

Little Blossoms Fort Calhoun Kids Club

Before & After School Program

Parent Handbook

1020 Monroe Street ♦ Fort Calhoun, NE 68023

Phone: 402-830-9531 ♦ Fax: 402-426-1322

Owner: Jane Bouwman

Director: Cassie Reisz

littleblossomsfckidsclub@gmail.com

Revised 07/2019

Fee Schedule and Payment Information

- Before School- \$8.00/day
- After School- \$9.00/day
- School Holidays and Summer- \$38.00/day

Sibling Discount

A 10% discount will be offered for families with two or more children.

Other Fees

- **\$10.00 late fee for payments received after Thursday at 6:00 p.m.**

Tuition payments are due the Thursday before attendance. Attendance forms need to be filled out and placed with a check or money order and given to the director. The weekly fee holds your child's place at the center. We consider fees not received by Thursday at 6:00 p.m. delinquent, and will assess a late fee of \$10.00. Failure to keep payments current is grounds for termination from the program.

- **\$25.00/child registration fee**

A \$25 per child registration fee will be required when returning your paperwork. This is a one-time fee that helps subsidize the cost of supplies and holds your child's space in the program. This fee is non-refundable.

- **\$30.00 service fee for returned checks**

A \$30 service fee will be assessed for any returned check. Families are only allowed two returned checks, after which payments will be on a cash-only basis.

- **\$1.00/minute late fee for pick-up after 6:00 p.m.**

A \$1/minute fee will be assessed to your account for each minute after 6:00 p.m. you arrive to collect your child. If you are late more than twice, the fee will need to be paid in cash before the child can return to the center for care.

- **\$5.00/field trip fee**

Each field trip requires a \$5 payment to attend.

Payment Types Accepted

Acceptable forms of payment are: check, money order, cashier's check, cash, or Tuition Express (a form of direct deposit from your bank). Tuition payments should be placed into the tuition drop box located at the front desk. Payments should be made payable to Little Blossoms Fort Calhoun Kids Club. Please write your child/children's name on the check or money order.

Credits

Sick-day credits will only be given upon the director's discretion.

Other Payment Information

- Title 20 is accepted
- Year-end statements will be provided upon request
- Our tax id# is 20-8940795

Enrollment and Registration Procedures

In Order to register with the Kids Club Program, the following information must be completed and submitted to the Director **prior to your child(ren)'s first day of program:**

- A completed registration form (annually)
- A copy of your child's immunization records (annually)
- A signed and dated Family Handbook Agreement (annually)
- A signed and dated DHHS Brochure

****Please remember that Kids Club does not share and cannot obtain any of these documents from school officials. Necessary copies will need to be submitted to both parties****

Enrollment Criteria

- Ages of admission for our program are 5 through 12 years of age
- Full-time and part-time registrations are accepted subject to availability
- Completed paperwork is needed at the time of enrollment (includes registration and immunization records)
- Must currently be enrolled in Fort Calhoun Community School System

Before Enrolling

We strongly encourage all parents to make a pre-enrollment visit and/or tour. The pre-enrollment visit typically lasts about 20 minutes and is scheduled during business hours. Written information about our program and other documentation will be available to parents at the time of the visit.

Entering a new program may be stressful for some children. A cheerful goodbye, a smile, and a reassuring word that you will be back after work is all you need to do, and our caring staff will take it from there. New situations affect every child differently. The best support you can give is to be enthusiastic, encouraging, and patient. If you need suggestions for helping your child feel more at ease, talk with your child's teacher or the program director.

Ages Served

Our center services school-aged children (5 years through 12 years of age).

Hours of Operation

Kids Club is Available at 6:30 a.m. until school begins and from school dismissal until 6:00 p.m.. In the event of an early dismissal, Kids Club will be open from the designated time of dismissal until 6:00 p.m. at no extra charge. On non-school days and during the summer, the program is available from 6:30 a.m. to 6:00 p.m.

Building Closings and Holidays

Little Blossoms Fort Calhoun Kids Club will be closed on the following days (subject to change):

- Labor Day
- Thanksgiving & the following Friday
- Christmas Eve & Christmas Day
- New Year's Eve (possibly) & New Year's Day
- Memorial Day
- Independence Day

Little Blossoms Fort Calhoun Kids Club does not provide care for school-age children on days when school is cancelled.

If school is cancelled due to weather conditions, Little Blossoms Fort Calhoun Kids Club will also be closed. Tuition will be prorated on the next weekly invoice.

