents must inform the site leader if changes in attendance or other status occur. Parents are required to complete a 'Change of Status' form to update their current registration, which is available on the SchoolCare Works Parent Portal under "Documents." Parent/Guardian is responsible for childcare expenses at the current site before transferring to another BPS Kids' Time location.

### **Attendance, Drop off and Pick up**

Parents, guardians or other authorized persons must accompany students into the site and sign them in each day. Each student will have an individual pin number. Authorized persons, above the age of 19 must also sign a student out at the end of the day. The pin will be issued after registration and can be found on the parent portal online or on the mobile app called Insite Parent App. Parents also have a touchless option to check children in and out using the QR code on the InSite Parent App. Insite Parent is downloaded after registration and after the online parent portal profile is set up. Families will receive information on how to set up their online parent portal account following registration. Students will only be released to those persons authorized in writing by the parent/guardian. Kids' Time staff members cannot sign a child in or out of the program.

A late pick-up fee of \$1/minute will be charged for students who remain at Kids' Time after 6 p.m. After 6:15 p.m., staff will begin to call other "persons authorized to pick up the student" or "persons to contact in emergency situations." If a child is not picked up by 6:45 p.m., the appropriate authorities will be contacted. It is at the discretion of staff to suspend students from Kids' Time for consistently being picked up late.

### **Release of a Child: Custody/Divorce/Unauthorized Individuals**

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting one of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day as stated in the court order/divorce decree. For the safety of your child, it is imperative that this information is supplied and discussed with your child's site leader. The Bellevue Public Schools Foundation will not assume responsibility for children released to unauthorized individuals if we do not have the proper documentation on file.



## **HEALTH AND SAFETY**

### **Medication Administration**

Designated Kids' Time staff members complete training in medication administration. Medications will be kept at the Kids' Time site. Parents must complete a Medication Administration Form, separate from the school nurse form prior to attending Kids' Time. This form can be found on the SchoolCare Works Parent Portal under documents.

Parents will provide prior written permission and instructions for any prescription or non-prescription medication to staff to give or apply that medication. Medication will be provided in original containers with the child's name, written instructions for storage and administration clearly labeled. Kids' Time staff will maintain a record of the time and amount of medication given or applied. Medication will be returned to the parent when no longer needed.

Any staff who gives or applies medication must do so in accordance with the "Five Rights" as set out in the Medication Aide Act.

The Five Rights are:

1. The right drug
2. The right recipient
3. In the right dose
4. By the right route
5. At the right time

### **Exclusion Due to Illness**

BPS Foundation Kids' Time uses the guidance of the DHHS for Conditions that will exclude students from Kids' Time are: fever above 100 degrees, diarrhea, vomiting, unexplained or contagious skin conditions or eye infections or any condition that requires one on one care. Parents will be notified to come pick up students if they display any of these symptoms.

An ill child must be picked up from the program within one hour of being notified by a Kids' Time staff member. If the child is not picked up within the time frame we will call emergency contacts who are listed on the child registration form. If we are unable to contact the primary guardian or a caregiver we will contact emergency services.

Please let the site leader know if your child has been diagnosed with a contagious illness. A notice will be posted to all families within the site, letting them know their child has been exposed to a contagious illness/disease.





Please also read the COVID-19 policy guidelines. These guidelines are updated as health directives from local and state health officials change. You can find the most recent policy online at [www.bps-foundation.org](http://www.bps-foundation.org) under the Kids' Time tab. We partner with BPS on all COVID-19 practices and procedures.

### **Absent Child Policy**

If a child is scheduled to attend Kids' Time after school and the child does not arrive, nor has a parent/guardian notified Kids' Time staff of an absence, the following procedures will be followed:

1. Check with the school secretary to see if the child has left school or has gone home ill.
2. Check the classroom and with the classroom teacher.
3. Call the parent or emergency contact numbers on the enrollment form.
4. If unable to reach the parent or emergency contact numbers, the proper authorities will be contacted for assistance.

