



## **2025 Family Policy Handbook**

Spark Summer Learning

A program of the Foundation for Lincoln Public Schools

### **Program Director**

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### **Spark 2025 Location**

Holmes Elementary School

5230 Sumner Street, Lincoln, Nebraska

## Welcome!

The mission of Spark Summer Learning is to provide a welcoming learning and childcare space for students to explore, wonder, learn about all kinds of STEAM (Science, Technology, Engineering, Arts and Math) subjects... while having fun! We are excited to have your child(ren) join us on an adventure this summer!

In addition to being STEAM focused, Spark Summer Learning is also project-based. This type of education asks students to look at a problem through a wide variety of lenses and create well-rounded solutions. By using real-world scenarios, challenges, and problems, students gain useful knowledge and skills that increase throughout the project. This encourages critical thinking, problem solving, teamwork and self-management.

Days will be filled with a balance of hands-on activities and lessons and time for exciting explorations and play. We will take field trips, play at the pool, explore maker spaces, work with artists, create with scientists and explore topics that are fascinating to your children!

Our staff will make your student an important part of the Spark community. You can be worry free during your day as we offer convenient hours for working families, and meals and transportation to all scheduled events. We want you to feel confident, knowing that your child is with a team of caring adults who have an interest in seeing them succeed.

Thank you for trusting us with your children, we take that responsibility very seriously, and thank you for becoming a part of the Spark family. We will work with each family to accommodate students' needs to the best of our ability. All students are welcome at Spark Summer Learning! We can't wait to learn about you and what makes Sparks fly in your child's imagination.

Sincerely,

A handwritten signature in black ink that reads "Lindsay". The signature is written in a cursive, flowing style.

Lindsay Rogers  
Director of Programs  
Foundation for Lincoln Public Schools

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## **Eligibility**

The Foundation for Lincoln Public Schools Spark Summer Learning program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities.

Spark Summer Learning regular programming serves students who are going into 1<sup>st</sup>-6<sup>th</sup> grades. Our Camp Crew Program serves students who are going into 7<sup>th</sup> – 9<sup>th</sup> grades.

Spark Summer Learning provides care only for children who are: toilet trained, have age-appropriate eating, dressing, and hygiene skills, are able to abide by the rules of the program as outlined in the Family Policy Handbook, and can function effectively in a setting with one adult for each 18 children.

It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or requested accommodations. Providing this at registration gives us the best opportunity to meet your child's needs; failure to provide accurate information at the time of registration regarding your child's accommodation needs may result in being unable to accommodate your child's needs. All information listed will only be shared with appropriate Spark staff.

## **Location, Hours and Days of Operation**

Spark Summer Learning is a 10-week summer program that will be held at Holmes Elementary School, 5230 Sumner Street, Lincoln, NE 68506

The program will begin on Wednesday, May 28, 2025 and will run through July 25, 2025. We will be closed on July 3<sup>rd</sup> and 4<sup>th</sup> in observance of Independence Day.

Children may arrive starting at 7:30am and must be picked-up by 5:30pm. Children participating in breakfast must be to camp before 8:00am as breakfast will be served from 8:00-8:30am.

Core programming will begin at 9:00am each day and will conclude by approximately 4:00pm. Because children will be participating in field trips, pool days and working with off-site partners as they explore the STEAM curriculum, it is helpful to have your child to camp by 9am and pickup after 4pm.

Field trip days are typically Wednesdays (unless otherwise noted). We will leave for field trips no later than 9am; for this reason, it is critical that children are to camp by 8:30am to prepare for field trips and ensure timely departure.

If a child needs to be picked up during the core program hours, please call the Site Supervisor at the site to confirm arrangements.

## **Calendar**

Each week will have a theme, all relating to the exploration of science, technology, engineering, art and math. Most Wednesday mornings we will have a field trip to a STEAM-focused, theme-based location. Field trips to the pool will be scheduled for most Wednesday afternoons. These outings will be posted on the parent bulletin board and appropriate clothing and sunscreen will be required.

To view weekly themes, please visit [www.SparkLincolnLearning.org](http://www.SparkLincolnLearning.org).