Emergency Closings

In the event that school closes early due to emergency conditions such as severe weather, fire, etc., Kids Club will close as well. If Kids Club closes early due to emergency conditions, the director will notify you or your emergency contact by using the phone numbers you listed on the registration packet. We ask for your full cooperation in arranging for your child/children to be picked up as quickly as possible. If we need to evacuate due to an emergency that forces us to leave the building, pick up will be at 124 S 11th Street, Fort Calhoun, NE 68023.

Summer Program

Kids Club offers care through the summer, Monday through Friday from 6:30 a.m. until 6:00 p.m. The Summer Program is included in the Before & After School Program.

History of Little Blossoms

Little Blossoms is a locally owned business that opened in Blair in 2007 under the administration of its founder, Jane Bouwman. The growth of its programs quickly outgrew the location's capacity of 60 children and in 2011, a second building was added to accommodate an additional 90 children. With the continued growth of the program, a brand new building was constructed and in June of 2014, it was opened to 200 children. In 2018, Little Blossoms added a remote location with Fort Calhoun Schools-- Little Blossoms Fort Calhoun Kids Club.

Equal Opportunity

Little Blossoms Fort Calhoun Kids Club is committed to providing an equal opportunity to all families. Children with special needs will be accepted if it is determined that the Kids Club staff-to-child ratios are adequate for appropriate care of the child. We must be able to meet the individual needs of the child, the child must not be a hazard to him/herself, and the child must not endanger the well-being of the staff or other children enrolled in the program. Little Blossoms Fort Calhoun Kids Club is committed to providing an environment free of harassment and discrimination.

Program Philosophy

At Little Blossoms Fort Calhoun Kids Club, we strongly believe that children are unique individuals whose ideas, interests, and skills flourish in an environment where play is the primary context for learning, and where daily activities are appropriate for each child's individual development.

We believe that meaningful learning involves active, hands-on experience and participation. Through our curriculum, we provide each child a personalized educational experience to support and develop his or her maximum potential regarding social, emotional, language, intellectual, and physical growth. We are committed to enhancing children's self-esteem through daily interactions, developmentally appropriate experiences, and relationships based on mutual trust and respect.

Little Blossoms Fort Calhoun Kids Club aims to help children develop the life skills that will enable them to experience fulfilling and rewarding participation within their communities by providing opportunities to work cooperatively, to explore human relationships, and to practice non-violent conflict resolution. We work and learn together to better understand the perspectives of others.

Licensing and Evaluation

Our center is licensed by the state of Nebraska. Information about regulations, how licensing staff can be contacted, and how complaints can be made is located online at

http://dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx or by mail to:

Department of Health and Human Services-Division of Public Health Licensure Unit Children's
Services Licensing PO Box 94986 Lincoln, NE 68509-4986 1-800-600-1289 or (402) 471-1802
Fax: (402) 471-7763

Title 20

The center accepts Title 20. Authorization needs to be received and required paperwork must be filled out prior to the child attending Little Blossoms Fort Calhoun Kids Club. If the family has a co-pay, payment needs to be made by the first of each month. Our Provider ID# is 17415343

Notification of Changes

Please notify the staff and/or director of any changes in the child at home. In addition, any concerns can be addressed with the director at any time.

Discontinuing Service and Termination of Care

Families who wish to discontinue services with Little Blossoms Fort Calhoun Kids Club must give a one month (30 days) written notice of withdrawal. Non-attendance of more than two weeks without notice or communication will be considered a termination of services.

At any time, services can be terminated for outstanding balances. Services may also be terminated for a child's behavior issues if parents do not collaborate with the center to resolve the behaviors. If a child is causing physical or verbal harm, or if the child is threatening physical harm to others, that child will be suspended from care. If the situation persists, with or without parent involvement, care will be terminated.

Child to Staff Ratios

State regulations have strict ratio laws that Little Blossoms Fort Calhoun Kids Club abides by at all times. For school-aged children, there must be at least 1 teacher for every 15 students. (15:1)

Discipline and Behavior Philosophy

The goals of the Little Blossoms guidance and discipline policy are to supervise, guide, encourage, and support each child to develop self-control, management of feelings, and problem-solving abilities to help discover the intrinsic rewards for appropriate and cooperative behavior. We encourage every child within the center to respect his or herself, to respect the other children, to respect the property, and to respect the adults in the environment.

