



2025-2026- updated 6/2025

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

Kids' Time is the Bellevue Public Schools Foundation's before-and-after school child care program for students enrolled in kindergarten through sixth grade. Children receive quality child care in each of Bellevue's 15 elementary schools under the guidance of trained caregivers in a structured and fun atmosphere.

Proceeds from Kids' Time help support Bellevue Public Schools Foundation projects contributing to the education and success of BPS 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.

Danielle Moss

A handwritten signature in black ink that reads "Danielle Moss".

Kids' Time Program Director
Bellevue Public Schools Foundation

Notice of Compliance-

In compliance with Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Bellevue Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of the Bellevue Public Schools Foundation to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to either the Director of Student Services or the Director of Special Education, 2600 Arboretum Drive, Bellevue, NE 68005, (402) 293- 4000.

Title IX and Section 504 complaints can also be filed with the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106, (816) 268-0550.

All students attending Bellevue Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocation and technical education, business and office education, etc. regardless of race, color, national origin, religion, age, disability or sex.

Kids' Time Contacts

Bellevue Public Schools Foundation

Kids' Time Program Director ----- danielle.moss@bpsne.net
Danielle Moss ----- 402-827-1858
2812 Arboretum Drive Bellevue, NE 68005

Bellevue Public Schools Foundation

Kids' Time Assistant Program Director ----- lisa.cutrera@bpsne.net
Lisa Cutrera ----- 402-827-1858
2812 Arboretum Drive Bellevue, NE 68005

Avery Elementary Kids' Time

Kids' Time Office----- 402-293-4509
License Number----- SAOC8864
2107 Avery Road Bellevue, NE 68005

Belleaire Elementary Kids' Time

Kids' Time Office----- 402-293-4559
License number----- SAOC8865
1200 W. Mission Avenue Bellevue NE 68005

Bellevue Elementary Kids' Time

Kids' Time Office----- 402-827-1851
License Number ----- SAOC8866
12001 Timberridge Drive Bellevue, NE 68133

Bertha Barber Elementary Kids' Time

Kids' Time Office----- 402-293-4584
License number----- SAOC8867
1402 Main Street Bellevue, NE 68005

Betz Elementary Kids' Time

Kids' Time Office----- 402-293-4634
License number----- SAOC8868
605 W. 27th Avenue Bellevue, NE 68005

Birchcrest Elementary Kids' Time

Kids' Time Office----- 402-293-4646
License number----- SAOC8869
1212 Fairfax Drive Bellevue, NE 68005

Central Elementary Kids' Time
Kids' Time Office----- 402-293-4709
License number----- SAOC8870
510 West 22nd Avenue Bellevue, NE 68005

Fairview Elementary Kids' Time
Kids' Time Office----- 402-827-5961
License number----- SAOC8871
14110 Tregaron Drive Bellevue, NE 68123

Fort Crook Elementary Kids' Time
Kids' Time Office----- 402-293-4759
License number----- SAOC8872
12501 S. 25th Street Bellevue, NE 68123

LeMay Elementary Kids' Time
Kids' Time Office----- 402-293-4794
License number----- SAOC8873
2726 Kennedy Drive Bellevue, NE 68123

Leonard Lawrence Elementary Kids' Time
Kids' Time Office----- 402-293-4929
License number----- SAOC8874
13204 S. 29th Street Bellevue, NE 68123

Peter Sarpy Elementary Kids' Time
Kids' Time Office----- 402-293-4844
License number----- SAOC8875
2908 Vandenberg Avenue Bellevue, NE 68123

Twin Ridge Elementary Kids' Time
Kids' Time Office----- 402-293-4879
License number----- SAOC8876
1400 Sunbury Drive Bellevue, NE 68005

Two Springs Elementary Kids' Time
Kids' Time Office----- 402-293-5092
License number----- SAOC8877
3001 Spring Boulevard Bellevue, NE 68123

