



BEFORE AND AFTER
CARE PROGRAM
PARENT HANDBOOK
2011-2012

DOUGLAS COUNTY
SCHOOL DISTRICT

303.841.9816
Extension 148
FAX: 303.840.3246

BEFORE AND AFTER CARE HANDBOOK FORM

The Before and After Care Handbook contains useful information on policies and procedures relating to a variety of topics, including, medication, injury and illness, child abuse reporting, and guest pick-up. After you have carefully read the handbook, please sign on the provided line below and return it with your enrollment packet.

I have read the Before and After Care Handbook and fully understand the policies and procedures of this program.

Parent or Guardian

Date

Parent or Guardian

Date

***You should have two copies of this form in your packet. Sign and return one of the forms and keep the other one for your records.

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Focus of the Before and After Care Program

To provide a safe and enriching environment for all the students. The children will participate in a staff assisted daily homework club. They will have access to science materials, art materials, books, games, and educational computer use. The staff is dedicated to providing a safe, interesting, comfortable, and educational environment for your child. It is important for the staff and parents/guardians to stay in constant communication regarding the children and the program's progress.

The Mission of the Challenge to Excellence Charter School:

To prepare students for a complex social, global and economic future by delivering a comprehensive educational program with a challenging curriculum that combines the basic skills with a strong focus on standards-based education. The curriculum will integrate reading, writing, math and science through the applied technologies to result in students who are:

Critical thinkers

Problem solvers

Life-long learners and achievers

Flexible and adaptable

Empowered

Academically well-rounded, proficient, respectful, and responsible participants in the school and community

Details...

WHO?

Students enrolled at Challenge to Excellence Charter School are eligible for using Before and After Care (ages 5 – 16). The program complies with the Americans with Disabilities Act.

WHEN?

Before School Care: 6:30 a.m. until school begins

*****EXCEPTION: Douglas County School District One Hour Delayed Start Time is 7:30 a.m.***

After School Care Hours: 3:30 p.m. – 6:00 p.m.

Before and After Care is closed on the following days:

Labor Day
Fall Break
Thanksgiving Break
Winter Break
Martin Luther King, Jr. Day
President's Day
Spring Break
Memorial Day
Teacher In-Service Days
Last Day of School (Before Care available)

**CHALLENGE TO EXCELLENCE
BEFORE AND AFTER CARE PROGRAM
Enrollment and Tuition**

SCHOOL YEAR 2011-2012 PROGRAM

Parents are responsible to sign-up for the days needed which will be noted on the registration form. Before and After Care staff ***must*** be notified if your child/children will not be attending for the days on which they were signed up. The Before and After Care staff must be notified if your child/children will be absent on his/her assigned days. This can be done via a phone call to the school office staff while reporting the school absence at 303.841.9816. ***Remember to include in your message that your child/children will also be absent from Before and After Care for that day. The information regarding the absence will be forwarded to the Before and After Care staff.***

Annual Family Registration School Year 2011-2012

\$35.00 per family due with registration packet

**Before School
Program**

Tuition

***No Sibling Discount**

- Daily Rate \$10.00

**After School
Program**

**First Child's
Tuition**

**Additional Siblings
Discounted Rate**

- Daily Rate \$14.00 \$10.00/per child

Payments

All services must be paid for in advance and ***no*** money will be refunded. Checks are to be written to ***C2E Before and After Care***. Program registration will not be considered official until the Before and After Care director reviews and approves the documents. A staff member will notify parents/caregivers when the paperwork is processed.

Any family who is in arrears from the previous year ***will not*** be allowed to register for Before and After Care until the balance is paid in full.

Drop-In Service

C2E ***does*** provide drop-in service for currently registered students. Drop-In service is ***not*** available for non-registered students. All new students ***must*** be registered and pre-paid 48 hours in advance in order for enrollment and emergency contact information to be in place for your child's/children's first day. There are no exceptions.

