



**EXTENDED CARE
PROGRAM
PARENT HANDBOOK
2008-2009**

**DOUGLAS COUNTY
SCHOOL DISTRICT**

303.841.9816
Extension 148
FAX: 303.840.3246

EXTENDED CARE HANDBOOK FORM

The Extended 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 to the front office.

I have read the Extended 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 Extended Care Program

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

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 and proficient and

Respectful and responsible participants in the school and community.

Details...

WHO?

Students enrolled at Challenge To Excellence Charter School are eligible for using the extended care program (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: 3:30 p.m. – 6:00 p.m.

School is closed on the following days:

Labor Day
Fall Break
Thanksgiving
Winter Break
Martin Luther King Day
President's Day
Spring Break
Memorial Day
Parent/Teacher Conferences
Teacher In-Service Days

Summer Camp Closure:

July Fourth Holiday
Two Week District Summer Maintenance

**CHALLENGE TO EXCELLENCE
EXTENDED CARE PROGRAM
Enrollment and Tuition**

SCHOOL YEAR 2008-2009 PROGRAM

Parents are responsible to sign-up for the days needed which will be noted on the registration form. Extended care staff ***must*** be notified if your child/children will not be attending for the days on which they were signed up. The extended 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 the extended care program for that day. The information regarding the absence will be forwarded to the extended care staff.***

Annual Family Registration School Year 2007-2008

\$35.00 per family

**Before School
Program**

	<u>Tuition</u>	<u>*No Sibling Discount</u>
• Daily Rate	\$10.00	

**After School
Program**

	<u>First Child's Tuition</u>	<u>Additional Siblings Discounted Rate</u>
• 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 Extended Care Program***. Program registration will not be considered official until the extended 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 the new school year until the balance is paid in full.

Drop In-Service

C2E does not provide any drop-in extended care service for non-registered students. All students ***must*** be registered and pre-paid in order to be accepted into the program. There are no exceptions due to the fact that this is a Colorado state-licensed facility.

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. Consideration will be given on severe weather days. ***Cash payment*** is to be made directly to the on-duty staff member.

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. ***Extreme family emergencies and severe weather will not be counted as a tardy.**

*In the event of a family emergency or severe weather, emergency contacts can be called for pick-up if the wait time is going to be greater than 20 minutes after closing. The late pick-up fee will still be applicable.

****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 or Injury Policy and Medication Policy

Illness and Injury:

The same rules that apply during the school day also apply during the extended care program. A parent will be notified under the following circumstances:

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

Other important information:

- Please notify the *school* and *extended 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 forms. Please make sure the contact information is current.
- The on site 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 the extended care program, 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. Medications must be signed in through the main office. They will be stored in a locked medicine cupboard in the school office.

All of the extended 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 the before and after school program. Attendance is taken several times throughout the session. The on site provider should be aware of how many children are present at all times. In the event 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 on site 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 during the extended care program.

Discipline:

All of the extended 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:

The extended care program 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 extended care program is also *closed*. If the weather becomes progressively worse during the extended care program, we will call parents to come and pick-up their children early.

- **Sunscreen:**

Students are allowed to bring their own sunscreen and apply it themselves. It should be labeled with your child's name. It will be stored in your child's cubby. No sunscreen will be applied by any staff member. Please dress your child appropriately for the weather and remember to send water bottles 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. During periods of excessive heat, students will remain indoors.

Fire:

The extended care program/summer day camp program will follow the Challenge To Excellence fire drill evacuation procedure. Evacuation plans are posted in every room.

Tornado:

The extended care program/summer day camp 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 the extended care school program. The students will be allowed to watch occasional videos. (The videos will be G-rated and will have parental permission to be viewed. You must sign the video permission slip to allow viewing.)

Personal Belongings and Money:

We strongly advise against bringing valuables or money from home. The extended care program is not responsible for lost or damaged items. The children have backpacks/cubbies to place their personal items while utilizing the program.

Snack:

One snack is offered for our after care extended care session. Your child may want to bring an additional snack in case he/she has an “extra hungry” day. 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 extended care program before excusing them to their assigned homeroom teacher. 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 extended 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 the extended care program, please notify the extended 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-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 the extended care program, 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.