



Community Schools
Excellence in Childcare and Enrichment

PARENT HANDBOOK

**Community Schools
DISTRICT OFFICE**

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Longmont, Colorado 80501
303-702-7914

Welcome to Childcare and Enrichment in St Vrain!

We are pleased that you have chosen the District before/after school childcare program for your child and your family. At the St. Vrain Valley School District, we recognize the importance of providing a quality, nurturing care experience for your children. We realize that parents are looking for opportunities for their children to learn and play in a safe and welcoming environment. The Community Schools programs are offered through the St. Vrain Valley School District under the direction of Community Schools staff and the supervision of the school principal and the District Coordinator.

Purpose and Philosophy

Community Schools programs provide opportunities to enrich the lives of children and families in safe and welcoming environments, enabling all children to realize their highest potential. Community Schools is a dynamic, thriving and vital partner in achieving the mission and vision of the school district. Highly qualified staff offer extended learning to enhance school achievement, enrichment and recreation opportunities to support a well-rounded experience for the children in their care.

Goals and Objectives

Our goal is to provide a safe, structured and positive environment that allows children to be creative, sociable and happy. Our objective is to work as a team with the school staff by offering activities that supplement class work and support the well being of children. Community Schools provides extended learning opportunities by tying student achievement to our programming. Additionally, programs offer computer, ipad access, indoor and outdoor recreation, and nutritious snacks. Parents and students are encouraged to suggest ideas, toys, materials and snacks that would improve the experience.

Licensing & Programs Offered

Community Schools currently has childcare programs located in multiple schools across the District that are open to all children in those schools. Several of our programs are licensed for Preschool through Kindergarten and the rest of the programs are licensed for children ages 5 and up. All childcare programs are licensed according to regulations issued by the Colorado Department of Human Services (CDHS). Staff members are qualified and certified according to state licensing regulations. Current fire, health, and licensing inspection reports are available for your review.

Before/After School K-5 Care

Licensed childcare for students ages 5 years, 0 months -12 years, 0 months that is offered on site at school locations. Programs are open at 7:00am until school begins and then re-open when school ends until 6:00pm.

Summer Camp/Non-School Day

Licensed according to the Colorado Department of Human Services which is offered on site at select school locations. Programs are generally open from 7:00am through 6:00pm and are offered on non-student contact days. Activities may include off site field trips, swim trips, crafts and engaging experiences. School Age summer camp care is offered to students 5 years, 0 months to 12 years (Aging out is site specific in the district - check with each site separately). Summer Camp and Non School Days are open to SVVSD students.

Preschool Pre-K Care

Licensed childcare for students aged 3 years, 0 months to 5 years, 0 months that is offered on site at school locations. Programs are open from 7:00am through 5:30pm and provide a wraparound childcare service to children enrolled in a district preschool or part time kindergarten program.

Important Safety Information

The safety of your child is our 1st priority.

- A child will be sent to the Childcare program on his regularly scheduled day, unless a note or call has been received from the parent. Email notification must be **received at least one hour** before childcare opens in the afternoon.
- If your child will be absent from after school childcare on his/her regular day, it is imperative that you let us know.
- If you call the school office to state that your child will be absent, please be sure to make a second phone call to the Community Schools onsite program office.
- If you send a note to your child's teacher stating that your child will not go to Childcare after school, but will go home with you or home with a friend, please also notify the Community Schools office.
- At closing, staff walk the care program areas, check bathrooms, and compare the online sign-out program with name to face documents to ensure all students have been signed out for the day.
- **Your child and his or her safety are very important to all of us! If your child does not come to Childcare as scheduled, the Community Schools staff, the school office staff, the school district transportation department and often the classroom teacher and the Principal will become involved in a search for your child.**

In the unlikely event of program closure, parents will receive written notice (via email).