## **Daily Schedule**

While the schedule is open to change, a typical day at Spark Summer Learning will involve:

7:30am -9:00am	Student drop off, individual and group play, gathering activities.
8:00am - 8:30am	Breakfast (optional)
9:00am - 10:00am	Weekly theme activities
10:00am - 10:15am	Snack
10:15am - 11:00am	Outdoor play and explorations
11:00am - noon	Weekly theme activities
12:00pm -1:00pm	Lunch and free time (outside/gym play, reading, projects, etc.)
1:00pm - 2:00pm	Weekly theme activities
2:00pm - 3:00pm	Outdoor play and explorations
3:00pm - 3:15pm	Snack and restrooms
3:15pm - 4:00pm	Weekly theme activities
4:00pm - 4:15pm	Coordinated clean-up
4:15pm - 5:30pm	Student pick-up, individual and group activities

### **Meals**

Breakfast will be provided each morning to all students who would like to participate. Breakfast will be served between 8:00-8:30am. Students wishing to participate in breakfast should arrive no later than 8:15am.

Lunch will be served between 11:00am-12:30pm daily. Spark provides lunch daily, but children are welcome to bring a lunch from home if they would like. Please note, refrigerator space is not available for student lunches. Please plan accordingly.

Some food accommodations can be made and should be listed on your child's camp registration. If you have any questions, please contact the Program Director.

### **Enrollment**

Enrollment is done through an online platform called Enrollsy.

Enrollment opens February 10, 2024, and will remain open until 2 weeks prior to the start of each week of camp, or until all spots are filled. Should a camp fill, we will start a waiting list and notify parents if space becomes available. Spots are provided on a first come, first served basis.

The following information must be completed and submitted via the online registration prior to your child's first day in the program:

- o Online registration form completed which includes:
  - Parent's name/address/phone number, email, emergency contact info, child's name, age, grade completed, allergies or food needs, permissions for camp activities, and approval of camp policies/information, name and contact of child's doctor.
  - Copy of each child's immunization records.
- o Payment of weekly deposit (\$60/student/week) which will be applied to the weekly tuition fees. Payments can be made via credit card or ACH Transaction. Alternatively, you can pay all tuition fees at the time of registration.
- o If full tuition payments are not made at the time of registration, a payment plan is required to be set-up as part of the registration process. (see below for payment

details)

### **Program Withdrawal**

In the event the family wishes to withdraw prior to the start of camp, the family must give two weeks (14 days) written notice prior to the first day of the camp for which they are withdrawing. Any weekly fees already paid will be refunded, minus the \$60 deposit.

Should a family choose to withdraw within 14 days of the start of camp, you will forfeit your weekly deposit/tuition fee.

Regardless of when withdrawal takes place, any ACH transaction or credit card fees will be non-refundable.

Although reasonable steps will be taken to avoid dismissing a child from Spark Summer Learning Program, in the event that a child is removed for disciplinary reasons (please see, "Disciplinary Procedures" in this handbook) or one of the reasons listed below, you are responsible for payment of weeks registered. Spark Summer Learning may terminate services for any of the following reasons (but are not limited to):

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

### **Tuition and Fees**

The weekly fees for Spark Summer Learning program are \$300/student/week.

- o Deposit of \$60/student/week which is required at the time of registration..
- o Weekly fee of \$240/week due no later than two weeks before the start of each week of camp. Alternatively, a family can choose to pay the entirety of the tuition fee (\$300) at the time of registration.
- o If paying by credit card, a 2% surcharge will apply. If paying by ACH transaction, a \$2 fee will apply.

### **Sibling Discount**

- o Spark provides a 10% discount for multiple siblings registered.
- o First child is at full tuition fees (\$300). Subsequent siblings are at a 10% discount (\$270)

### **Payment Options**

- o Full tuition payments can be made at the time of registration or you may choose to pay for each week of camp two weeks before the start of the week of camp. If full tuition payments are not made at the time of registration, a payment plan is required to be set-up as part of the registration process.
- o Payments can be made via credit card or ACH Transaction to be set-up at the time of

registration (fees may apply).

Scholarships may be available and will be distributed according to need. Please visit the Spark Lincoln Learning website for more information or to apply for a scholarship.