### **Mandated Reporting**

According to Nebraska law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse or neglect to include but not limited to:

- 1.) Endangerment of physical or mental health.
- 2.) Deprivation of necessary food, clothing, shelter, or care.
- 3.) Minor child six years of age or younger left unattended in a motor vehicle.
- 4.) Suspected sexual abuse and/or exposure to sexual situations/materials.

### **ADDITIONAL KIDS' TIME POLICIES**

#### **Snacks and Lunches**

Snacks will be provided to all students attending Kids' Time after school and on consolidated care days. A list of snack items will be posted at each site. BPS Kids' Time follows the USDA food guidelines while providing students snacks from two food categories.

Students are not allowed to bring outside snacks to Kids' Time in order to accommodate food allergies and USDA guidelines. Students will be asked to keep any snacks or non-water drinks brought from home or purchased at school in their backpacks.

A cold breakfast will be available at consolidated sites at rates established by the BPS Food Service program. Subsidy accounts are also responsible for paying breakfast fees, this is not part of your school lunch account.



Parents will provide a sack lunch for students at consolidated sites. Meals should **not** require heating or other preparation by Kids' Time staff. Again, no additional snacks from home should be sent with students.

### **Toys and electronics from Home**

Kids' Time is not responsible for broken or lost toys, games or crafts brought from home. We ask that students leave all toys brought to school for special programs like "show-n-tell" be left in their backpacks.

### **Behavioral Expectations**

Any conduct which creates a reasonable likelihood of a substantial disruption with activities in the Kids' Time program or which will interfere with the health, safety or well-being or the rights of any child is prohibited. Kids' Time staff will notify parents of each incident involving their child and develop plans to monitor and improve behavior.

1. Speak appropriately to staff and fellow students.
2. Listen and follow directions.
3. Keep hands, feet and objects to yourself.
4. Respect other people's differences and feelings.

### **Consequences**

- 1st Offense - Verbal Warning
- 2nd Offense - Time-out appropriate for age of child and parent notification
- 3rd Offense - Parent Conference

If a student repeatedly misbehaves, consequences may result in a one-day or multiple-day suspension from Kids' Time. If behavior then continues, a suspension for the remainder of the school year will be considered.

When, in the judgment of the site leader, the inappropriate behavior is serious enough to warrant further action but not serious enough to warrant immediate suspension from Kids' Time, the site leader will complete a Child Disciplinary Incident Report. A copy of the Child Disciplinary Incident Report will be given to the parent/guardian and the child may not return to the Kids' Time program until the parent/guardian signs the report. After three (3) Child Disciplinary Incident Reports, the child may be removed from the Kids' Time program.

Kids' Time site leaders reserve the right to immediately and permanently suspend a student due to severe disruptive behavior. These types of behaviors include, but are not limited to, fighting, threatening violence, offensive language, arguing/talking back to adults, disrespect, not following directions, injuring oneself, another child or staff, leaving a designated area without permission, and any behavior that can be categorized as harassment, intimidation, or bullying.



The school facilities are the property of the Bellevue Public Schools District. Damage or misuse of any part of the facility will not be allowed.

### **Student Development Programming/Activities/Field Trips**

Kids' Time provides a safe, convenient and fun program for students outside the school day. Individual and group activities, quiet times and rest periods, outside organized activities and free play, opportunities to read or work on homework, and activities which provide for language and social development in interacting with other children and adults are provided each day. It is the goal of the Kids' Time program to provide opportunities to expand the learning for children through engaging activities.

Kids' Time staff will post an overview of the weekly activities during the school year and on non-school days.

Field trips and other on-site special activities are provided during the summer. An activity fee will be applied at the beginning of the summer consolidated care days based on the planned field trips.

### **PARENT CONCERNS OR GRIEVANCE**

Parents should discuss any concerns about the Kids' Time program with the site leader of each site. School principals may also be contacted. If concerns are not addressed to parent satisfaction, please contact Dani Moss, program director at 402-827-1858.

