



BROWNELL TALBOT

Extended Care Program

FAMILY HANDBOOK 2020-2021



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EXTENDED CARE MISSION & PURPOSE

Brownell Talbot College Preparatory School

Raider Zone is Brownell Talbot's Extended Care Program. The goal and purpose of the before and after school program is to offer a safe, caring community that extends the educational environment for students at Brownell Talbot. Raider Zone offers students age-appropriate activities that support and extend the school day. Through experiences in academics, activities, and the arts, students in Early Years through grade 8 are supervised by qualified staff with experience in early childhood, education, or a related field.



Welcome to Raider Zone

Welcome to Brownell Talbot's Extended Care Program. We are so glad you have decided to trust your children to us. Your child's health and safety are our number one priority.

All of us at Brownell Talbot are committed to our school's mission: Every student. Every mind. Every heart. Known. Inspired. Challenged. We have incorporated this individual commitment to our after school programs. We are committed to helping our students develop self confidence while fostering friendships and future readiness in a fun, safe, and welcoming environment. Our goal is to enrich the lives of all of our students by providing opportunities that will challenge and push them to continue their quest for lifelong learning. In this unprecedented time, we take this commitment further by being committed to the health and safety of your child. We are following all CDC recommended guidelines; and will be following Brownell Talbot's Return to Campus Plan.

The Return to Campus plan is designed to allow the school to adapt to the changing conditions of the pandemic and still provide for the continuous education and care of our students. Extended Care and Auxiliary Services will follow these same scenarios with the addition of the following:

- **Green: Campus is open - low risk level**

Parents may enter the building to pick up child, key cards are activated.

- **Yellow: Campus is open - moderate risk level**

Parents/Guests not permitted to enter the building. Key Cards will not be active. Please call or text 402-250-4179 to pick up your child. Your child will be walked to the lower level parking lot. Drop In care may NOT be available.

- **Orange: Hybrid on-campus/distance learning model is in place - high risk level**

Parents/Guests not permitted to enter the building. Key Cards will not be active. Please call or text 402-250-4179 to pick up your child. Your child will be walked to the lower level parking lot. Drop in care will NOT be available.

- **Distance learning is in place - severe risk level**

Raider Zone may not be available. In the event the State of Nebraska mandates the closure of the school for health reasons, you will NOT be billed for Raider Zone for that time.

Our staff is committed to providing your child a safe and nurturing environment. Should you have any questions or concerns, please do not hesitate to reach out to me. I ask that you continue to look to our monthly newsletter for any changes and updates.

Jenn Sherer

Extended Care Director

402.556.3772, ext. 1023

402.250.4179 cell

jenn.sherer@brownell.edu

COVID-19 (Novel Coronavirus) Policy

The continued health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission in our vulnerable community, we are taking the following precautionary measures:

ALL CHILDREN, STAFF, FAMILIES, AND HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING INTO THE BUILDING.

Sick Children and Staff Must Remain Home

We request that you, or any household member, have any of the following systems, please remain out that day and notify Brownell Talbot.

- Fever of 100.4 or higher, now or in the preceding 72 hours.
- Cough.
- Sore throat.
- Muscle aches.
- Difficulty breathing.

Consistent with our COVID-19 policy, the household will be required to remain out of the school for 14 days UNLESS medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

If a Child or Staff Member Becomes Sick at School

If an employee or child becomes sick at Brownell Talbot, they will be immediately separated from the well children and staff until they can be sent home. Children will be sent to the Infirmary located upstairs in the main building. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within one hour of notification. Until then, rest assured your child will be kept comfortable, and we will continue to observe them for symptoms.

Sick children and staff should not return to work until they have met the criteria to discontinue home isolation.