#### Late Pick-up Fees

All children are to be picked up by 5:30pm. Families will be charged for late pick-up at a rate of \$20.00 per child/10 minutes late. The clock located near the designated sign-in area at the school is the clock used to determine drop-off and pick-up times. The Foundation will complete and supply families with a form indicating all late pick-up fees assessed and a date specifying when these fees will be deducted from their account.

### **Payment and Returned Payments**

#### Forms of Payment

All registration and payments must be made through our online enrollment system (Enrollsy) via ACH transaction or credit card. A processing fee of \$2/transaction for ACH and 2% for credit card transactions will be charged at the time of payment. Weekly payments are due two weeks before the first day of each week of camp. You may also choose to pay all camp fees at one time.

#### Returned or Declined Payments

A \$20.00 fee will be assessed to your account if Spark receives notification of a return payment due to insufficient funds or unauthorized payment from your financial institution. If Spark receives two (2) returned payments due to insufficient funds, or invalid or closed account notifications, or unauthorized payments, within one summer, your child may be removed from Spark Summer Learning.

It is the parent/guardian responsibility to notify the Foundation regarding all changes in bank accounts, credit cards or payment issues.

If Spark receives notification that your payment has been declined, a Spark staff person will call the primary contact on the account to correct the issue. If payment is not made before the first day of the camp, your child(ren) will not be allowed to attend camp until tuition is paid.

The 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 Spark Summer Learning program. Failure to rectify your account in full within one week following the date of suspension may result in immediate removal from Spark Summer Learning, and your account being submitted to collections. Parents or 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 Spark Summer Learning program provided the program does not have a wait list. Completion of new registration paperwork may be required.

### **Standards of Behavior and Discipline**

We believe children learn best in an environment of clear, consistent rules and helping students

set their own goals. For that reason, we have the following behavior standards in place for Spark.

The following behaviors will not be tolerated:

- o Verbal abuse, derogatory or inappropriate language, condescending language, or threats
- o Physical abuse including, but not limited to aggression, hitting, kicking, punching, slapping, spitting
- o Theft or defacing property including equipment, furniture, landscaping, etc.
- o Damage of property, equipment or supplies
- o Running away from campus, field trip groups or putting yourself or others in danger

### Discipline

Spark Summer Learning maintains similar standards and employs best practices in line with Lincoln Public Schools rules and regulations. Our main guideline for correction is that all people will be treated with respect.

#### First & Second Offense:

The inappropriate behavior will be discussed with the child. The teacher will redirect the child and provide positive alternatives.

#### Third Offense:

The inappropriate behavior will be discussed with the child. The teacher will remind the child of positive alternative behaviors. The teacher will implement a time out (1 minute for every year of age) to allow the child to calm down.

#### Fourth Offense:

A "Disciplinary Report" will be completed by the child's teacher detailing the issue/behavior(s). A second timeout will be implemented or the child will be asked to go to the Spark office for a period of time. A parent/guardian will be required to sign the Disciplinary Report at the time of pick-up. Parents/guardians are asked to talk with the child about behaviors and camp expectations.

If the behaviors continue following the fourth offense, or in extreme situations prior to the fourth offense, it may be necessary to immediately contact the parents or guardians and the child will need to be picked-up from the program immediately. Unless otherwise noted, the child will be permitted to return the following day.

If the child returns and the behaviors continue, the child will be dismissed for the rest of the week; but will be allowed to return for subsequent weeks. If, in subsequent weeks, the behavior issues continue, the child will be asked to leave the program for the remainder of the summer.

Disruptive or disrespectful behavior will be addressed in a respectful manner. The following will not be used as discipline:

- o Corporal punishment including spanking, hitting, pinching
- o Verbal punishment including embarrassment, threats, condescension
- o Denial of food or water
- o Isolation

### **Health, Safety and Security**

#### Illnesses



Spark Summer Learning cannot accept any child who has a contagious illness. Please review the following list of illnesses and when the student can return to Spark Summer Learning.