Wake Robin Elementary Kids' Time

Kids' Time Office-----

402-293-5004

License number-----

SAOC8878

700 Lincoln Road Bellevue, NE 68005

Kids' Time 2025-2026 Calendar (Dates Subject to Change)

June 2 - 20, 2025 - Summer School Session
June 19, 2025 - Juneteenth- Kids' Time Closed
June 23, 2024 - July 25, 2025 Kids' Time Summer Program Open(subject to change)
July 3, 2025 - Kids' Time Closed - Independence Day
July 4, 2025- Kids' Time Closed - in observance of Independence Day
July 31, 2025 - August 1, 2025 - Kids' Time Closed- Fall Planning/Staff In-Service Training (subject to change)
August 4 - 6, 2025 - Kids' Time Closed- BPS meeting, training and work time (subject to change)
August 7, 2025 - First Day of School - Resume operations
September 1, 2025 - Kids' Time Closed - Labor Day
September 12, 2025 - Kids' Time Consolidated Open
October 10, 2025 - Kids' Time Consolidated Open
October 17, 2025 - Kids' Time Consolidated Open
November 11, 2025 - Kids' Time Closed - Veterans' Day
November 24- 28, 2025 - Kids' Time Closed - Thanksgiving Break
December 19, 2025 - Early Dismissal- Kids' Time Open Early- 1:10pm
December 22, 2025 - January 2, 2026 - BPS Winter Break
December 22, 2025 - January 2, 2026 - Kids' Time Closed - Holiday Break
January 5, 2026 - Kids' Time Consolidated Open
January 19, 2026 - Kids' Time Closed - Martin Luther King, Jr. Day
February 13, 2026 - Kids' Time Consolidated Open
February 16, 2026 - Kids' Time Closed- Presidents' Day
March 13, 2026 - Early Dismissal -Kids' Time Open Early- 1:10pm
March 16 - 20, 2026 - Spring Break Kids' Time Consolidated Open
April 3, 2026 - Kids' Time Closed - Good Friday
April 17, 2026 - Early Dismissal -Kids' Time Open Early- 1:10pm
May 21, 2026 - Last Day of School - Early Dismissal - Kids' Time Open Early- 1:10 pm
May 22, 2026 - Kids' Time Consolidated Open
May 25, 2026 - Kids' Time Closed - Memorial Day
May 26-27, 2026 - Kids' Time Closed - Summer Planning
May 28- May 29, 2026 - Kids' Time Consolidated Open
June 1 - 19, 2026 - Summer School Session
June 19, 2026 - Juneteenth- Kids' Time Closed
June 22, 2026 - July 31, 2026 Kids' Time Summer Program Open(subject to change)
July 3, 2026 - Kids' Time Closed - Independence Day
August 3, 2026 - August 7, 2026 - Kids' Time Closed- Fall Planning/Staff In-Service Training (subject to change)
August 10- 12, 2026 - Kids' Time Closed- BPS meeting, training and work time (subject to change)
August 13, 2026 - First Day of School- TBD By BPS District (subject to change)

Non School Days offered at Fort Crook Elementary, 12501 S. 25th Street Bellevue, NE 68123. All Bellevue Public School Foundation Kids' Time locations will be closed when Bellevue Public Community Schools cancels school due to inclement weather. We no longer offer "Snow Day" care.

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 district 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 Labor Day, Veteran's Day, Thanksgiving Day (This includes the week of Thanksgiving), Christmas Eve, Christmas Day, New Year's Eve and New Year's Day, (this includes the week between Christmas and New Years) Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth and Independence Day. Kids' Time will also close for summer planning and in-service training when necessary. Please see the dates below.

Emergency Preparedness

Fire, tornado, and lock down drills are conducted regularly by your Site Director to ensure proper procedures in case of emergencies. During an active tornado warning or lock down, children and staff will be kept safe in shelter and will not be allowed to leave the building. If a parent or guardian takes their child during an active warning or lock down, they do so at their own risk. When evacuations are necessary, children with known IEPs or physical disabilities will be paired up with assigned staff members.