Late Closing/Pick-Up

Parents/Caregivers are expected to pick-up students by the official 6:00 p.m. closing time. A late fee of \$1.00 per minute (per child) will apply after 6:05 p.m. If you are unable to pick your child up on time, please have one of your emergency contacts pick-up your child to avoid a late fee. **Late fee payment** is to be made directly to the on-duty staff member or it will be included on your next statement.

Tardiness

Repeated tardiness will not be tolerated. If a family is late in picking up their child/children **3 times** during the year **and** the late payment fee is not paid at that time, the family will be withdrawn from the program. * **Severe weather will not be counted as a tardy, however, late fees will be assessed until the child/children are picked up.**

*Emergency contacts will be called for pick-up if the wait time is going to be greater than 15 minutes after closing. The late pick-up fee will be applicable for this occurrence.

****IF YOUR CHILD HAS NOT BEEN PICKED UP FOR WHATEVER REASON:**

If your child has not been picked up and **ALL** emergency contacts are not available, the following procedures will be followed:

1. Local police/sheriff will be contacted.
2. Department of Human Services will be contacted.

The C2E staff will take all necessary precautions to ensure the safety of your child/children until they are taken into legal protective custody in the case of an emergency.

Parent Notification in Case of Illness Injury Policy and Medication Policy

Illness and Injury:

The same rules that apply during the school day also apply during Before and After Care. A parent will be notified under the following circumstances and your child will need to be picked up either by the parent or an emergency contact:

- A temperature of 100 degrees or higher
- Vomiting or diarrhea
- Injury during the program

Other important information:

- Please notify the *school* and *Before and After Care staff* if your child is going to be absent from the program.
- If we cannot reach either parent we, will call the emergency contacts on your enrollment form. Please make sure the contact information is current and update any changes.
- The onsite provider will take whatever steps necessary to obtain proper medical assistance for your child, at your expense.
- Please pay attention to weather and dress your child appropriately.

Medication:

If your child must take prescription medications during Before and After Care, the medication must have a clear, doctor's label with current dates. Also, a doctor's note must accompany the medication. Over the counter medications (Advil, Tylenol, etc.) must have a doctor's note permitting the child to take the medication.

All of the Before and After Care Program policies follow the determined policies of Challenge to Excellence Charter School and the Nurse Practice Act.

Attendance, Discipline, and Field Trip Policies

Attendance:

The same rules that apply during the school day also apply during Before and After Care. Attendance is taken several times throughout the session. The onsite provider should be aware of how many children are present at all times. In the event that a child is missing, a search will be started. If a child is not promptly located, the parents and police will be called.

At the end of the session, the onsite provider will check the sign-in and sign-out sheet to ensure that all of the children have vacated the building. This is why it is so important that the parent or guardian signs their child in and out. Students are never allowed to sign themselves in or out of Before and After Care .

Discipline:

Before and After Care policies follow the determined policies of Challenge to Excellence Charter School. Physical punishment is not used under any circumstances. For further information on the school's Discipline Policy, see the Challenge to Excellence Parent/Student Handbook.

Field Trips:

Before and After Care does not take any off campus field trips. All programs take place on our site.

WEATHER, EMERGENCY, AND NATURAL DISASTER POLICIES

Weather:

- **Douglas County School District Delayed Start Days**

*On days when Douglas County School District issues a delayed start, the morning program will also be on a one hour delayed start. Our start time will be 7:30 a.m. on delayed start days. Please be sure to check the Douglas County School District website for official school closures and delayed starts. You can find it at: <http://www.dcsdk12.org/portal/page/portal/DCSD>. Information can also be obtained from many of the local television news stations who list information regarding school delayed starts and closures at the bottom of the television screen.

- **Douglas County School Closure**

*If the school is closed due to inclement weather, the Before and After Care program is also **closed**. If the weather becomes progressively worse during the school day and Douglas County closes all schools, parents will be notified via school emails and phone calls to pick children up *immediately*.