Illness	Student Can Return
Temperature of 100°F orally (or 99°F axillaries) or higher	Free of fever for 24 hours. If the child is sent home from camp due to a fever, they can not return the following day.
Red, watery or draining eye(s)	All discharge has ceased.
Drainage from the ear(s)	a) All drainage from the ear(s) has ceased, or b) a note is provided from a physician or nurse practitioner stating that the child is not communicable.
Diarrhea (two or more loose, watery stools per day)	Diarrhea free for 24 hours. If the child is sent home from camp due to diarrhea, they cannot return the following day.
Lice	After treatment and free of lice and nits.
Skin lesions, i.e., impetigo, ringworm, and scabies	a) Skin sores are healed, or b) a note is provided from a physician or nurse practitioner stating that the child is not communicable.
Vomiting	Free of upset stomach and vomiting for 24 hours. If the child is sent home from camp due to vomiting, they cannot return the following day.
Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck	a) Free of symptoms, or b) a note is provided from a physician or nurse practitioner stating that the child is not communicable.

If any of the above occurs at Spark Summer Learning, parents will be called to pick up their child. The child must be picked up within one hour of being notified. If we cannot reach you, we will contact the authorized individuals on your child's/children(s) registration form.

For the safety of all students and families please let the Site Supervisor know if your child has been diagnosed with a contagious illness.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Chronic and Special Health Issues

At the time of registration, parents are expected to indicate on their child's registration form if the child has chronic or special health needs that require special attention. Parents are expected to provide the Site Supervisor with any procedures or accommodations that may need to be taken. All staff within your child's program will be properly trained in the procedures outlined for children who have special accommodations, needs or medical conditions listed.

Storing and Administering Medication

Medication can be stored and administered at Spark Summer Learning under the following guidelines:

- All medications at camp MUST be stored in the Spark office and MUST have written

- permission and directions provided to Spark staff.
- All medications will be administered by Spark staff, both prescription and non-prescription, only with prior written permission and written instructions from a parent.
  - All medication must be:
    - in the original container
    - stored according to instructions
    - clearly labeled with child's first and last name
    - given directly to the Site Supervisor or Director. Medicines should, under no circumstances, be kept with the child regardless of age.
  - All medications must be delivered directly to the Site Supervisor or Director with proper documentation and instructions.
  - Prior to camp, or on the morning of the first day of camp, documentation indicating the child, medication, dosage, and time must be completed by a parent/guardian. **Without proper documentation and instructions, the medication will not be administered.**
  - Expired medication will not be administered and will be returned to the parent/guardian.

#### Medication Log

Spark has a designated medication binder for children enrolled receiving medication. Information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian which includes a competency statement permitting Spark Summer Learning to administer medication to your child. Medication log forms are required to be updated each summer and at any time medication type, dose, route, and/or time of administration is modified.

#### Epi-Pen

If your child has an allergy that may require the use of an Epi-pen, Spark Summer Learning will require the parent/guardian to provide the child's own Epi-pen to be kept on site. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen will be injected by a staff member.
2. 911 will be called after the Epi-pen is injected.
3. The parent or guardian will be contacted and given further information.

#### Latex Gloves

Latex gloves are worn by staff when administering first aid. Please inform the Site Supervisor and indicate on your child's registration form if your child has a latex allergy.

#### Sunscreen

It is the responsibility of the parent/guardian to provide sunscreen that is clearly labeled with the child's name. Please indicate on the child's registration form if you consent to having Spark staff administer sunscreen for your child. If your child has any reactions to sunscreen, please notify the Site Supervisor or Program Director and send specific instructions about how to care for your child when outdoors.

#### Minor Accidents

At least one staff member who is CPR/First Aid certified will be on duty at all times.

In case of minor accidents including, but not limited to cuts, bruises, bumps, scrapes, Spark staff will administer first aid. Any mild cut or abrasion will be washed with warm water and a bandage will be

applied.

Salves, ointments, or creams will not be applied or kept on site, unless an “as needed” prescription is provided by a licensed health care professional and the parent or guardian has supplied the medication.

An accident report outlining the care and procedures administered to the child will be completed. The accident report must be signed by the parent/guardian before the child will be allowed to return to Spark Summer Learning. Parents or guardians are responsible for any expenses incurred due to an injury.