Severe Weather Procedures & Site Closures

It is the responsibility of families to stay informed regarding Kids' Time site closures or changes in operation. Site Directors will communicate updates via email and post notifications in the Parent Portal. Please note that individual phone calls will not be made. Should a severe weather and lock down emergency arise during the school day and extend into Kids' Time hours, children are not be released and checked into Kids' Time until the "all clear" from the BPS District.

If severe weather occurs on a non-school day (when school is closed but Kids' Time is scheduled to be open), please watch for announcements regarding closings or condensed site operations. Refunds may not be issued for out-of-school days impacted by inclement weather.

In alignment with Nebraska DHHS Licensing Regulations and our Emergency Response Protocol (Standard Response Protocol – SRP), we are committed to maintaining a safe environment for all students.

Weather & Environmental Safety Guidelines

Lightning, unhealthy air quality, or hazardous temperatures (including wind chill/real feel): Children will remain indoors.

Storm Procedures During Kids' Time Programming

Thunderstorm Watch or Tornado Watch: Programming will proceed as usual, and students will be released at regular times.

Thunderstorm Warning: Students may be released at the discretion of site leadership depending on the direct impact of the storm. Programming will continue indoors.

Tornado Warning: Students and staff will take immediate shelter according to SRP protocols. Students will not be released until the warning is lifted and it is safe to do so. Programming will be modified to fit the sheltered space.

As a parent/guardian, you are always welcome to pick up your child early in anticipation of severe weather. Please check in with staff upon arrival. Tuition will not be adjusted due to early pick-ups or weather-related closures.

Emergency Closings

Kids' Time will not operate in a building when it has been declared unsafe for occupancy due to the following items but not limited to:

- Electrical problems
- No plumbing/water main breaks
- Natural gas leak
- Water damage
- Heating/Air failure
- Weather related conditions, etc.

Should one of these conditions occur while Kids' Time is in progress, parents will be notified and required to immediately pick up their child. In some situations, children will first be taken to an emergency off-site location as designated in Bellevue Public Schools Foundation Kids' Time emergency plan before phone calls are made.

Consolidated Sites and Dates

Kids' Time will be offered at Kids' Time is offered at Fort Crook Elementary, 12501 25th St. Bellevue, NE 68123 on select non-school days and during the summer. Consolidated care operates from 6:30 a.m. until 6 p.m. 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 through currently enrolled families' parent portal. Registration cut-off dates are 7 days 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 and enrolled in Kids Time to utilize consolidated care. Subsidy families must also be pre-registered. Subsidy families may only have one "no show" attendance. Subsidy families will be considered ineligible for future consolidated care should "no shows" continue due to staffing and ratios. 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 2025 – 2026 school year is \$50/day and are in addition to bi-weekly tuition rates. A disposable sack lunch and drink are required for non-school days. AM and PM snacks are included.

Licensing

Kids' Time is a school-aged program licensed by the State of Nebraska Department of Health And Human Services. Kids' Time sites are routinely visited through the year by a Child Care Inspection Specialist appointed by Nebraska Department of 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. Background checks including the The Child and Adult Protective Service Registry, sex offender, Nebraska State Patrol and local checks are required for all staff of the Bellevue Public Schools Foundation before-and-after school program. Additionally anyone over the age of 18 must pass an FBI fingerprint background check before employment begins. 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 one staff member to 15 children 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. 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 a spoon, self-serves from a 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 including 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 will include the Username you created. Pre registration for consolidation dates is required to ensure proper staffing and ratios. Consolidated care is for currently enrolled families and tuition is billed 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, registration will end one week prior to the care. Registrations will not be accepted after this date. **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 for the school year, the \$40.00 non refundable registration fee will be due. Summer camp enrollment fee of \$75 will be due upon registration for summer camp. Subsidy families may use the unlock code to bypass the enrollment fees paid by the Nebraska DHHS. You will need to login to your SCW parent portal once your annual registration has been accepted and update your payment method if you want to use Auto Pay. Credits are not given for inclement weather closures or absences. Please visit the Parent Portal which can be accessed at bps-foundation.org by clicking on the Parent Portal 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 Danielle 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 Bellevue Public Schools Foundation Kids' Time location. If a family is withdrawn from care by the Kids' Time program for any reason, the family will be unable to re register for Kids' Time.