- **Sunscreen:**

Students are allowed to bring their own sunscreen and apply it themselves. Please dress your child appropriately for the weather and remember to send a water bottle with your child.

*Under Douglas County School District Regulations, we are not allowed to apply sunscreen to your child. If you would like them to apply it themselves, it must be placed in a sealed plastic bag clearly marked with your child's name. It will be stored properly by the staff. During periods of excessive heat, students will remain indoors.

Fire:

The Before and After Care program will follow the Challenge to Excellence fire drill evacuation procedure. Evacuation plans are posted in every room.

Tornado:

The Before and After Care program will follow the Challenge to Excellence tornado drill practice/procedure. If a tornado warning is issued, all children are taken to designated areas within the interior of the building away from all windows.

Emergencies:

In the case that your child becomes *seriously injured*, (life threatening), we will call 911 first and then call the parents. In the case that your child becomes injured, and he/she needs to seek immediate medical attention, we will attempt to locate the parents immediately and follow necessary medical procedures.

Television/Video, Personal Belongings, Snack and Sign-in/Sign-Out Policies

Television/Video:

The children will not watch television during Before and After Care. The students will be allowed to watch occasional videos after the homework session has finished. (The videos will be G-rated and will have parental permission to be viewed. You must sign the video permission slip to allow viewing.)

lost or damaged items. The children have backpacks/cubbies to place their personal items while utilizing the program.

Snack:

One snack is offered during After Care. Your child may want to bring an additional snack/beverage in case he/she has an “extra hungry” afternoon. If your child needs to eat breakfast during Before Care, you may bring breakfast for your child to eat. Please inform the staff of any allergies or dietary restrictions your child may have. *Exact* allergies should be noted on the enrollment form.

Sign-in/Sign-out Policies:

You must sign your child ***in*** for the before care program and ***out*** of the after school care program. The on-site staff member will sign your child ***out*** of the before school Before Care Program before excusing them to their assigned homeroom teacher or school morning assembly in the gym. The on-site staff member will sign your child ***in*** for the after school care program at the end of the school day. Only ***authorized persons*** will be allowed to sign your child in or out of the program during hours of operation.

**Visitor, “Guest” Pick-up of Students,
Program Withdrawal and Program Closure
Policies**

Visitor:

All visitors to the Before and After Care program must sign-in on the visitor sign-in sheet located on the daily student sign-in sheet.

Guest Pick-Up:

In order to release your child to someone other than a parent or guardian, we must have *prior* written authorization. In an emergency situation, you may call the office and have one of the emergency contacts pick-up your child/children. All guests will be expected to show a current driver’s license or state identification card. Each visitor will be required to sign the visitor’s log in the student sign-in notebook.

Program Withdrawal:

If you choose to cease using Before and After Care, please notify the Before and After Care director. Also, you will be expected to bring your account current at the time of your withdrawal.

Reports of Inspection

Reports of Inspection are posted for your review. They are posted in the Commons Room and also in each of the assigned classrooms on the wall and/or in a binder by the student sign-in/sign-out sheet.

Child Abuse Reporting and Child Care Complaint Filing
Child Abuse Reporting:

Colorado law requires all staff to report known and suspected incidences of abuse and neglect to the Department of Social Services. “Child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If a parent or guardian feels as if their child has been abused, they should seek immediate assistance from:

Douglas County Department of Social Services: 303.688.4825

Child Care Complaint:

To file a complaint about Before and After Care, contact:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
303.866.5958 or 1.800.799.5876

This information is also posted in the school lunch area/Commons Room.

American Disabilities Act
***Your child's rights if he/she has a disability**

7.701.14 Civil Rights

All facilities licensed under the Child Care Licensing Act are subject to the non-discrimination provisions of the Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulation, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, as amended, and its implementing regulation, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulation, Title 45 CFR, Part 84.

All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, as amended, and its implementing regulation, Title 29 C.F.R., Part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs.

A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self care cannot be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement. Efforts must be made to accommodate the child's needs and to integrate the child with their peers who do not have disabilities.