SPARTAN VIP AFTER SCHOOL CLUB

Spartan VIP Club

2026-2027 HANDBOOK

INTRODUCTION

Welcome to the Spartan VIP Club After School Program! We are glad you have chosen to enroll your child(ren) in our fantastic program. This handbook contains important information about the program.

Our Goal for the Spartan VIP Club After School Program is to provide a safe, educational environment for your child(ren) after their typical school day. It is our hope that each student participating in the Spartan VIP Club After School Program will have a pleasant and positive experience each and every day. A close working relationship between you and the Spartan VIP Club After School Program staff is vital in making this a pleasant experience for your child(ren). As parents/guardians we encourage you to visit the program and to get acquainted with the Spartan VIP Club After School Program staff. Please feel free to offer your suggestions and any concerns should they arise.

You may contact the school office at 308-935-1121 or via ParentSquare. We look forward to supporting and encouraging your child(ren) throughout the upcoming school year.

Staff

Karla Hickenbottom, Staff

Amanda Shafer, Staff

Garrod Fernau, Ansley Public School Principal

Kim Jonas, Ansley Public School Superintendent

Our staff will make every effort to make sure you are informed of the activities occurring in the Spartan VIP Club After School Program. A monthly calendar will be shared via ParentSquare with needed information. However, just like life there may be last minute changes now and then. If necessary, we will also send out the needed information on ParentSquare.

The Spartan VIP Club After School Program will be located at:

Ansley Public Schools

1124 Cameron Street

Ansley, NE 68814

Registration and Enrollment Packet

The Spartan VIP Club After School Program is available to children who are four years of age and are enrolled in the Ansley Public School preschool through 6th grade**.** Registration is completed on a yearly basis. You may pick up a registration packet from the Spartan VIP Club After School Program site or the school office. **A registration form must be completed prior to VIP attendance.** Also, a $30 donation per family is requested each year to help cover the costs of snacks and supplies.

The enrollment packet includes the following information:

Parent's Handbook-Please take time to read this handbook. It contains information regarding practices, hours of operation and other pertinent information to your child(ren)'s participation in the Spartan VIP Club After School Program. You may contact the program staff with any questions you have.

Registration Form- The information contained within these forms is vital and is used by the program staff to keep your child(ren) safe and for emergency purposes. Please make sure these forms are filled out completely and accurately.

The safety of your child(ren) is our number one priority. We realize that at times there may be individuals you absolutely do not want to pick up or have contact with your child(ren). This section of the registration form puts all staff on high alert and enables the staff to prevent this person(s) from having contact with your child(ren). Also, for the safety of your child(ren) all persons (including parents) arriving to pick up child(ren) must show picture identification before staff will release the child(ren) to their custody. Photo identification will be required until all Spartan VIP Club After School Program staff can identify parents/guardians. If an individual arrives to pick up a child(ren) and they are not the parent/guardian and are not listed as a safe person for the child(ren) to go home with they WILL NOT be allowed to take the child with them. Please make sure to make prior arrangements with the Spartan VIP Club After School Program staff if someone other than the usual parent/guardian will be picking up your child(ren) from the program.

By signing the registration form, you give permission to the Spartan VIP Club After School Program staff to transport your child(ren) in the event of an emergency or field trip. Please note that in the event that your child(ren) is/are transported due to a medical emergency the Spartan VIP Club After School Program staff will notify you immediately.

Hours of Operation

Regular School Days-Monday through Thursday from 3:32 pm UNTIL 6:00 pm. Fridays will be from 2:30 pm to 6:00 pm.

1:00 Dismissal Days - open from 1:00 until 4:30 pm.

Days VIP will Close Early – Parent/Teacher Conferences, Science Fair Community Night, and Elementary Music Concert Nights.

Days of NO VIP - The Spartan VIP Club After School Program will not be in operation on days there is no Elementary School, Elementary Track Meet Day and the last day of school. If there is an event after school that is utilizing all available classrooms and gyms VIP will not be in operation.

Bad Weather-In cases of extremely bad weather please listen to KCNI or KBEAR for closing information. VIP will not meet when school is closed early due to inclement weather. If weather should worsen while VIP is open parents will be notified by staff as to how it is being handled.