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 and or the Site will print out a copy to have at the checkout table. Students will only be released to those persons authorized in writing by the parent/guardian. All adults will be asked for ID to verify their identity before a child will be released into their care when the person is not known. Kids' Time staff members cannot sign a child in or out of the program.

Absent Child Policy

Please notify us if your child will be absent from Kids' Time. 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.
5. If a child is absent, tuition does not change.

Teacher, Outside Therapist/Vendor, and Kids' Time Collaboration

At Kids' Time, we strive to partner with families to support their child's needs while ensuring a safe and structured environment. If a teacher, outside therapist, or vendor needs to work with a child enrolled in Kids' Time, this must be communicated with Kids' Time staff in advance. Written permission from the parent, along with a completed Kids' Time permission form, is required.

A child checked into Kids' Time must remain within sight and sound of Kids' Time staff at all times. If a child is participating in a program, assisting in a classroom, or working with a teacher, this must be arranged in advance, and written permission from the parent must be provided. Kids' Time is not responsible for children who are not checked into the program.

The teacher, therapist, or vendor must return the child to Kids' Time staff after the session. Once a child is checked into Kids' Time, they may not leave the licensed space without prior arrangements.

Please notify your site leader if your child will be absent from Kids' Time. Safety is our number one priority.

MISSING CHILD PROCEDURE/POLICY:

If a child is scheduled to attend BPSF Kids' Time after school and the child does not arrive, and a parent/guardian has not notified Kids' Time, the following procedure will be followed:

1. Check with the school secretary and health room aide to see if the child left school or has gone home ill.
2. Check the classroom and with the classroom teacher.
3. Send the "Missing Child" notification via email.

3. Call parent or emergency numbers on enrollment form.
4. If unable to reach primary or emergency contacts, the Police Department will be called for assistance. If step 3, "call parent or emergency numbers on enrollment form," is reached on more than three occasions as the parent/guardian did not notify Kids' Time that the child would be absent, the child may be removed from the Kids' Time program.

A late pick-up fee of \$5/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.

Babysitting

If a family chooses to seek a Bellevue Public Schools Foundation Kids' Time staff member's services outside of Kids' Time operational hours the family and staff member understand that this is considered beyond the scope of their job responsibilities and Bellevue Public Schools Foundation is in no way responsible or liable for the staff or children at the time of services and accepts all responsible parties accept responsibility and liability.

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.

Release of Enrollment/Financial Information

Enrollment details and financial information will only be released to the parent or guardian listed on the child's account.

HEALTH AND SAFETY

Medication Administration

Designated Kids' Time staff members are trained in medication administration. All medications must be stored in a locked cabinet or lockbox within the DHHS-licensed Kids' Time space and remain in their original containers. Before a child attends Kids' Time, parents must complete a Kids' Time Medication Administration Form—this is separate from any school nurse documentation. The form is available on the SchoolCare Works Parent Portal under "Documents."

If a child is attending a consolidation date, it is the parent's responsibility to transport the medication to the appropriate location and return it to the child's home school afterward. Kids' Time staff will not transport or be responsible for misplaced medications.

Parents must provide prior written permission and physician instructions for any prescription or non-prescription medication to be administered or applied. All medications must:

- Be in the original container
- Be clearly labeled with the child's name
- Include written storage and administration instructions

Kids' Time staff will document the time and dosage of each administration. Medications will be returned to the parent once they are no longer needed.