Each child is encouraged to understand fundamental concepts of self-respect, self-discipline, and respect for other people. Each child is encouraged to understand how his/her behavior influences the functioning of the entire group. We will follow the Love and Logic philosophy to guide in making appropriate choices and decisions in a supportive and loving manner.

The Four Principles of Love and Logic

1. **Help Children Build a Healthy Sense of Self.** Everything kids learn and do affects how they see themselves. This, in turn, determines what they choose to do with their lives. 2. **Share Control Within Limits.** Control is like love. The more we give away, the more we get in return. When we love people, we will also set healthy limits. 3. **Offer Empathy, Then Consequences.** Empathy allows children to learn from their mistakes instead of learning to resent adults. 4. **Share the Thinking.** Give your kids a lifelong gift. Every time they cause a problem or

make a mistake, allow them to think more about the solution than you do.

6

3-Strike Policy (School-Age)

With school-age children, we have a 3-strike policy in place for physical or verbal violence. If a school-age child shows aggression or makes a verbal threat to another child or a teacher, a discipline form will be filled out. Administration and the child's parents will be notified immediately. If this occurs three times, a suspension will take place. The length of the suspension will be decided on an individual basis. After the initial suspension, any repeat offense will result in the removal from our program.

Building Evacuation and Safe Place Fire Drills

Evacuation plans are posted in all rooms of the center. Fire drills are exercised monthly at varying times, as required by the Fire Marshal, and are recorded on a record sheet. In the event of a fire or fire alarm, children are evacuated through the nearest exit and moved to a safe place away from the building. Teachers will check all restrooms and play areas. When evacuating the building, teachers bring the sign in/out sheets and Emergency Binders with them and do name-to-face check to ensure that all children are present.

Tornado Drills

Tornado drills will be conducted four times randomly during tornado season (March to September). Staff is informed whenever a storm/ tornado watch is in effect and kept posted on how to proceed if the tornado watch evolves into a tornado warning.

Emergency Contacts

In the event of an emergency, we will attempt to contact each child's parent/guardian or an emergency contact at the telephone numbers provided on your registration information. It is important to keep this information up-to-date and to notify the director immediately of any changes. Children who have special needs will be accommodated in any emergency.

Emergency Evacuation

If Little Blossoms Fort Calhoun Kids Club should become unsafe in any way (such as gas leak, bomb or weapon threat, or an actual attack at the center or near the center) we will evacuate. If safety and/or weather do not permit us to wait outside, we will retreat to an alternative location: 124 S 11th Street, Fort Calhoun, NE 68023.

If children need to be picked up while off-location, a member of management will make contact via a phone call to a parent, approved pick-up person, or emergency contact. The identity of an approved pickup person must be verified before releasing the child. An ID must be presented when children are released from the care of Little Blossoms Fort Calhoun Kids Club if a pickup person's identity is unknown.

Emergency Lock-Down

In the case of a civil disturbance, we will secure the premises or go into “Lock Down” mode. We will then call the local authorities and follow their instructions.

7

Power Outage & Loss of Water

In the event of a power outage lasting longer than 2 hours, you or the emergency contact will be contacted via phone and asked to pick up your child until the heat, air, and /or power can be restored. Loss of water disrupts hand washing and toileting. If the center loses water, the parents will be called immediately to pick up their children.

Medicine and Emergency Information

In the event of an evacuation, a member of management will take all medicines and medical information with them. They will keep all medicines on their person. The medicines will be secured, yet accessible.

****For Step by Step instructions on Building Evacuation and Safe Place, please reference the Emergency Procedure Manual. ****

Drop-off and Pick-up

Children must be signed in and out of the center by an authorized person listed on your child’s paperwork. The safety of our children is our primary concern; therefore, parents are responsible for seeing the child into the center, signing in, and making contact with a staff member. If someone other than the parent will be picking up, please notify us ahead of time. The pickup person must be listed as an approved pickup on your child’s paperwork, or we must have written permission from you to release your child. Please inform any person that is picking up your child that an ID will need to be presented. Children will not be released to any person under 16 years of age. In case of an emergency, authorized individuals may assume responsibility for taking a child from the center if no parent can be contacted.

Little Blossoms Fort Calhoun Kids Club closes at 6:00 p.m., after which we are no longer licensed to have children in our care. If your child is still present at 6:05 p.m., we will attempt to call parents and/or authorized people. If no contact is made by 6:15 p.m., we will call the police. We understand that unforeseen circumstances arise. We will make every attempt to accommodate you if communication is made, but we cannot be responsible for your child after 6:00 p.m.