#### Emergency Medical Care

In the case of serious injury including, but not limited to, deep cuts that may require sutures, visibly distorted limb that is potentially broken, head injury, difficulty breathing, or seizure, the following protocol will be followed:

1. Staff will not move the child until the extent of the injury is determined.
2. Parent/Guardian will be contacted to determine the preferred action - parent pick-up or emergency medical services (EMS) contacted.
3. Should the parent/guardian be inaccessible, the emergency contact will be contacted.
4. Should the parent/guardian and emergency contact be inaccessible, EMS will be contacted.
  - a. 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.

If a child becomes unconscious, 911 will be called immediately.

In the case a child is transported to a local hospital, a staff member will accompany the child, and remain with the child until the parent or guardian has arrived.

In case of a head injury of any kind, staff will apply a cold compress to the injured area and call the parent or guardian.

At the time of enrollment, parents give Spark Summer Learning program permission to transport and treat in the event a medical emergency arises. A copy of the child’s registration form and immunization records, if available, will be brought to the hospital with the staff member.

#### Mandated Reporting

According to Nebraska state law, Spark employees 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:

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

#### Emergency Procedures

Staff will be trained on all emergency procedures including fire, tornado, lock-out, lock-down, evacuation, and shelter procedures. In the event of an emergency that creates an unsafe environment at Holmes Elementary School, Spark staff will take the children to the Bryan LGH East Hospital Campus. Parents will receive a text message with specific pick-up details.

### Providing Appropriate Care and Supervision

Spark staff are the most important element in the successful operation of the program; staff are responsible for creating and maintaining a safe, healthy environment. Spark staff assume responsibilities for providing adequate and appropriate supervision at all times to children in attendance. Every situation will differ; however, it is expected that Spark staff will use good judgment in assessing proper supervision while children are in our care.

Appropriate supervision is provided by adhering to the following guidelines:

- o Children will never be left unattended.
- o An accountability plan will be in place for children who need to use the bathroom or drinking fountain during outdoor play.
- o Staff will be visible and available at all times.

### **Communication**

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality childcare program.

Parents are always welcome to walk their children back to the morning gathering area or the child's classroom. Or, at pick-up, parents are always welcome to head back to the classrooms to see what children have been learning, exploring and creating!

To help ensure communication is kept open, please remember to:

- o Keep the lines of communication open at all times. Let us know if there are important changes in your child's life so we can best meet their needs.
- o Let us know how we can best serve your child. Knowing about your child's unique interests, needs or preferences can help provide the best care possible.
- o Ask questions if you don't understand our policies or procedures.
- o Be aware of Spark policies and honor them. Respect drop-off and pick-up times, and call if you are going to be late for any reason.

### Issues at Camp

Please let us know if your child is having issues while at camp. We are here to help and want to ensure that Spark is a welcoming, safe and fun environment for your child(ren). Should an issue arise, please consider the following things:

- Bring the issue to our attention when it first develops.
- Set up a time to speak privately, in person, or over the phone, away from other parents so the issue can be discussed openly and with undivided attention.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- If you feel that your concerns or issues are not being addressed adequately, please contact Lindsay Rogers, Director of Programs at the Foundation for Lincoln Public Schools, [lindsay.rogers2@lps.org](mailto:lindsay.rogers2@lps.org) or 402-436-1416.
- You can also file a report to the Department of Health and Human Services at [http://dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_complaints.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx)

### Communication with Families

The list below indicates strategies which Spark feels are helpful in communicating with families:

- A parent bulletin board is posted at the site check-in/check-out location with reminders and general information.

#### Parent/Guardian Responsibilities

- Notify Sprk staff if your child will not be attending.
- Notify us in advance if anyone other than the parent/guardian will pick the child up.
- Ensure information regarding your child's special needs is included in their registration. Should a follow-up conversation regarding your child's special need be necessary, please talk with the Site Supervisor or the Program Director.
- Sign your child in/out daily. This is critical for the safety of all students.
- Honor Spark Summer Learning operating hours by not dropping your child off before 7:30am and picking your child up by 5:30 pm.
- Notify the Site Supervisor of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation.
- Notify the Site Supervisor in the event of questions or concerns with Spark Summer Learning staff or policies.
- Have your tuition account set up with a valid account through ACH or Debit/Credit Card and keep the account current.
- Notify Spark Summer Learning program of changes to your child's enrollment status or intention to withdraw from the Spark Summer Learning program.