In the Event of a CONFIRMED COVID-19 Case

If a child or staff member becomes sick and is a CONFIRMED COVID-19 case, we will follow CDC guidelines:

- Close off all the areas used by the person who is sick.
- Open outside doors and windows to allow for increased air circulations in the area.
- Wait up to 24 hours or as long as possible before the space is disinfected. This is to allow respiratory droplets to settle prior to cleaning.
- Clean and disinfect all areas used by the person who is sick, classrooms, offices, bathrooms, and common areas.
- Please note, to protect our campers' confidentiality, Brownell Talbot will provide the local health department with those that have possible exposure. If necessary, the health department will notify those individuals, not Brownell Talbot.

Our Services

Raider Zone serves students in Early Years (beginning age 3) through Middle School age (14). Our services are provided Monday through Friday on school calendar days.

Hours of Operation

7:00 am - 8:00 am • 3:15 pm - 6:00 pm

Parents may register for:

Morning	7:00 am - 8:00 am
Early*	3:10 pm - 3:45 pm
Standard*	3:10 pm - 4:30 pm
Long*	3:15 pm - 6:00 pm

** Includes Morning Zone if needed*

Children are grouped appropriately by age. All groups are in classroom locations and cared for by highly qualified staff with extensive background checks.

Sign Out & Attendance Policy

Students in Early Years through fourth grade can only be signed out of Raider Zone by a parent or authorized adult listed on the registration form. We ask that you please use the lower circle parking lot off of Happy Hollow Blvd. Changes to the authorized list may be made with advanced notification to Raider Zone staff by phone call or email. When school is closed to visitors, please call or text 402-250-4179 and your child will be brought out to your car. Any unknown or new person MUST bring photo identification with them. Children are grouped appropriately by age. All groups are in classroom locations and cared for by highly qualified staff with extensive background checks.

Important Information

Mandatory Reporting Procedures

According to the Mandatory Reporting Requirements for the State of Nebraska, everyone is required to report any reasonable cause to believe a child has been subjected to child abuse or neglect or observation of a child being subjected to conditions or circumstances that reasonably would result in child abuse or neglect. This includes but is not limited to a child being in a situation that endangers his or her life or physical or mental health; deprivation of necessary food, clothing, shelter, or care; and sexual abuse.

Social Distancing

Raider Zone will follow Brownell Talbot's lead incorporating a practical, science based approach to social distancing. Because of this, extended care class sizes will be limited based on the availability to provide 6 feet of social distance in classroom space.

Classroom Expectations

Extended Care students will be spread out as much as possible when in the classroom. Limited Sharing of items and all items will be immediately cleaned and disinfected.

Face Coverings

Extended Care students will be expected to follow Brownell Talbot's policy on Cloth Face Coverings.

Outdoor Play

We recognize the importance of outside time and aim to get all of our students outside as much as possible after school. Raider Zone teachers will create fun outdoor activities that allow students to creatively play and socialize in a safe manner.

- Rotated and supervised free outdoor play for all groups.
- Utilization of multiple outdoor spaces on campus to continue cohort groups.
- Immediate hand washing when return to building

Communication

We use a Smore Monthly Newsletter as our primary source of communication.

Snacks

Separate snack lists will be provided for Middle School and Lower School. Snack is provided for Middle School and Late Pick-up. All snacks are individually wrapped. All snack lists will be available in our monthly newsletter.

Concession Stand

When the concession stand is open, middle school students are allowed to visit two students at a time for a reasonable amount of time. All trash is expected to be picked up by the student. If the student is found to be abusing the student may lose this privilege.

Water Bottle Filling Stations

Raider Zone will be happy to refill water bottles for our students. Students are responsible for bringing their water bottle from school to zone. No plastic cups will be provided.

Sign Out & Attendance Policy

Students in Early Years through fourth grade can only be signed out of Raider Zone by a parent or authorized adult listed on the registration form. We ask that you please use the lower circle parking lot off of Happy Hollow Blvd. Changes to the authorized list may be made with advanced notification to Raider Zone staff by phone call or email. When school is closed to visitors, please call or text 402-250-4179 and your child will be brought out to your car. Any unknown or new person MUST bring photo identification with them.

Children are grouped appropriately by age. All groups are in classroom locations and cared for by highly qualified staff with extensive background checks.