Attendance

Upon morning arrival, children must be signed-in by the person dropping them off. In the afternoon, attendance will be taken as the children arrive from their classrooms. Within the first 15 minutes of the program opening, the director will have an accurate attendance record. If any child who is scheduled to

attend in the afternoon is not accounted for, Kids Club staff members will implement the Missing Child Procedures. Any children who have after school activities need to check in with the director before going to their activity and a permission slip for that activity needs to be on file. Little Blossoms Fort Calhoun Kids Club will provide a safe environment for each child, and knowing which children should be present is critical. If a child will be absent or late to Kids Club, messages may be left on the program phone via voicemail or you may email the director at littleblossomsfckidsclub@gmail.com.

8

Missing Child Procedures

If a child is scheduled to attend Kids Club after school and the child does not arrive, the following procedures will be followed:

1. Check with the school secretary to see if the child left school or has gone home ill.
2. Check student's classroom and contact classroom teacher. The director will use all-call to alert additional staff for assistance in checking other areas of the building.
3. Call parent or emergency numbers on enrollment form.
4. If the parent does not know of the child's location, the authorities will be called immediately.

Entrance to the Building

Proceed to the northwest side of the school building and use the double-doors located by the preschool playground to enter and exit the building. Please ring the bell and a Little Blossoms Fort Calhoun Kids Club staff member will verify your identity and unlock the door. Signing in and out takes place in the cafeteria.

Transportation

Transportation will be provided for field trips and other activities by Little Blossoms Childcare. While transporting children, an 88-passenger bus that does not have seat belts will be used for children ages 6 and above, and a 26-passenger bus with 5-point harnesses will be used for children ages 5 and under. Special arrangements will be made for children who do not meet the weight and height requirements for the 88-passenger bus by providing properly restrained car seats. All staff who transport children have taken the "Safe Kids Buckle Up" training and are also CPR and First Aid certified.

When the heat index is above 95°F, no out-of-town field trips will be attended. For in-town field trips, water will be provided on the bus.

In the event of an emergency, the driver will secure the surroundings and stay with the children at all times. The driver and/or another teacher will contact the police, 911, or other emergency personnel, as well as Little Blossoms Fort Calhoun Kids Club management. If a child becomes sick on the bus, the driver and/or a teacher will separate the sick child from others, clean up, and contact Little Blossoms Fort Calhoun Kids Club management for further instructions.

Hand Washing

Frequent and thorough hand washing is considered the most effective way to prevent the spread of most common diseases. **Staff will wash their hands:**

- upon entering the classroom
- before handling foods, cooking, preparing bottles, serving food, or feeding children
- after handling or coming into contact with body fluids such as mucus (after wiping or blowing nose), blood, saliva, or urine
- after being outdoors
- before and after administering medication or ointment
- after cleaning
- after handling garbage
- after handling pets, pet cages, or other pet objects
- after handling an ill child
- after removing gloves used for any purpose, even if hands are not visibly dirty
- before going home
- before and after eating, drinking, smoking, or taking a break
- or when otherwise necessary **Children**

will wash their hands:

- upon arrival at the center
- before and after meals or cooking activities
- after toileting
- after outdoor play
- after contact with body fluids
- before and after using water-play items, water tables, or moist items (such as clay)
- after handling pets or pet object
- or when otherwise necessary

We recommend that your and your child's hands be washed before going home in the evening. Our

water temperatures are controlled to prevent accidental scolding.

Injuries at Little Blossoms Fort Calhoun Kids Club

We take precautions to prevent accidents, but accidents may happen. First Aid will be administered to a child, if needed. Each accident will be recorded on an Accident Report. Accident Reports are completed for all types of injuries, including falls, scratches, and other interactions that result in injury. Depending on the severity of the accident, parents may be contacted by phone at the discretion of your child's teacher and/or administration. We will maintain a copy of the report for your child's file. Parents may request a copy, if desired.

For any head injury, parents will immediately be informed. Parents can choose to pick up their children to supervise the injury for the remainder of the day. If an injury causes a great amount of bleeding, or upsets the child to the point of inconsolability, you will be asked to pick up your child immediately.

10

Health Policies and Requirements

The center is licensed and equipped to care for children in good health. Parents and staff need to work together to promote the child's total well-being.