Snacks

A snack will be provided during the Spartan VIP Club After School Program. Snacks are donated to the Spartan VIP Club After School Program. Any donations of snack items throughout the year are greatly appreciated.

Practices and Procedures

For safety reasons, children must stay in supervised areas. NO child will be allowed in any other part of the school building other than where the Spartan VIP Club After School Program is taking place. Children enrolled in the program will be expected to **attend immediately after school dismissal.** If they have not arrived by 3:45 they will not be allowed to attend and parents will be notified. The exception to this is if their classroom teacher is keeping them after school for any reason. If this occurs the teacher will let VIP staff know immediately. If your child leaves the school for any reason (lessons, appointments, practices etc..) they are not allowed to return to VIP.

Children will be signed in when they arrive. Parent(s)/guardian(s) or other persons with permission will be required to come in and sign their child(ren) out.

All children must use appropriate language and appropriate school behavior while in attendance at the Spartan VIP Club After School Program. This means respecting the Spartan VIP Club After School Program staff, other students, school property and any other materials utilized or volunteers in attendance. (See discipline practices for further information).

Children are responsible for picking up after themselves. This means they are responsible for putting away games, equipment and supplies before leaving one area or participating in another activity. This includes when the child is leaving to go home.

Most students will be given some time to work on homework during VIP. Kindergarten and 1st grade homework will not be completed at VIP. Students will be provided an area to work on their homework and receive assistance as needed. Depending on the number of staff and students on any given day, opportunities for homework time and homework assistance may be limited. VIP staff are not responsible for ensuring that homework is completed. They will not check students' bags or consult with teachers to verify students' honesty about homework. Any issues with homework completion should be addressed by the student, teacher, and parents.

Please have children leave all toys, etc at home. If they are bringing one for show and tell in their classroom they will be required to leave it in their backpack while at VIP. The Spartan VIP Club After School Program and staff are not responsible for any personal items that may be lost or broken while in attendance.

Electronics such as gaming devices, phones and smart watches are not allowed at VIP. If your child has one it will be kept in their backpack while at VIP. If it becomes an issue, staff will address it with parents.

If a child leaves the premises unauthorized, the parent(s)/guardian(s) or individual(s) authorized for emergency contact will be notified. If none of these individuals can be reached, law enforcement will be notified,

Please notify the Spartan VIP Club After School Program staff of any address, phone number, work site or family status changes. It is important for the safety of your child(ren) and communication between you and the Spartan VIP Club After School Program staff that this information remains accurate.

Please make sure that your child is not ill prior to sending them to the Spartan VIP Club After School Program. If your child arrives ill to the program you will be asked to make other arrangements for their health and the health of the other students and staff.

Parent(s)/Guardian(s) or another authorized person will be notified if a child becomes ill or injured and needs to be picked up or taken to the emergency room. It is vital that we have accurate emergency and medical contact information. The Spartan VIP Club After School Program staff are trained or will be trained in first-aid procedures and will attend to minor cuts and scrapes. An Accident Form will be filled out and given to the parent/guardian at pick up.

Medication Practices

The Spartan VIP Club After School Program staff will not administer any form of medication to your child. If your child is prescribed medication that they need periodically throughout the school day please make arrangements with the school office to disperse the medication to your child at the appropriate time throughout the school day.

Please provide documentation of any allergies your child(ren) have, along with the procedures to follow in case of an allergic reaction.

Dismissal Practices

Each child enrolled in the Spartan VIP Club After School Program will be dismissed each day in accordance with the parent's/guardian's requests. In the event of bad weather, illness or injury the parent/guardian or another authorized individual will be responsible for picking up the child(ren). Children under 3rd grade are not allowed to walk home alone. If your child(ren) is/are to walk home from the Spartan VIP Club After School Program, staff should be notified ahead of time. When students walk home from VIP, a staff member will contact a parent and let him/her know what time the student left.