Middle School

Extended Care for Middle School operates Monday through Friday on school calendar days. The hours of operation for Middle School are 3:40 pm - 6:00 pm. Supervision for Middle School students before school is monitored by faculty in the James Middle and Upper School Library and is not a component of the licensed program. Students can arrive as early as 7:00 am and are dismissed at 7:50 am. Parents may call or text 402-250-4179 to dismiss their student.

Middle School includes:

- Quiet time to work on homework or decompress.
- A light Snack
- Downtime to interact with peers
- Optional Outdoor recess
- Optional Games

Students are not permitted to roam the halls. Once signed in to Raider Zone, students must remain until notification from their parents.

Middle School Expectations

Be Respectful:

- Respect other people and school property
- Follow directions the first time

Be Responsible:

- Be honest about your actions
- Clean up after yourselves

Be Kind:

- Respect the feelings of everyone
- Include others

Be Safe:

- Enter and Exit respectfully
- Let a teacher/staff know where you are going

Middle School students should report to their designated location to sign in. Students are responsible for signing themselves in and out for dismissal or to transition to enrichment activities, clubs, or sports. Middle School students are required to sign in after enrichment activities. No Middle School student is permitted to be outside without a Raider Zone teacher.

Concession Stand

Middle School students are permitted to go to the concession stand two at a time. Please refer to policy on page 5.

Technology Policy for Middle School

We recognize that our Middle School students are growing up. While we encourage our students to participate in homework, recess, and game time, we recognize their independence and ability to make choices. Because of this, we also allow them to have their iPads or phones provided they make a good choice. The same rules the school has during the day applies to Raider Zone. Many of our parents text or call their children upon arrival. This is fine. However, if we find a child is abusing or violating the school's technology policies, the privilege of having one's technology at Raider Zone will be revoked.

Registration Fees and Rates

2020-2021 Lower School Raider Zone

	Morning Zone	AM and Early Pickup	AM and Standard Pickup	AM and Late Pickup
	Morning Care	Morning Care 3:10 pm - 3:45 pm	Morning Care 3:10 pm - 4:30 pm	Morning Care 3:10 pm - 6:00 pm
Early Years	\$500*	\$1,050*	\$2,345*	\$3,875*
Kindergarten	\$450*	\$1,000*	\$2,295*	\$3,825*
Grades 1-4	\$400*	\$950*	\$2,245*	\$3,775*
Avg. cost per hour	\$2.65	\$2.90	\$5.40	\$5.60

**All prices are annual and will be billed per your selected FACTS Payment Plan. Fees are based on enrollment, not attendance. Prices include a light healthy snack at 4:30 pm.*

2020-2021 Middle School Raider Zone

	Middle School
Morning Care Supervision for Middle School students is monitored by BT faculty in Upper School Library	No Charge
3:40 pm - 6:00 pm	\$450*
Avg. cost per hour	\$1.20 per hour

**All prices are annual and will be billed per your selected FACTS Payment Plan. Fees are based on enrollment, not attendance. Prices include a light healthy snack at 4:30 pm.*

Help! I'm running late or need additional time!

We know there will be days that you are running late or need additional time to cover that meeting that just won't end! We would love to help you and now have a way for you to extend your child's time at Raider Zone. All zones may be extended to 6:00 pm on any given day with proper notice. The chart below represents the additional costs you will incur. To utilize this option, please email jenn.sherer@brownell.edu or call 402.556.3772, extension 1023. (24-hour notice is appreciated.) **These additional fees will be added to your monthly FACTS charges and be billed as incidental extended care.**

I am currently registered for:	Morning Care only	Morning Care plus afternoon from 3:10 pm to 3:45 pm	Morning Care plus afternoon from 3:10 pm to 4:30 pm
To extend my child's time beyond my selected program (up to 6:00 pm) I will pay an additional:	\$25 per day	\$20 per day	\$15 per day

Registration Fees and Rates Continued

Additional Fees

Late fees cover the cost of additional staffing beyond your contracted enrollment. You will be given a grace period of five minutes from your scheduled time. After that time period, families will be billed the appropriate extension charge listed above. **Please note, you will be charged \$5 per minute past 6:00 pm without exception.**

Financial Policies

Fees are based on enrollment, not attendance. There are no fee decreases for sick or missed days, weather days, or holidays. **In the event that the State of Nebraska mandates the closure of the school for health reasons, you will NOT be billed Raider Zone charges for that time.**

Termination Policy

Brownell Talbot requires two weeks' written notice for a child to be withdrawn from after care. Changes can be made at the start of each semester if needed.