- Each child must have a complete **health form** on file and all **immunizations** must be recorded and up to date.
- **Preventing health problems-** We want your child to remain safe and healthy. We oversee nutrition and activity needs, follow strict sanitation procedures, and exclude children from attending who have communicable disease.
- **Responding to sick children** - For the well-being of the sick child and the health and safety of other children, we must temporarily exclude children who exhibit the following:
 - a fever of more than 100°F
 - vomiting
 - diarrhea (2 or more in one hour)
 - severe nasal or eye discharge
 - unidentified rashes
 - other contagious diseases such as chicken pox, measles, lice, etc. If any of these symptoms become evident while a child is in care, we will contact parents to make arrangements for pickup. Children can return to the program 24 hours after the symptoms cease, or when their pediatrician determines them no longer contagious.
- **Child abuse and neglect-** The center is mandated by the Child Protection Law to report any suspected case of child physical, emotional, or sexual abuse or neglect to the Department of Protective Services.
- **Emergencies-** In a medical emergency, we will contact the child's parents. Failing to do so, we will contact the doctor listed on the Children's Record and follow the doctor's instructions until parents are contacted.

- **Administering medication-** If your child requires medication while at the center, you must fill out our parental permission form. We require a separate form for each new medication. If privacy is a concern, please see the director about a confidential medication statement for signing-in medication. Please notify the staff and/or director of any medication that is given at home or changes to a medication.
- Children are required to **wash hands** upon entering and leaving the center as well as after toileting and eating.
- **Lice-** Our center has a “No Nit-No Bug” policy. If a child is sent home with lice, the child will not be able to return to care for 24 hours after being treated. The child will not be allowed in attendance until they are free of any nits or live bugs.
- **Exclusion of Staff-** All staff members are required to be up-to-date on vaccinations or be signed-off for religious reasons. Exclusions of staff include a temperature of 100°F or more, vomiting, diarrhea, contagious rash, or viruses. Staff members will be allowed to return to work 24 hours after symptoms cease.
- **Delivery of Medication-** Any child care provider, or program staff who gives or applies medication shall do so in accordance with the “5 Rights” as required in Nebraska Statute 71-6718 through 6742. These are: the **right patient**, the **right drug**, the **right dose**, the **right route**, and the **right time**.

11

Qualifications for Teachers

Little Blossoms Fort Calhoun Kids Club recognizes its employees as the center’s most valuable component. Working with children is a tremendously rewarding career, but it takes a very special person to do it well. Our staff exceeds all recommended requirements for the early childhood education field, and we are committed to providing a working environment that exemplifies cooperation and support.

Full-time teachers are required by the state of Nebraska to take 12 credit hours of training each year. The state also requires that part-time staff members take 6 credit hours of training each year. All staff members are required to obtain certification in CPR and First Aid, paid for by Little Blossoms.

Applicants are required to be at least 16 years of age and must have a background check through the child abuse and sex offender registry. We do not hire individuals convicted of child abuse and/or neglect. Each staff member must be physically active with children, must be in good health, and must be committed to providing quality care and stimulating environments.

Food Allergies and Special Diet Procedures

If your child has a food allergy or other special dietary need, please discuss this with the director prior to your child’s first day. Please notify the director and your child’s teacher of any food allergies, including the severity of the allergy and what to do if such items are accidentally ingested. Parents will need to fill out an Allergy Action Plan and have it signed by their physician. Children with food allergies may not begin at the center until this form is complete. We will make every reasonable effort to accommodate children with food allergies, but there are limits to what can be done in a group-setting. Parents may be asked to furnish

substitute food items.

If a child has an allergy or special diet, a meeting with the family, director, and teacher will take place to create a suitable action plan that all parties can agree upon. The action plan will include food that is allowed, who will provide the food, risks involved, and any other pertinent information. All teachers are responsible for understanding the allergy and allergy triggers, and will report any questions to another teacher or management. Signage will be posted regarding the allergy.

Meals Served

Weekly menus are posted for staff, children, and parents. Snacks must represent two of the four food groups. After attendance is complete and the children have washed their hands, an afternoon snack will be served. Adequate and appropriate portions will be served based on the children's needs. Substitution snacks are provided for children who have special dietary needs (as documented by a doctor's note).

12

Parent Involvement

Getting involved in your child's school life helps boost self-esteem, establishes a positive attitude toward education, and opens the lines of communication between home and the center. If you have special interest you would like to share with us, please let the director or your child's teacher know.

