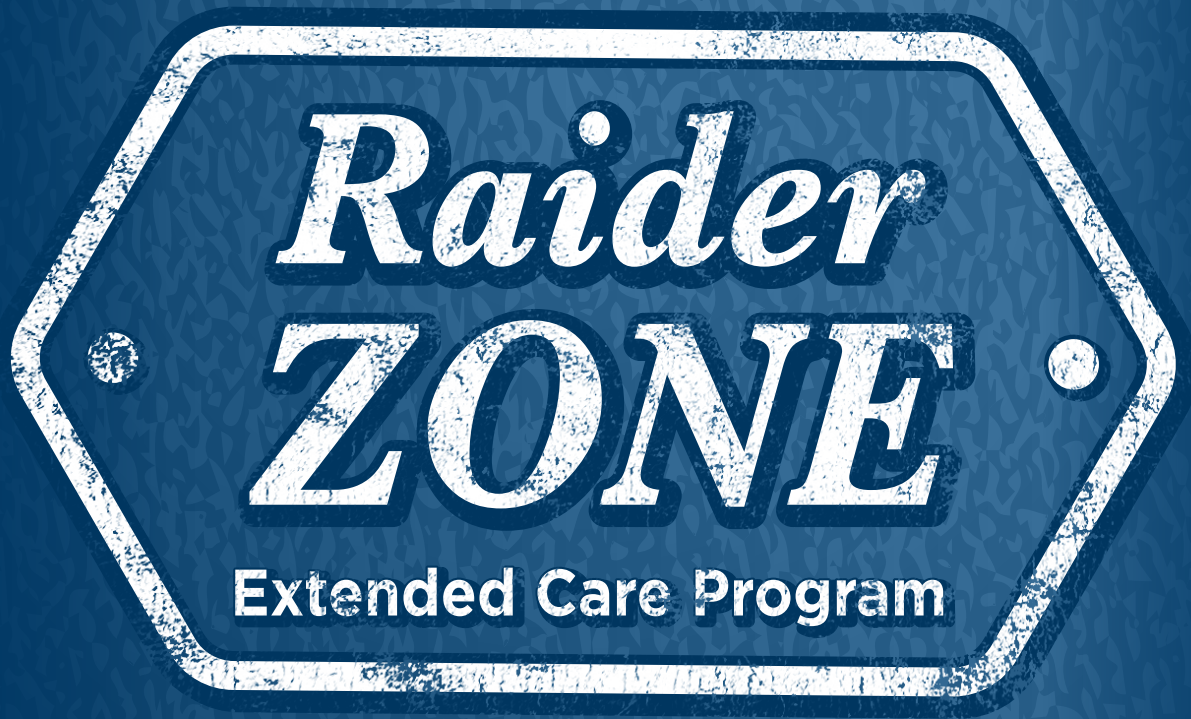


BT Beyond

Beyond the classroom. Beyond your expectations.



**Family Handbook
2023-2024**

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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 - grade 8 are supervised by qualified staff with experience in early childhood, education, or a related field.

**Every student. Every mind. Every heart.
Known. Inspired. Challenged.**

Welcome

For families who juggle many responsibilities, we offer childcare and enrichment programs to extend the experiential learning of the school day. Morning and after care is available to all students age 3 - grade 8. Morning care is available 7:00 am - 8:00 am and after care 3:10 pm - 6:00 pm on school days. Students are separated into age appropriate groups and participate in both indoor and outdoor activities that support and extend their school day. Raider Zone is run through BT's licensed childcare facility. Fees are based on enrollment and not attendance. **Due to our licensing requirements, drop-ins and part-time care are not available.**

Our Mission

Our goal and purpose is to provide a safe, caring, fun, and engaging childcare program designed to complement the regular school day.

Our Staff

Our program is licensed by Nebraska Department of Health and Human Services and is staffed with qualified staff with experience in early childhood, education, or a related field. All staff undergo extensive background and security checks and receive ongoing training.