For children with medical conditions that require medication or medical equipment (e.g., seizures, allergies, asthma, or diabetes), a physician-completed Action Plan is required prior to attendance. requiring medication must have an action plan completed by a physician.

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:

- The right drug
- The right recipient
- In the right dose
- By the right route
- At the right time

Exclusion Due to Illness

Bellevue Public Schools Foundation Kids' Time uses the guidance of the DHHS for Conditions that will exclude students from Kids' Time are: fever above 100.5 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.

As a licensed childcare facility we are required to notify others that a child has been exposed to or diagnosed with an illness or contagious illness/ disease the site leader knows 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 . All notifications will not include the child's name or reference to them when notification is made.

illnesses practices and procedures must align with our Nebraska DHHS School Age License.

Minor and Serious Accidents

BPS Foundation/KidsTime is not liable for any injuries sustained while in their care and does not assume financial responsibility for child injuries. Care provided by private healthcare providers is the financial responsibility of the parents or legal guardians. If a child sustains an injury due to the aggressive behavior of another child or if staff have additional concerns, an incident report will be completed, and a parent/guardian will be notified. Please note that we are unable to share details regarding the outcome or actions taken with other students.

Serious Injuries:

In case of an accident causing serious injury at Bellevue Public School Kids' Time, emergency first aid will be administered, and parents or guardians will be notified. If the Site Director is unable to reach the parent or guardian, emergency phone numbers will be used. An emergency unit will be called when needed. These units are dispatched by city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A staff member would accompany any child being transported to a local hospital and remain with the child until the parent or guardian has arrived. At the time of enrollment parents give the Bellevue Public School Kids' Time permission to transport and treat in the event a medical emergency arises. An accident report outlining the care and procedures administered to the child will be completed and placed in the child's file. A copy will also be given to the parent and the Foundation office. The accident report must be signed by the parent or guardian before the child will be allowed to return to BPSF Kids' Time. Parents or Guardians are responsible for any expenses incurred due to an injury.

Minor Accidents:

Every effort will be made to provide proper care of a child in case of injury. Scrapes, scratches, and bruises caused from everyday circumstances will be treated on-site and will not be the cause of an accident report. In many instances, the application of an ice pack, cleaning the wound or band aid is used more for the soothing of a child than out of medical

need. If you prefer to know of each occurrence that a child is given a band aid or ice pack, please make this clear in writing to the Site Director.

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:

- Endangerment of physical or mental health.
- Deprivation of necessary food, clothing, shelter, or care.
- Minor child six years of age or younger left unattended in a motor vehicle.
- 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. Bellevue Public Schools Foundation Kids' Time follows the DHHS School Age Licensing USDA food guidelines while providing students snacks from two food categories.

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

Children with allergies and or daily medications must notify the site and complete the required BPSF Kids' Time Medication Authorization form and or Allergy Action Plan, and must include a doctor's note. If medication is required during BPSF Kids' Time hours, whether emergency or daily medication, must be locked in the Kids' Time DHHS Licensed space in the original container. BPSF Kids' Time staff can not transport medication for one location to another or from the BPS district nurses office, per DHHS regulations.

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. Site Leaders may have the items placed in the office until the child is picked up.

Cell Phone & Non-District Electronic Device Policy

- Bellevue Public Schools (BPS) has established guidelines for student use of cell phones and non-district electronic devices, which Kids' Time follows as they are updated. However, Kids' Time has an additional policy that does not allow the use of phones and electronic devices during program hours.
- All middle and elementary school students must keep cell phones and non-district electronic devices turned off and stored in their backpacks during the school day.
- Kids' Time extends this policy, prohibiting the use of personal electronic devices during before- and after-school programming.
- Schools and Kids' Time are not responsible for the loss or damage of personal cell phones or non-district electronic devices.
- Parents/guardians needing to communicate with their child during school hours should contact the school's main office.
- District-issued iPads must be fully charged and available for classroom use.