Check-In/Check-Out Procedures

1. Parents must sign their child in for the morning session and indicate to the staff that their child has arrived.
2. Children will check-in with staff when arriving at Childcare for the afternoon session. Staff will take attendance. Parents must sign their children out when picking them up every day.
3. Families are to enter and leave only by the designated door per school policy.
4. Children, who plan to go to an after school activity and then come back to childcare, must check in with the Childcare staff right after school and tell the staff where they are going.

Parents must indicate, in writing, the activities a child is scheduled to attend. If the after school activity is sponsored by Community Schools, please indicate on the activity registration form whether the child should go to Childcare following the activity. When your child's schedule changes as after school activities change, please send updated schedules in writing; this may include weekly or daily notes to the Community Schools office. Childcare fees are required to hold the students' spot, or the child is subject to availability upon their return.

5. Only adults listed on the childcare application form and have permission, or indicated on a written note signed by a parent, will be allowed to pick up a child from childcare. The person picking up your child should be prepared to show a picture ID.

IF YOUR CHILD IS SICK OR WILL NOT ATTEND AFTER SCHOOL CHILDCARE FOR ANY REASON ON A REGULARLY SCHEDULED DAY, PARENTS ARE REQUIRED TO NOTIFY THE COMMUNITY SCHOOLS OFFICE DIRECTLY (notifying the school front office may not be sufficient).

Student Supervision

Safety of your child is of utmost importance to us and childcare staff continuously monitor the presence of children throughout the session while at school, on the playground and on field trips until all children are picked up for the day. The district has a procedure to ensure the location of children is known at all times; that children are accounted for throughout our hours of operation and that children are supervised at all times by an assigned staff member.

Program Schedule

The childcare programs are available on all school days, Professional Learning Community (PLC or late-start) days and on some non-student contact days. Childcare is not in session if school is canceled due to snow, inclement weather or on specified holidays. However, childcare is available at some schools on vacation days during the school year, and during the summer. Contact your Community Schools Site Program Manager at the school your child attends for more information or contact the Community Schools main office at 303-702-7924.

Registration

Registration starts in the spring for the upcoming school year with a policy of first come, first served; space available policy. All students are accepted and we do not discriminate on the basis of immunization status, race, color, national origin, gender identification, or disability. All enrollment decisions are contingent upon space availability and enrollment numbers. If program capacity is reached, applicants will be placed on a waiting list in the sequence that they signed up. Registration is on-line at stvrain.revtrak.net for all childcare and Pre-K Care programs. State and District policies require that we have **your child's registration forms and information completed before they may attend Childcare.** In order for students to be successful, program managers need adequate time to review registrations before children can begin care. **We require at least 48 hours for processing.** If your child needs special assistance

in any care program, this timeframe will be extended to ensure we have staff trained for successful integration.

Childcare registration includes:

- Parents' personal and employer phone numbers and addresses
- Names, addresses, and phone numbers of a minimum of 2 emergency contacts. Emergency contacts must be 18 years of age or older, must be local and be available to pick up your child in an emergency.
- A signed tuition agreement which is part of the registration application.
- Your child's schedule information.
- Known allergies and any other medical conditions indicated on the form

Registration Fee

A non-refundable registration fee of \$50 per child or \$75 per family is required to register for each program. The registration fee will be returned if a child is not accepted into the program. Waiting lists do not require registration fees. Once moved to a care program, registration fees must be paid prior to program start. In the event you withdraw your child(ren) (for any reason), your registration fee will not be refunded. If you choose to re-enroll a new registration fee will be required prior to attendance. Registering at multiple sites for summer camp requires multiple nonrefundable registration fees.

Daily Fees

Addendum A outlines the fees for care offered through Community Schools. This includes but is not limited to Pre-K Care and K-5 Care.

Tuition & Contract Policies

Community Schools is an enterprise department of the school district that must be self-sustaining. We follow all SVVSD Board policies and all payment policies that are enacted in Community Schools are supported by the district.