### **Contacts for DHHS Licensing Regulations**

Child Care licensing staff can be reached at 800-600-1289 or at  
Department of Health and Human Services

PO Box 94986

Lincoln, NE 68509-4986

<http://dhhs.ne.gov/publichealth/Pages/crlChildCareLicensingIndex.aspx>

Regulations are available at: [http://dhhs.ne.gov/Pages/reg\\_t391.aspx](http://dhhs.ne.gov/Pages/reg_t391.aspx)

### **FEES AND PAYMENT SCHEDULE**

Enrollment is based on full-time or part-time attendance. The fee structure is divided into 18 equal payments occurring in bi-weekly payments. Fees have also been prorated to accommodate for weeks less than 5 days. One payment will be collected during the months of December and May. ***Tuition is based on enrollment, not attendance, or the number of days between deduction dates.***



### **Split Accounts**

Kids' time is able to split accounts. In order to do this, the primary caregiver must register the child and then reach out to the Program Director, Dani to split the account.

Tuition payments are due when billed. A grace period of seven days will be granted for unpaid tuition payments. Following seven days, tuition will be considered late. If two consecutive tuition payments are missed, and not paid within the following seven days, an account will be considered delinquent resulting in possible suspension from the program and your account will be placed for collection with Credit Bureau Services. If an account is sent to collections there will be a \$30.00 processing fee added to the account. Kids' Time understands from time to time our families have financial hardships. To avoid late fees, suspension, and possible collection activities contact our Program Director immediately to set up a temporary payment arrangement. Accounts must be paid in full in order to register for the following session or consolidated care date.

**Kids' Time does not accept cash at the school site, in addition school secretaries will not accept payment for Kids' Time. Kids' Time will only accept payments online via the SchoolCare Works parent portal. If you are not able to utilize the online payment portal with credit/debit cards, please contact Dani Moss, Kids' Time Program Director to make payment arrangements.**

#### **Payment Dates for First Semester 2022:**

August 15, 29  
September 12, 26  
October 10, 25  
November 7, 22  
December 5

#### **Payment Dates for Second Semester 2023:**

January 2, 16  
February 6, 20  
March 6, 20  
April 3, 17  
May 1

### **Subsidy Accounts**

The parent/guardian registering the child is ultimately responsible for payment regardless of parenting agreements or Title XX authorization. The enrollment fee is \$40.00, however the subsidy will be waived aside from the one time DHHS enrollment fee that is paid to the program. All subsidy accounts who are needing to enroll must reach out to the site leader to register to receive the check unlock code. Families using Title XX will use the subsidy bill rate, hourly or daily. Any family co-pays must be paid in accordance with Kids' Time policies and applied at the beginning of each month. If the co-pay goes to the youngest child placed in another center the parent/guardian is responsible for providing the receipt to the Site Leader. Parents are responsible for payment until authorizations are submitted to site leaders, and any time the



authorization lapses.

### **Breakfast during consolidation**

Breakfast will be available each day through the BPS Food Service program for an additional fee during consolidation. Subsidy accounts are responsible for this fee separate from lunch fees.

### **Consolidation**

Non-school days (consolidated care) will be billed at the time of registration, \$40.00 per day. Consolidated registration will be available on the SchoolCare Works (ProCare) parent portal or parent app. Snow days will be billed following the date of service for a \$40.00 fee per student. Pre registration is required for snow days and consolidation days.

September 16, 2022	October 14, 2022	October 21, 2022
December 22, 2022	December 27-29, 2022	
January 3-4, 2023	February 17, 2023	February 20, 2023
March 13-17, 2023	May 30-June 2, 2023	

## **Kids' Time Program Fees per Child**

### **School Year Program**

Tuition rates are reviewed annually during the second semester of the school year. Kids' Time is billed on a two-week payment schedule (see designated billing schedule); payment is due upon receipt. Parents will receive a billing notice via email with instructions to pay online. Any family with an outstanding bill for more than two billing cycles (four weeks) will be ineligible to attend Kids' Time until payment is made.