- Students requiring electronic devices for health monitoring will continue to follow their individualized, documented plans as communicated through the school.

Behavioral Expectations

Any conduct which creates a reasonable likelihood of a substantial disruption of 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. Students are expected to.

- 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 -1st Offense - Parent notified and child may be sent home from Kids Time, and possible suspension .

2nd Offense - 2nd Offense - Parent notified, child sent home from Kids' Time, possible suspension.

3rd Offense -3rd Offense - Parent notified, child sent home with suspension or termination from Kids' Time for the remainder of the year..

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.

If a child exhibits inappropriate behavior that, in the judgment of the Site Leader, does not require further action, a **Verbal Notification Form** will be provided to inform you of the incident. Parents are required to sign the form and will receive a copy for their records.

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 an Incident Report. A copy of the 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) 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.

Students and their guardians are prohibited from bringing or possessing weapons that may cause bodily harm. These weapons may include but are not limited to: Firearms handguns, rifles, and shotguns. Knives: Any dagger, dirk, knife, or stiletto with a blade. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that implies the intent to harm is prohibited. Kids Time will work closely with Bellevue Public Schools Administrators and may refer any student who brings a firearm or weapon to school to the criminal justice or juvenile delinquency system.

Parents may not address or speak to children other than their own and will need to leave the investigating and communication to Bellevue Public Schools staff.

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.

If a parent refuses to sign the **Verbal Notification Form**, the Site Director will note the refusal on the document for record-keeping purposes.

Student Development Programming/Activities/Field Trips

Kids' Time provides safe, convenient and fun programming for students outside of the school day. It is the goal of the Kids' Time program to provide opportunities to expand the learning for children through engaging activities. Activities which provide for language and social development while interacting with other children and adults are offered each day. Including individual and group planned activities either inside or outside. Students are also given opportunities for quiet times, rest periods and time to read or work on homework.

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

Field trips and special on-site activities are offered during consolidation days and summer camp. An activity fee will be applied at the start of summer camp based on the scheduled field trips. If you prefer your child not to participate in any Student Development Programming, Activities, or Field Trips, you will be responsible for arranging their removal from the program during the event, as we do not provide one-on-one care.

Employee Qualifications

The State of Nebraska requires annual background paperwork for all employees. The State of Nebraska requires annual health screening paperwork for all employees. The State of Nebraska requires all employees to be certified in CPR and First Aid. The State of Nebraska requires all employees 16 years and older to have criminal background checks and checks on the national registry completed before employment. All staff 18 years or older must complete an FBI background check required by the state of Nebraska. All background checks are renewed every 5 years. All staff must complete the required 3 hours of Prepare to Care training. All staff are required to complete the DHHS required /Safe with You: Safe Sleep for Infants/Abuse Head Trauma/ Power to Protect. All Site Directors and Assistant Site Directors are required to have a prominent level of professional development and are required to attend a minimum of 12 hours of in-service training per year. All Teachers and Support staff are required to have a prominent level of professional development and are required to attend a minimum of 6 hours of in-service training per year. All management staff are required to be of the age of majority, 19 years and have at least 3000 hours of childcare experience.

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 Danielle 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/crChildCareLicensingIndex.aspx>

Regulations are available at: 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 19 payments. The annual fee structure accommodates for weeks less than 5 days that includes one payment collected during the months of December and May. **Tuition is based on enrollment, not attendance or the number of days between deduction dates. Credits are not given for inclement weather closings or absences.**

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, Danielle Moss 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, the 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. Due to the agreement with Credit Bureau Services, if an account is placed in full collections Credit Bureau Services will not allow Bellevue Public Schools Foundation Kids' Time to accept payment and any payment made will need to be made to Credit Bureau Services. For more information from Credit Bureau Services, please contact them at 1-800-642-9719. Kids' Time understands from time to time our families have financial hardships. To avoid late fees, suspension, and possible collection activities contact the 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. Payment must be made online via the SchoolCare Works parent portal. If you are not able to utilize the online payment portal with credit/debit cards, please contact Danielle Moss, Kids' Time Program Director to make payment arrangements.