Parents may also volunteer as chaperones on field trips or assist with organizing activities. The Little Blossoms Fort Calhoun Kids Club is open to learning new ways parents can be involved! If a parent would like additional education or training, Little Blossoms Fort Calhoun Kids Club has resources and information available.

Any custodial parent or guardian of a child enrolled at Little Blossoms Fort Calhoun Kids Club may visit our center at any time during regular hours of operation without having to secure prior approval from the director or a staff member.

Divorce and/or Custody Issues

Little Blossoms Fort Calhoun Kids Club is obligated to honor the legal arrangements that the court of law has made for each family. If your family has a special court order, please share it with the director at the time of enrollment, or whenever it becomes effective, and we will attempt to follow its intentions. If custody issues arise, we encourage parents to settle their differences away from the center. We want Little Blossoms Fort Calhoun Kids Club to be a safe haven for all children. The center can provide an emotional safety net for your child during challenging times.

We will let a parent take his or her child from Little Blossoms Fort Calhoun Kids Club unless there is a court order specifying that the parent is not allowed to take the child. If there is discrepancy at pick up time,

law enforcement may be utilized.

Accident Reports

Communication is vital part of our program and will be maintained in a professional manner. Parents will be notified at pick-up of any pertinent information, such as if their child was injured or involved in a discipline matter. Parents must sign incident and accident reports for the child's file. If a copy is needed, please instruct the staff to provide one.

Outdoor Policies

All children who are well enough to attend the program will play outdoors daily, weather permitting. Students will play outside if the "Real-Feel" is 20-100°F. The children and staff will exit the northwest side of the building and walk to Fort Calhoun Community Schools playground. Little Blossom Fort Calhoun Kids Club staff will assume all responsibility for providing adequate and appropriate supervision at all times while on the playground.

13

Program Planning and Schedules

All activities are prepared in advance so that staff members are fully prepared for the week's activities. Weekly plans will be posted by the sign in/out book each Monday for the upcoming week. A variety of age-appropriate activities are planned daily to coincide with the daily schedule, providing the children a choice in activities in which to participate.

Little Blossoms Fort Calhoun Kids Club offers a variety of structured as well as unstructured experiences to the children including, but not limited to:

- Arts and Crafts
- Group Gym Games
- Homework/Study Time
- Outdoor Free Play
- Kid's Choice Time
- Designated Reading Time
- Field Trips

For children K-6, the curriculum revolves around structured and age-appropriate activities. Each day will include homework, games, crafts, and more.

School-Age Schedule (all day)

6:30-8:30 Free Time 8:30 –9:00 Breakfast 9:00-10:00
 Room Activities 10:00-11:15 Large Motor/Outside
 11:15-11:45 Lunch 11:45-1:45 Park/Quiet Time
 1:45-2:15 Snack 2:15-3:15 Group Activity 3:15-4:00
 Free Time 4:00-5:00 Large Motor 5:00-6:00 Free
 Time

Before & After School Schedule

6:30-7:30 Free Time 7:30 - 8:00 Breakfast 8:00 Transport to
 School 3:00 - 3:30 Pick-Up from School 3:30 - 4:00 Snack
 4:00 - 4:30 Homework/Table Activities 4:30 - 5:30 Large
 Motor 5:30 - 6:00 Free Time

14

Index

3-Strike Policy, 7 Accident Reports, 13 Attendance, 8 Ages Served, 3
 Building Closings and Holidays, 4 Building Evacuation and Safe
 Place, 7-8 Child to Staff Ratios, 6 Discipline and Behavior
 Philosophy, 6 Discontinuing Service and Termination of Care, 6
 Divorce and/or Custody Issues, 13 Drop-off and Pick-up, 8
 Emergency Closings, 4 Enrollment and Registration Procedures, 3
 Entrance to Building, 9 Equal Opportunity, 5 Fee Schedule and
 Payment Information, 2-3 Food Allergies and Special Diet
 Procedures, 12 Hand Washing, 10 Health Policies and Requirements,
 11 History of Little Blossoms, 4 Hours of Operation, 3 Injuries at
 Little Blossoms Fort Calhoun Kids Club, 10 Licensing and
 Evaluation, 5 Meals Served, 12 Missing Child Procedures, 9
 Notification of Changes, 6 Outdoor Policies, 13 Parent Involvement,
 13 Program Philosophy, 5 Program Planning and Schedules, 14
 Qualifications for Teachers, 12 Summer Program, 4 Title 20, 5
 Transportation, 9