Rates for the Fall of 2023-2024, starting in August 2023, will be determined during the second semester of the school year. Registration for fall care will open in February to families currently enrolled in the Kids' Time.

The intent of our fee structure is to break down the annual cost of tuition into regularly scheduled equal payments. This will be divided into 18 payments.

### **2022-2023 School-Year Tuition per Child**



Full time: \$132 bi-weekly payment - before-and-after school  
Part time: \$85 bi-weekly before school only  
Part time: \$85 bi-weekly after school only

***\*Please note, you are responsible for payment for all registered days regardless of whether you attend or not.***

### **Consolidated Care / Snow Days Program**

Consolidated Care / Snow Day Rate: \$40/per day

Parents will register for consolidated care dates at the beginning of each school year. Consolidate care is billed in advance, regardless of attendance. Payment for snow days will be charged to parents' accounts following the date of service.

### **Summer Consolidated Care Program**

#### **2022 Summer Camp Tuition Rates Per Child:**

\$176.00 per week, divided into 7 equal payments during the summer

\$127.00 per week for the part-time three days per week option

Days may not alternate, must be consistent (ex: MWF).

\$40.00 Activity fee per family due with summer registration.

Rates for the summer of 2023, starting in June 2023, will be determined during the second semester of the school year. Registration for summer consolidated care will open in February to families currently enrolled in the Kids' Time.

### **Return Payment**

A \$30.00 fee will be assessed to your account if the Bellevue Public Schools Foundation receives notification of a return payment due to insufficient funds from your financial institution. If the Bellevue Public Schools Foundation receives three (3) returned payments due to insufficient funds, or invalid or closed account notifications, within one school year, your child may be removed from the Kids' Time Program.

If the Bellevue Public Schools Foundation receives notification that your payment has been returned, a letter will be sent by the Kids' Time site leader notifying you of the return. Payment can then be made at the Welcome Center by the due date specified in the letter or the amount will be added with the next scheduled deduction via the parent portal.

If two (2) consecutive payments are returned, a second letter will be sent by the site leader notifying you of the return. Upon notification, your child(ren) will be suspended effective immediately. You will be given one week beginning with the date of suspension to rectify your account. The BPS Foundation reserves the right to hold families



responsible for all charges accruing during any period of time in which a child is suspended from the Kids' Time program.

Credit card payments are accepted online via the SchoolCare Works (ProCare) Parent Portal. Failure to rectify your account in full within one week following the date of suspension may result in immediate removal from Kids' Time. Parents/Guardians will be responsible for any collection costs or charges incurred. These charges will be added to the outstanding balance on their account. Should the child be removed from the program, and the account is paid in full, the child will be eligible for re-enrollment into the Kids' Time program provided the school does not have a wait list, and a \$40.00 enrollment fee per family is submitted. Completion of new registration paperwork may be required.

#### **Title XX, Sponsorships, Subsidy and Scholarships**

Families receiving financial assistance such as Title XX will use the subsidy rate. Any family co-pays must be paid in accordance with Kids' Time policies. Payment is due by the seventh day of each month. Parents are responsible for payment until authorizations are submitted to site leaders and any time the authorization lapses. It is the parent/guardian's responsibility to maintain subsidy authorization. DHHS Title XX currently pays a portion of annual enrollment fees and the remaining balance will be waived. Families receiving any financial assistance including DHHS Title XX will be responsible for paying the Summer Camp Activity fee as this is not covered by subsidy. It is the responsibility of the parent to communicate any changes in a parent's Title XX and/or sponsorship status to the site leader. All locations have subsidy provider Identification numbers listed below in the contact information.

#### **Enrollment and Registration Procedures for Current Families in the Kids' Time Program**

Re-registration is held each year in the spring for current families wanting to register for summer and the upcoming school year. Families who are currently in the Kids' Time program always have priority so long as they have pre-registered by the registration deadline each year. Siblings who will be entering kindergarten in the fall are also given priority for the upcoming school year. In order for siblings to receive priority, they must be registered with the child currently attending Kids' Time during the re-registration period. Priority is still given if the current child will be attending middle school for the upcoming school year.