Payment Dates for First Semester 2025:

August 11, 25
September 8, 22
October 6, 20
November 3, 17
December 1

Payment Dates for Second Semester 2026:

January 5, 19
February 2, 16
March 2, 16,
March 30
April 13, 27
May 11

Subsidy Accounts

The parent/guardian registering the child is ultimately responsible for all payments, regardless of parenting agreements or Title XX authorization. Enrollment fees are non-refundable \$40.00 enrollment fee is required. Families using subsidies should request DHHS to have this fee paid directly to Kids' Time. DHHS subsidy families may use the unlock code to bypass the enrollment fee. Families using Title XX will be billed according to the approved subsidy rate.. Any required co-pays must be paid in accordance with Kids' Time policies and are due at the beginning of each month and the same account expectations apply as private pay families. Parents/guardians are responsible for payment until proper subsidy authorizations are submitted to the Site Leader and for any period in which the authorization lapses. DHHS does not cover late pickup fees or breakfast fees. If applicable these will be added to the account and it is the responsibility of the parent/guardian to pay.

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. **Breakfast** is provided by the BPS District Food Service and is billed separately through the BPS district during school days.

Rates for the school year of 2026-2027, starting in June 2026, will be determined during the second semester of the school year. Registration for fall care will open in March 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 19 payments. The annual fee structure accommodates for weeks less than 5 days that includes one payment collected during the months of December and May. Tuition is automatically billed for the upcoming weeks. Deductions will occur whether Kids' Time is in session, or the school is closed. Tuition is based on the enrollment program you have registered for and is due regardless of attendance. Once enrolled for any program, including consolidation days, no refunds will be given, including inclement weather days if Kids' Time must close due to inclement weather. If BPS closes due to inclement weather, Kids Time will also be closed and will not provide care on these days. Refunds will not be issued for days that Kids' Time is closed due to inclement weather. If BPS announces a late start for the school day, Kids' Time will not provide care that morning. Weather pending, we should open for afternoon care. Refunds will not be issued for morning care if Kids' Time is closed due to a late start called by BPS.

2025-2026 School-Year Tuition per Child

Full time: \$182.00 bi-weekly payment - before-and-after school

Part time: \$118.00 bi-weekly - before school only

Part time: \$118.00 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

BPSF Kids' Time offers consolidated care on select non-school days. This care is billed in advance at a rate of \$50.00 per child, per day, regardless of attendance. Pre-registration in advance for all consolidated days is required to guarantee enrollment to assure adequate staffing, and for Kids' Time to meet state licensing requirements. Enrollment for consolidated care opens in August and remains available until seven days before the scheduled care date, at which point registration will close. If children are registered and do not attend, refunds will not be issued. Registration is extremely important, as we require an accurate count of children enrolled to provide adequate staff, sufficient activities, and snacks for these days. Parents can register through the SchoolCare Works (ProCare) parent portal or mobile app. Please note that dates and locations are subject to change.

Breakfast During Consolidation will be available for an additional fee of \$1.75 during consolidation. The fee will be manually added to your account. Subsidy accounts are responsible for this fee. These fees are separate from the Bellevue Public Schools District lunch fees. Breakfast is served 8am-8:30am.

2025-2026 Consolidation Dates

May 23, 2025, May 29, 2025, May 30, 2025, September 12, 2025, October 10, 2025, October 17, 2025
January 5, 2026, February 13, 2026, March 16 - 20, 2026, May 22, 2026, May 28- May 29, 2026

Summer Consolidated Care Program

2025 Summer School Tuition Rates per child:

Full time: \$91 per week - before-and-after school

Part time: \$59 per week- before school only

Part time: \$59 per week- after school only

- For enrolled BPS students, including incoming kindergarteners.