#### Program Evaluations

We want to make sure that camp is an amazing experience for your child(ren). We will be conducting summer-end evaluation so we can know what your child loved (or what they didn't), satisfaction with field trips, curriculum and overall camp experience. Please take a few minutes to complete this survey as they are critical to providing the best possible experience for your child.

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

##### Absence

One goal of the Spark Summer Learning program is to provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. Attendance will be taken as children arrive and again at 9:00am.

If a child will be absent or late to Spark Summer Learning, messages may be left on voicemail 24-hours a day by calling the number for Spark. Messages left with the school secretary **DOES NOT** fulfill this obligation. Spark Summer Learning is not a program of the Lincoln Public Schools, and the school secretary is not responsible for taking messages for Spark Summer Learning.

##### Drop-off & Pick-up Procedures

Our program requires that every child is signed in and out of our program each day. We also require photo identification to pick-up a child. Any person attempting to pick-up a child must be listed as an authorized party by the parent/guardian prior to pick-up.

##### Release of a Child

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 – this information should be listed in

your child's registration. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day. For the safety of your child, it is imperative that this information is supplied and discussed with your child's Site Supervisor and special instructions submitted in writing to be kept in your child's file. **Spark Staff will not release children to individuals for whom we do not have proper documentation on file.**

### **What to bring... and what to not bring**

What makes Spark unique is its culture and commitment to experiential learning. We have tons of activities, books, supplies, equipment... all ready to help children learn, explore, wonder and create!

We expect kids to come to the program excited and ready to learn. We encourage positivity, creativity, kindness and friendship in all our kids. To make the program a safe and welcoming place for all kids, we ask that you help us support great behavior.

#### What to bring

Please bring the following items each day of camp in a clearly identified backpack:

- o Water bottle
- o Sunscreen
- o Change of clothes

#### What to bring on Field Trip Days

Please bring the following items each WEDNESDAY for field trips and pool outings in a clearly identified backpack:

- o Water bottle
- o Sunscreen
- o Insect repellent (optional)
- o Change of clothes
- o Swimsuit
- o Towel
- o We ask that children come to camp on Field Trip day dressed in their swimsuit with clothes over. This dramatically reduces the time needed to prepare for the field trip and allows for more time in the pool!

#### What NOT to Bring

Please discourage your child from bringing toys or other items from home. Spark Summer Learning has ample equipment to meet the children's needs. Spark Summer Learning will not assume responsibility for toys or other items brought from home except for those items which Spark has asked you to bring (i.e., swimwear, sunscreen, etc.). Be sure to visit with your Site Supervisor regarding policies regarding items from home.

Please do not bring any of the following to camp:

- o Games or toys of any kind
- o Books
- o Tablets, or electronics of any kind
- o Cell phones (If you need to contact your child, please feel free to call and ask for the Site Supervisor. The Site Supervisor will be able to assist you in speaking with your child. Conversely, a child may be permitted to contact a parent/guardian if the Site Supervisor deems the situation appropriate.)
- o Knives, lighters or weapons of any kind

- o Valuables

### Lost and Found

If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible. Unclaimed items will be put in the lost and found located by the main entrance to camp. Spark Summer Learning is not responsible for lost items. All unclaimed items in the lost and found will be donated at the end of the summer.

### **Field Trips**

Field trips are an integral part of Spark Summer Learning. We have field trips or pool outings scheduled for most of the Wednesdays during the summer.

Transportation for field trips and pool outings is provided by Lincoln Public Schools transportation services.

For added safety the adult to child ratio is lowered on field trip days to 9:1. For swimming field trips the ratio is further reduced to 6:1. Following is a list of field trip safety procedures that are used for staff and children within the program.