Program Highlights

- Caring staff and low student to teacher ratios.
- Activities and lessons that supplement and support the learning happening in the classroom.
- Age appropriate themed activities that promote STEM, collaboration, art, academic growth, and fun!
- A light and healthy snack provided for late pickup.
- Supervising escorts to and from additional enrichment activities.

Deb Madden
Director of Auxiliary Programs
402.556.3772, ext. 1023
deb.madden@brownell.edu

Molly Martin
Auxiliary Programs
402.556.3772, ext. 1151
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****Please call 402.312.6337 to pick up your children****

Hours of Operation

7:00 am - 8:00 am • 3:15 pm - 6:00 pm

Parents may register for:

Before School

Morning Zone 7:00 am - 7:55 am

After School

Early Pickup 3:15 pm - 3:45 pm

Standard Pickup 3:15 pm - 4:30 pm

Late Pickup 3:15 pm - 6:00 pm

Our Services

Raider Zone serves students age 3 - grade 8. Our services are provided Monday through Friday on school calendar days. Children are grouped appropriately by age. All groups are in classroom locations and cared for by highly qualified staff who have had extensive background checks.

Snacks

Students signed up for late pickup will have a snack provided to them at Raider Zone. Students always have the option to bring snacks from home. **All snacks must be prepackaged and nut-free.** BT does not allow homemade treats to be given out as snacks. **Food sharing of any kind is strictly prohibited.**

Sign Out & Pickup Policy

Students in Early Years - 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 N. Happy Hollow Blvd.

Changes to the authorized list may be made with advanced notification to Raider Zone staff by phone call or email. When you are ready to pick up your child, please remain in your vehicle and call or text **402.312.6337** and your child will be brought out to your car. **Any unknown or new person MUST bring photo identification with them.**

If your child is picked up after their pickup time you will be charged late 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 as follows:

- Currently signed up for Morning Care only = \$25 per day.
- Currently signed up for 3:45 pick up = \$20 per day.
- Currently signed up for 4:30 pick up = \$15 per day.

Please note, you will be charged \$5 per minute past 6:00 pm without exception.

Auxiliary Services Children's Record

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.

Please note, our employees will not administer prescribed or non-prescribed medication except to 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/Coordinator's offices.

Exclusion of Ill Children

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.

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.

Lower School Guidelines

Extended Care for Early Years - grade 4 operates Monday through Friday on school calendar days.

Before School

Students may arrive as early as 7:00 am.

- Early Years students are monitored in the Early Years classrooms.
- Kindergarten - grade 4 students are monitored in the dining hall.

After School

Students may attend Raider Zone as late as 6:00 pm, depending on registration.

- Students are escorted to their Raider Zone meeting place. If the students are older, they will be able to walk to their meeting place independently.

** Sample Schedule **

Age appropriate groups: Early Years, Kindergarten - Grade 1, Grades 2-4

3:10 pm - 3:25 pm	Student check in, read book (EY), bathroom, fill water bottles, get ready to go outside to playground
3:25 pm - 4:15 pm	Outside time
4:15 pm - 4:30 pm	Move back into classroom for washing hands, bathroom, snack time.
4:30 pm - 5:00 pm	Raider Zone lesson/activity of the day
5:00 pm - 5:45 pm	Centers/free time/games
5:45 pm - 6:00 pm	Clean up and dismissal

Middle School

Extended Care for grades 5-8 operates Monday through Friday on school calendar days.

Before School

Middle School students may arrive as early as 7:00 am.

- Students should report to the Middle and Upper School Library.
- Students are dismissed at 7:50 am.

After School

Students may attend Raider Zone as late as 6:00 pm.

- Students should report to Worthington Dining Hall.
- Students are responsible for signing themselves in and out for dismissal or to transition to enrichment activities, clubs, or sports.

- Students are required to sign in at Raider Zone after enrichment activities.
- **Middle School students are permitted to be outside without a Raider Zone staff member.**
- Middle School students are permitted to go to the concession stand until 4:00 pm.
- Students are not permitted to roam the halls or hang out in the concession stand.
- Once signed in to Raider Zone, students must remain until notification from their parents/guardians.