Registration

Parents are required to complete a child care contract, Children's Record and authorization for pickup, and provide up-to-date immunizations at the start of each school year. Only children who have completed registration forms on file with the school will be allowed to participate in extended care activities. **PLEASE NOTE, participation in the previous year's program does NOT automatically enroll your child in the current year.**

Key Cards

Campus doors are locked at all times. Lower School Raider Zone families will receive one key card per family unless a second complimentary card is requested. A third key card can be requested for a fee of \$5. Any key cards not returned at the end of the school year will result in a \$25 per card charge. There is also a \$25 charge to replace a lost card during the year.

Enrichment Program Activities

Raider Zone students are escorted to and from Enrichment Program activities to ensure the safety of each individual. Students participating in enrichment activities who are not picked up at the end of the activity will be taken to Raider Zone after care. You will be charged the appropriate drop-in rates for this time. **Based on availability, drop-in rates for students who are not registered for Raider Zone is \$10 per hour and billed to your FACTs account.**

Early Years Enrichment Programs take place from 3:30 pm to 4:15 pm. Kindergarten through eighth grade programs take place from 3:45 pm to 4:30 pm, with some options offered later in the afternoon. Each of the sessions (fall, winter, and spring) run approximately 8-10 weeks.

Student Expectations

Brownell Talbot's Extended Care Program follows the policies and codes set forth in the Student/Parent Handbook. Students are expected to follow the same honor codes they follow during the school day.

Honor Code

The pursuit of knowledge in an academic community brings students and faculty together in an association of shared rights and responsibilities. Central to this association is an atmosphere of mutual trust and high ideals of honesty and integrity. Brownell Talbot articulates these ideals in its Academic Honor Code. Brownell Talbot has a long, respected history of moral and ethical commitment to integrity. This integrity presumes that all members of our community consider themselves responsible for upholding these ideals while striving for excellence in their individual disciplines. Brownell Talbot students respect shared intellectual property and resources, complete and submit their own work, and observe the stated and implied rules governing honest academic achievement. Examples of honor code violations include but are not limited to lying, cheating, plagiarizing, stealing, violating another's property, misrepresenting another's work as their own, violating stated and implied rules of honest scholarship and academic conduct, or facilitating others' dishonesty. Each school has an Academic Honor Code policy specific to its students. These policies can be found in each school's section of this handbook.

Students are expected to be respectful, responsible, kind, and safe.

Parent Expectations

Brownell Talbot seeks to collaborate with students and families to best support the academic, mental, and emotional health of our students.

Parents are expected to:

- Complete all registration paperwork, including a Childcare Contract, Children's Record and authorization of pick-up, and provide up-to-date immunizations at the start of each school year.
- Contact the director of extended care at jenn.sherer@brownell.edu or 402.556.3772 ext. 1023 with any changes in schedule and pick-up information. After 3:00 pm Monday through Friday please call the Director's Cell at 402.250.4179.
- Honor the hours of operation and pick up children by 6:00 pm.

Exclusion of Ill Children

The completion of the Auxiliary Services Children's Record is mandatory.

This form must be returned to BT before your child's first date of attendance. Children will not be permitted to attend without a completed health form on file. The health and safety of our students is our number one priority. Parents will be notified immediately, if a student shows signs of:

- Fever over 100.4 degrees.
- Vomiting or diarrhea.
- Contagious disease.
- Accident requiring medical attention.
- Draining sores or burns.
- A rash, until diagnosed and determined to be non-contagious.