### Field Trip Procedures

#### Staff Procedures

- Prior to a scheduled field trip, staff are informed of important details of the trip (example: prohibited areas, meeting locations, times, cell phone numbers, etc.)
- Staff will wear a designated Spark Summer Learning field trip t-shirt.
- Spark Summer Learning will maintain a 6:1 child to adult ratio on swim trips. Half of the staff will be in the water, and the other half will be supervising by walking on the pool deck.
- Each staff member will keep a list of children's names in their designated group.
- A first aid kit will be brought on each field trip.
- Staff will accompany children to and from the bathroom.
- During the field trip, staff will count the children in their group before moving to another designated area. Fifteen minutes prior to the scheduled departure time, staff will meet at a designated location.
- One staff member will be assigned to complete a final check of the bus after arrival back at the site. This will serve as added safety to make sure all children have departed the bus.

### Procedures Established for the Children

- A buddy system will be established for each child. Children are asked to inform a teacher immediately if their buddy is missing.
- Children must wear a designated Spark Summer Learning field trip t-shirt.
- Prior to departing the site, the following will be reviewed with the children:
  - o Bus rules
  - o Field trip rules and safety procedures
  - o Field trip-specific, pool-specific, and general safety procedures
- Upon arrival at the field trip location, a "lost child" area is identified. If for any reason a child is separated from their group, they are instructed to:
  - o go to the designated area and remain there

- o ask for help in an open visible place from someone in charge and never leave the area with an unidentified person.

Thank you for sending your child(ren) to Spark Summer Learning Program. We are excited to learn, wonder, explore and have fun all summer long!

I ACKNOWLEDGE THAT I HAVE RECEIVED THE SPARK SUMMER LEARNING FAMILY HANDBOOK AND AGREE TO THE INFORMATION AND POLICIES INCLUDED.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Continued below.



***Because Spark Summer Learning is a licensed childcare facility,  
each parent/guardian is required to sign this form.***

## **Parent Information Brochure for Licensed Childcare**

### **Licensed Childcare**

You have chosen to use a licensed Childcare provider for the care of your child(ren). Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed. The types of Licensed Childcare in Nebraska are: Family Childcare Home I, Family Childcare Home II, Preschool, Childcare Center, School-age Only Center.

### **Responsibilities of Childcare Licensing**

The roles and responsibilities of DHHS Childcare Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety and protection.

Licensed childcare programs are encouraged to involve you. We urge you to let your childcare providers and/or staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting the state licensing standards. This brochure, which childcare providers are required to share with you, provided information that might be helpful in those situations.

Please complete the receipt section and return it to your childcare provider. This will be kept with your child's records.

### **Responsibilities of Licensed Childcare Providers**

- Comply with childcare regulations for their license type at all times.
- Obtain and maintain accurate records for children they have in care such as enrollment forms, parent information brochure receipts, immunization records and medication administration records.
- Keep accurate and up-to-date records for their licenses on themselves and staff members. Report changes to Childcare Licensing and complete required paperwork to reflect changes.
- Allow access to their licensed facility when children are in care at all times to parents, Childcare Licensing representatives and the Fire Marshal.
- Develop policies and procedures for their programs.
- Communicate with families regarding the facilities needs and concerns for the children in their care.
- Contact Childcare Licensing with any questions or concerns they may have.

### **Expectations of Childcare Consumers**

- Read thoroughly all the information your provider gives you.
- Complete your child's record forms and return them to your provider before your child begins care. Review and update those records as needed.
- Supply your provider with your child's immunization records and keep them updated as needed.
- Sign and date the receipt of this Parent Information Brochure for Licensed Childcare and return it to your provider before your child begins care.

- As a parent, talk to your childcare provider regularly to address needs and concerns for your children in care.
- Contact Childcare Licensing with any questions or concerns you may have:
  - [DHHS.ChildcareLicensing@Nebraska.gov](mailto:DHHS.ChildcareLicensing@Nebraska.gov), 800-600-1289 or 402-471-6564
  - Nebraska Childcare Licensing, DHHS, PO Box 94986, Lincoln, NE 68509-4986

**SIGN, DATE AND RETURN TO YOUR CHILD CARE PROVIDER BEFORE YOUR CHILD(REN) BEGIN CARE. YOUR CHILDCARE PROVIDER MUST RETAIN THIS RECEIPT FOR ONSITE REVIEW.**

**Child Care Program Name: Spark Summer Learning**

Enrolled Child(ren)'s Names: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_