Middle School Raider Zone includes:

- Quiet time to work on homework or decompress.
- A light snack to those staying for late pickup.
- Downtime to interact with peers.
- Optional outdoor time.
- Optional games.

**** Sample Schedule ****

*Throughout any of this time, students may choose to complete homework.

3:40 pm - 4:00 pm Student check in/snack/structured games

4:00 pm - 4:30 pm Quiet work time/outdoor time (weather permitting)

4:30 pm - 5:00 pm Game/Activity lead by Raider Zone this is optional for middle schoolers but highly encouraged

5:00 pm - 6:00 pm Student Choice Activities/Free time

In the afternoon, parents/guardians may call or text 402.312.6337 to dismiss their student.

Technology Policy

We recognize that 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 good choices when using the devices. The same rules the school has during the day apply to Raider Zone.

If we find a child is abusing or violating the school's technology policies, the privilege of having one's devices at Raider Zone will be revoked.

Although students have phones and are allowed to receive messages, parents/guardians must text or call the Raider Zone phone (402.312.6337) to pick up their child.

Student Expectations

Raider Zone follows the policies and codes set forth in the Student/Family Handbook. Students are expected to follow the same honor codes they follow during the school day.

Honor Code

As members of the Brownell Talbot community, we desire to promote an environment in which all individuals can realize their greatest potential. To achieve this goal, we expect students, faculty, staff, parents/guardians, and administrators to recognize and agree to uphold the essential values of respect, compassion, responsibility, and integrity. We should always act in accordance with these guiding values. Therefore, we expect and require students to:

- Conduct themselves at all times in ways that will honor the school.
- Be honest in their behavior and in their school work.
- Abide by all school rules and abstain from the possession, use, or being under the influence or in possession of alcohol or other illegal chemical substances on campus or at school-related functions.
- Respect the property of others, including the school's property.
- Treat other members of the school community with civility and respect, and avoid, at all times, actions that are hurtful to others.

Family Expectations

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

Parents/guardians are expected to:

- Complete all registration paperwork, including a Childcare Contract, Children's Record and authorization of pickup, and provide up-to-date immunizations at the start of each school year.
- Contact Director of Auxiliary Programs Deb Madden at deb.madden@brownell.edu, 402.556.3772 ext. 1023, OR Auxiliary Programs Coordinator Molly Martin at molly.martin@brownell.edu, 402.556.3772 ext. 1151, with any changes in schedule and pickup information. **After 3:15 pm on Monday through Friday, please call the auxiliary cell phone at 402.312.6337.**
- Honor the pickup times you are signed up for.

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 Student/Family Handbook.
- 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 Discipline Policy includes:

1. The first serious offense that is significant in nature is brought to the attention of the Auxiliary Program Coordinator or the Director of Auxiliary Programs will result in a private discussion between the educator and the child. The child will also be removed from the activity for the day. The parent/guardian 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 coordinator or director will notify the Assistant Head of Academics Crystal Vaught.
2. If the behavior continues, the child will again be removed from the group activities. The parents/guardians will be notified to pick up the child and the need for a parent conference before the child may 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 discretion of the parent/guardian). 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/guardian have prepared and agreed upon a plan of achieving behavior that aligns with the Student/Family Handbook.
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

Students who feel they have not been given due process in Raider Zone or concerning violations of school policies should observe the following guidelines:

- The student and/or parent/guardian should first speak with the Raider Zone staff member of the class/activity involved. Most issues should be resolved at this level.

- If the explanation provided by the staff member is not satisfactory for the student and/or parent/guardian, they should then meet with the Director of Auxiliary Programs.
- If meeting with the director does not resolve the situation, the student and/or parent/guardian should meet with the Assistant Head of Academics 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 Deb Madden, Director of Auxiliary Programs, deb.madden@brownell.edu, 402.556.3772 ext 1023 OR Molly Martin, Auxiliary Program Coordinator, molly.martin@brownell.edu, 402.556.3772 ext 1151.