Any individual wishing to pick up a child from the Spartan VIP Club After School Program (even when authorized by a parent/guardian) not known by staff will be required to show photo identification prior to the child being released to them. *Written notification or a phone call to the staff is required for dismissal of a child to an individual not listed as an authorized person and they will have to have identification too. With written notification, a sibling may sign a child in and out of the Spartan VIP Club After School Program.*

Late Pick-Up Procedure

VIP closes daily at 6:00 pm, unless noted by monthly calendar or special announcement. If a student has not been picked up by the time VIP closes, VIP staff will contact parent/guardian. If no contact is made and 15 minutes have elapsed, staff will contact all emergency numbers supplied by the family per signed registration form. If after 30 minutes, no contact has been made and no one has arrived to pick up the child, staff will contact law enforcement. If a student is left at VIP more than once (without prior contact from the parent) after closing, the student will no longer be able to attend VIP.

Discipline Practices

The goal of discipline is to help children manage their own behaviors. To achieve this goal, the children will be in a stimulating environment with materials and activities suited to meet their appropriate age and development abilities. Students will be expected to demonstrate respect for one another, the Spartan VIP Club After School Program staff and program materials at all times.

The following behaviors are inappropriate and will result in consequences for the child:

- Aggressive, physical behavior/fighting, and/or excessive physical contact
- Defiance of authority
- Disruptive and out of control behavior
- Lack of consideration and rudeness towards other students and staff
- Inappropriate school behavior/language

Consequences in successive order:

- The student's behavior and impact upon themselves and others will be discussed with them by one of the Spartan VIP Club After School Program staff members.
- Removal from activity/timeout/student will be redirected.
- Written/verbal notification and explanation of situation and behavior to the parent/guardian. This notification must be signed and returned before the student can return to the program.

- After 3 written notifications, parents will meet with Spartan VIP Club After School Program staff and Principal to develop a behavior plan/contract.
- If the student violates the behavior plan/contract, he/she will be suspended from the Spartan VIP Club After School Program (length of time to be determined at time of suspension).Once a child returns to VIP after a suspension, and the behavior they were suspended for begins to happen again they will be expelled from the Spartan VIP After School Program for the remainder of the school year.

Parents/guardians will immediately be notified if the child's behavior endangers their safety, the safety of other students or the safety of the staff. The Spartan VIP Club After School Program takes pride in promoting positive behavior through recognition and positive reinforcement.

Children requiring one-on-one supervision are unable to attend the Spartan VIP Club After School Program due to staffing limitations.

We believe that the Spartan VIP Club After School Program staff are working as a team with the parents/guardians to make the Spartan VIP Club After School Program be the best experience it can be for your child(ren). Open communication between yourself and the staff is a key ingredient in the success of the Spartan VIP Club After School Program.

A $30 DONATION PER FAMILY IS REQUESTED TO HELP COVER THE COST OF SNACKS AND SUPPLIES.

SPARTAN VIP CLUB REGISTRATION FORM
2026-2027

PARENT(S) OR GUARDIAN'S NAME(S): _____

ADDRESS: _____ HOME PHONE: _____

MOTHER'S WORK PHONE: _____ MOTHER'S CELL PHONE: _____

FATHER'S WORK PHONE: _____ FATHER'S CELL PHONE: _____

GUARDIAN'S WORK PHONE: _____ GUARDIAN'S CELL PHONE: _____

STUDENTS PARTICIPATING IN THE PROGRAM:

NAME_____ GRADE_____ DOB_____

NAME_____ GRADE_____ DOB_____

NAME_____ GRADE_____ DOB_____

NAME_____ GRADE_____ DOB_____

STUDENT(S) LIVES WITH:
_____FATHER ____MOTHER ____STEP PARENTS _____FOSTER _____GUARDIAN ____OTHER

IS YOUR CHILD UNDER MEDICAL CARE OR TAKING ANY MEDICATION(S)? ____YES ____NO

DOES YOUR CHILD HAVE ANY ALLERGIES OR OTHER SPECIAL NEEDS? _____YES ____NO

IF YES, PLEASE EXPLAIN ANY CONDITIONS THAT YOUR CHILD HAS: _____

_____

DOES YOUR STUDENT(S) HAVE PERMISSION TO CHECK OUT AND WALK HOME?____YES____NO

IF YES, PLEASE INDICATE THE EARLIEST TIME THAT YOUR STUDENT(S) MAY LEAVE VIP TO WALK HOME. _____

DO YOU GIVE PERMISSION FOR YOUR STUDENT(S) TO VIEW MOVIES THAT ARE AGE APPROPRIATE? ____YES _____NO

PERSON(S) AUTHORIZED TO PICK UP YOUR STUDENT(S)/EMERGENCY CONTACTS:
*PLEASE INCLUDE OLDER SIBLINGS WHO WILL BE RESPONSIBLE FOR PICKING THEM UP