2025 Summer Camp Tuition Rates Per Child:

\$239.00 per week, during the summer

\$173.00 per week for the part-time three days per week option Days may not alternate, must be consistent (ex: MWF)

\$150.00 per week for the part-time two days per week option Days may not alternate, must be consistent (ex: Tu/TH).

\$75.00 Activity fee per family due with summer registration.

- For Enrolled BPS students **During the Summer Program, only students entering first grade in the fall through sixth grade are eligible to attend due to DHHS licensing guidelines.**

Rates for the summer of 2026, starting in June 2026, will be determined during the second semester of the school year. Additional field trip costs will be determined at this time as well. Registration for summer consolidated care will open early spring to families currently enrolled in the Kids' Time.

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 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 Bellevue Public Schools 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. 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.

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. Updating or Completion of new registration paperwork may be required.

DHHS Title 20 Subsidy

Parents or Guardians receiving Child Care Subsidy will follow all the same registration guidelines and must have the proper authorization before their child can begin care. Parents or guardians are responsible for any co-pay, late fees and any other fees not covered by Child Care Subsidy. 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. It is the responsibility of the parent to communicate any changes in a parent's DHHS Subsidy status to the Site Director and or Billing Specialist. All locations have subsidy provider Identification numbers listed on our website at

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

Re-registration is held each year in the spring for current families for the upcoming school year and summer programs. Families who are currently in the Kids' Time program 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 uses SchoolCare Works (ProCare) for online registration and tuition payments. **To enroll in Kids' Time, families will register online by clicking on the Parent Portal button found at bps-foundation.org/kids-time-parentportal or by logging into their current SchoolCare Works account.** All registration information 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 personal contact information, authorized pick up contacts, view tuition invoices and transactions, make online payments and stay updated on Kids' Time news and enroll in upcoming programs.

Once your parent portal account is set up, **parents can access the online parent portal at bps-foundation.org, Parent Portal to login into their SchoolWorks account.**

In addition, families will also have access to the SchoolCare Works (ProCare) mobile app Insite Parent. Allows you to 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. You will need to first login to your SchoolCare Works account at <https://connect.schoolcareworks.com/login.jsp> and confirm your contact details. Once completed you will select the account tab. Next to the Authentication Code you will see a 4 digit number. This is tied to your child site and will be the number you enter to connect you to that location when you download the **Insite Parent** App.

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 Semester 2025:

August 11, 25

September 8, 22

Payment Dates for Second Semester 2026:

January 5, 19

February 2, 16

October 6, 20
November 3, 17
December 1

March 2, 16,
March 30
April 13, 27
May 11

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 attempt every effort to give a two-week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons or additional reason at the discretion of the Program Director. If BPSF Kids' Time terminates service, you may not enroll again for services. 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 online enrollment and any additional required documentation.
- Inability to meet the child's needs without additional staff.
- Failure to maintain a current account balance.
- Account sent to collections

Refunds will not be issued for any days a child is suspended or sent home early

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.

Daily Schedule- Subject to change

Morning (AM)

6:30 AM – 7:45 AM: Morning Centers
7:25 AM: Call for Breakfast
7:50 AM: Clean Up Centers
7:55 AM: Dismiss to Class

Afternoon (PM)

2:50 PM: Check-in & Bathroom (if needed)
3:00 PM: Snack Time — after eating, students may go to centers (puzzles, worksheets, coloring sheets)
3:20 PM: Circle Time — review the plan for the day (craft project, group game, or free play centers); bathroom if needed
3:40 PM: Outside Play (weather permitting)
4:55 PM: Return Indoors — Inside Centers
5:30 PM - 6PM: Quiet Time & Center Clean-Up

Thank you for choosing Bellevue Public Schools Foundation Kids' Time!