Families who do not register by the deadline will be forfeiting their spot in the Kids' Time program. In order for the student(s) to re-register, the site must have open positions.

#### **Tuition/Registration**

Kids' Time is now using SchoolCare Works (ProCare) for online registration and tuition payments. **To enroll in Kids' Time, families will register online by clicking on the registration button found at [bps-foundation.org/kids-time-registration](https://bps-foundation.org/kids-time-registration).** All registration



forms for each child will be completed online. Enrollment cannot be completed until the \$40.00 enrollment fee is paid.

With the assistance of the Bellevue Public Schools Foundation Kids' Time site leaders, the program director monitors and offers assistance to parents in order to manage all Kids' Time accounts.

All parents with children enrolled in Kids' Time will need to maintain a SchoolCare Works (ProCare) parent portal account in order to make automatic tuition payments and access account information. Once you are registered for Kids' Time, instructions will be emailed to the address on record with details on how to set up the online parent portal account. During registration, you will be asked to set up a username and password, which is how you will sign in to the parent portal – please keep this information.

The SchoolCare Works (ProCare) parent portal account is a convenient tool that offers easy access for parents to review and edit contact information, view tuition invoices and transactions, make online payments and stay updated on Kids' Time news.

Once your parent portal account is set up, **parents can access the online parent portal at [bps-foundation.org](http://bps-foundation.org) by clicking on the BILL PAY button at the top of the page.**

In addition, families will also have access to the SchoolCare Works (ProCare) mobile app Insite Parent. The Insite Parent app allows parents to digitally check in and out of Kids' Time as well as stay connected to review and edit contact information, view tuition postings and transactions, make online payments and more. Access to the mobile app is offered only after the online parent portal account is set up.

Download the SchoolCare Works mobile app called **Insite Parent** for smartphones and devices from the app store of your choice.

Once current families have a SchoolCare Works (ProCare) account, enrolling in future Kids' Time programs can be completed via the parent portal. Families will need to re-register for Kids' Time each summer and fall for the upcoming school year.

Parents will use the SchoolCare Works (ProCare) parent portal to make automatic tuition payments online using a convenient auto-pay feature using a credit card or ACH transfer, which is set up at the time of enrollment. Kids' Time is unable to accept cash or check payments. Parents will receive an emailed invoice bi-weekly on Mondays based on the payment schedule each semester and will always be for upcoming weeks. Charges for non-school days (Consolidated Care) are billed at the time of registration. Families will receive a statement when tuition is paid.





**Payment Dates for First**

August 15, 29  
September 12, 26  
October 10, 25  
November 7, 22  
December 5

**Semester 2022:**

**Payment Dates for Second**

**Semester 2023:**

January 2, 16  
February 6, 20  
March 6, 20  
April 3, 17  
May 1

**Withdrawal from the Kids' Time program (By the Foundation):**

Reasonable steps will be taken to avoid termination; however, if we can no longer provide care, we will give a two-week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons. Kids' Time may terminate services for any of the following reasons (but is not limited to):

- Failure to honor obligations listed in the Kids' Time Parent Handbook, or in any written policies provided.
- Any actions by parents or children that adversely affect the program. Offensive language used by parent/guardian or staff harassment.
- Lack of parental cooperation.
- Failure to complete required forms.
- Inability to meet the child's needs without additional staff.
- Failure to maintain a current account balance.

**Transfer Requests:**

Any request for a transfer to a different Kids' Time site, must be provided in writing on a '**Change of Status Form**' available on the Parent Portal under documents and from the school site leader. Parents should give two-week notice in order to transfer during the school year to another site. The registered parent must have a balance of zero owed at the current site before a transfer will be approved. Granting transfer requests are subject to availability.