NAME_____ RELATION_____ PHONE_____

NAME_____ RELATION_____ PHONE_____

NAME_____ RELATION_____ PHONE_____

PERSON(S) UNAUTHORIZED TO PICK UP YOUR STUDENT(S):

NAME _____

NAME_____

In the event that an unauthorized person shows up to pick up a student, we will attempt to call parent/guardian first and then we will contact law enforcement.

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. I GIVE MY PERMISSION FOR MY CHILD(REN) TO BE ENROLLED IN THE SPARTAN VIP CLUB AFTER SCHOOL PROGRAM.
2. I HAVE RECEIVED, READ, AND UNDERSTAND THE VIP HANDBOOK, WHICH OUTLINES THE EXPECTATIONS OF CHILD(REN) AND PARENT(S).
3. I AGREE TO COMMUNICATING WITH VIP STAFF WHEN MY CHILD WILL AND WILL NOT BE ATTENDING.
4. I UNDERSTAND THAT THE SPARTAN VIP CLUB DOES NOT CARRY HEALTH AND ACCIDENT INSURANCE FOR MY CHILD(REN) AND THAT I WILL BE PRIMARILY RESPONSIBLE IN CASE OF INJURY OR ILLNESS WHERE BILLS ARE INCURRED.
5. I UNDERSTAND THAT IF MY CHILD(REN) IS ILL THE VIP STAFF WILL NOTIFY ME AND IT WILL BE MY RESPONSIBILITY TO ARRANGE FOR SOMEONE TO PICK UP MY CHILD IMMEDIATELY.
6. I GIVE THE SPARTAN VIP CLUB STAFF PERMISSION TO TRANSPORT MY CHILD(REN) FOR PURPOSE OF MEDICAL CARE. IN THE EVENT THAT MY CHILD(REN) IS TRANSPORTED DUE TO MEDICAL EMERGENCY, I UNDERSTAND THAT THE VIP STAFF WILL NOTIFY ME IMMEDIATELY.
7. I UNDERSTAND THAT MY CHILD(REN) MAY BE DISMISSED FOR FAILURE TO FOLLOW RULES, FAILURE TO PARTICIPATE, FAILURE TO RESPECT STAFF AND/OR OTHER STUDENTS, AND FAILURE TO FOLLOW GENERAL OPERATING PROCEDURES.
8. AS THE PARENT/GUARDIAN, I WILL WORK AS A PARTNER WITH THE SPARTAN VIP AFTER SCHOOL PROGRAM TO ENSURE THAT MY CHILD(REN) IS SUCCESSFUL IN THE PROGRAM.

_____ _____

SIGNATURE OF PARENT/GUARDIAN DATE

VIP -2026-2027

Items of importance

Please initial each one after reading them:

_____ **-** VIP will provide students grades 2nd through 6th an area and time to work on homework and provide assistance if staffing is available. VIP cannot provide one-on-one attention to a student to ensure they are completing their homework.

_____ - VIP however is not responsible for ensuring students homework is completed before leaving and students cannot be left at VIP after parents come to pick them up to finish homework.

_____ - VIP staff will not go through student backpacks looking for homework. If students are dishonest about homework the issue needs to be addressed between the student, parents and their teacher.

_____ - VIP runs till 6:00, students may not be left at school for practices that start after 6:00.

_____ - If VIP has to be canceled due to illness or emergency we will notify parents via Parent Square ASAP. We understand that if this happens it is not an ideal situation, but we do request that the situation is handled respectfully.

_____ - If a student is left at VIP more than once (without prior contact from the parent) after closing, the student will no longer be able to attend VIP.

_____ - If children have to leave VIP for any reason (practice, appointments, lessons, etc) they are not allowed to return to VIP.