If a parent or guardian cannot be reached, the individuals designated as emergency contacts will be called. Children must be symptom-free for 24 hours if vomiting, diarrhea, or a fever persists.

Please note, our employees will not administer prescribed or non-prescribed medication except for those students identified as having special needs such as those needing an EPI-PEN.

First aid and emergency kits are located and maintained in the director's office.

Unfortunately, there are no provisions at school to provide constant nursing care and supervision after 3:00 pm. Parents/guardians are to immediately pick up their child if the child is ill. If the child has any of the above symptoms, we ask that you keep them at home until they have seen a doctor. Children with a fever are required to stay home for 24 hours after the fever breaks or until they are no longer contagious.

Injury

Should your child become injured at Brownell Talbot, prompt care will be given. Routine scratches and bruises receive common first aid. If a more serious injury should occur, the parent/guardian or emergency contact will be notified immediately.

Suspension and Termination of Care

Safety and respect are considered key to the success of the extended care program. Students who violate school policies in these areas are subject to suspension or termination from the program. Parents will be communicated with before it reaches this level.

Discipline Procedures

In order to ensure safety to all students and staff, Raider Zone will follow all rules and regulations set forth in the normal school day. To facilitate a safe, secure, fun environment for all participants attending Brownell Talbot activities the following policy has been implemented. This policy is not intended to be activated for minor “misbehaving” infractions. On a daily basis, we will work with children who are having a “bad day.” Those types of behaviors, where neither malice nor destructive outcomes were intended will continue to be addressed at the supervisor/child level. Redirection and, in some situations, loss of choice activity will continue to be the discipline implemented.

The Raider Zone Discipline Policy will be activated when:

- The number of minor infractions has been excessive.
- The behavior constitutes a violation against other children or adults, including unwelcome intentional touching or grabbing of another child, explicit and offensive verbal remarks (either sexual in nature or general taunting), name calling, vulgar or identifiable unacceptable language, or other verbal or physical conduct in violation of Brownell Talbot’s Code of Conduct.
- The behavior constitutes a violation against Brownell Talbot’s or other children’s property.
- The behavior constitutes a safety issue either for the child themselves, other children, or staff. In the event this policy is activated for any child, written documentation will be kept by the director of all applicable dates, decisions and agreements (including a plan of action if needed.)

Raider Zone’s FORMAL DISCIPLINE POLICY includes:

1. The first serious offense that is significant in nature to bring to the attention of the director, will result in a private discussion between the director and the child. The child will also be removed from their choice of activity for the day. The parent will be notified of the behavior and will be advised that if the same or related behavior is repeated, a parent conference will be required. The director will notify the Assistant Director of Lower School.
2. If the behavior continues, the child will again be removed from the group activities and the parents will be notified of the need for a parent/child/director conference before the child can return to the program.
3. If the behavior still continues, a parent conference will again be required, (either with or without the child at the parent’s discretion). The child may be suspended from the program for a period of time up to three days (at the director’s discretion). The child will then be allowed to continue in the program only after the director and parent have prepared and agreed upon a plan of achieving acceptable behavior in the child.
4. Under extreme circumstances or in situations when that child or other children’s safety is at risk, the director has the authority to ask a child to leave the program without following the above procedures.

Grievance Policy

Any student who does not feel he/she has been given due process in extended care or concerning violations of school policies should observe the following guidelines:

- The student and/or parent/guardian should first speak with the Raider Zone teacher of the class/activity involved. Most issues should be resolved at this level.
- If the explanation provided by the teacher is not satisfactory for the student and/or parent/guardian, they should then meet with the Director of Extended Care.
- If meeting with the administrator does not resolve the situation, the student and/or parent/guardian should meet with the Activities Director and Head of School to discuss the previous two meetings and why the student and/or parent/guardian is still not satisfied with the situation.

Questions or Concerns

Please address questions and concerns to Jenn Sherer, director of extended care, jenn.sherer@brownell.edu or 402.556.3772 ext 1023.



Every student.

Every mind.

Every heart.

Known. Inspired. Challenged.

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