SVVSD Community Schools understands that we are a partner in providing care for your children. Our goal is to provide high quality care for all SVVSD families and we have an expectation that parents follow our payment policies for care. Our process for billing and payments is as follows:

- Invoices are processed on the 15th of the month and sent to parents via email. Please make sure your SPAM filters allow for this email to be received in your inbox. Payments are due on the first of the month for the month of care. Parents are given until the 10th of the month to pay the bill without incurring a late fee.
- Unpaid balances on the 11th of the month will be assessed a \$25 late fee.
- If payments are not received or parents have not created a payment plan by the 15th of the month they will receive a subsequent letter that care will be canceled at the end of the month. Care will not be reinstated until full payment is made. Unpaid childcare

fees may inhibit student attendance at enrichment classes, late start programs and other Community Schools sponsored events.

- Parents may set up autopayment. Autopayments are charged to the primary account holder and processed on the date due (the first day of the month)
- Parents that complete the registration form are considered the Primary Account Holder and are responsible for all fees (even if there are payment arrangements between two or more parties). If the parent or guardian would like the account set up separately please contact the Program Manager prior to registration.

This policy is in effect for all childcare fees, including CCAP parent fees, late pick up fees, summer camp fees, non school day fees, and daily care fees.

Schedules: Community Schools provides families with flexibility. This allows parents to shift from Full-time to Part-time on a monthly basis based on the number of days students are signed up to attend care. Any student not scheduled to attend (for any reason) for all the days care offered each month will be considered part-time and the contract will be shifted prior to billing.

Collections: If an account has been sent to collections and wishes to return to Community Schools, the account must be paid in full. Once paid, the family must agree to set up a payment plan with the Community Schools main office for future payments.

For parents that claim childcare as a deduction on income tax forms, the District Tax I.D. number is 84-6014380 and childcare receipts are available upon request.

Varied Schedules

If parents change their child's schedule monthly, a calendar must be submitted by the 14th of the month to the Community Schools office for the upcoming month's billing. Varied scheduling is subject to the approval of the Community Schools Site Program Manager and is billed on a Part-time basis.

Non-Student Days

Childcare may be offered on some non-student contact days but not on days that the District is closed, such as holidays. If childcare is offered on days other than school days, information will be provided to childcare parents (through digital or written means). Registration and payment for this care are separate from monthly childcare billing. If your student attends a non-student day payment must be received in advance of care. If a child receives CCAP, authorization must be received prior to attendance (otherwise full payment for care will be expected).

Payment, Program Changes or Withdrawal

Statements are sent on the 16th of each month for the next month's payment. Please keep the staff informed of mailing address or email changes. Monthly payments are due on the first day of each month. A late fee of **\$25.00** will be assessed if tuition is not received by the 10th of the month. **If the monthly tuition payment, in addition to the late fee, is not paid in full by the last school day of the month, the student may not continue in the program until the account is paid in full.** If you need assistance, or wish to discuss a payment plan option, please contact the Community Schools Site Program Manager prior to the 10th of the month.

If you plan to decrease the number of days your child attends the program, or to withdraw from the program, a minimum notice of 10 business days must be given to the Community Schools office (Shifting contract schedules may change your per day billing amount). Regular billing will be in effect for those 10 business days. Trading of days/segments is not an option. No refunds will be given for a child's absence due to illness or vacation. Adding days to your child's schedule may require additional staff and prior approval is necessary. All changes, including starting dates, are at the discretion of the Site Program Manager according to program needs.

Refund Policy related to Illness

Any child showing signs of illness during care hours (regardless of fever) will be sent home. Students can return to care as prescribed by the Boulder County Health Department and Colorado Department of Public Health Guidelines provided by the district's Student Services department. No refunds are issued for illness related absences.

Schedule Changes

Schedule changes are only accepted on a space available basis. Two weeks (10 business days) email notice is required to reduce days without payment penalties. Schedule changes may be assessed a \$25 change fee per change in addition to any increases in rates.

Trading Days

Trading days or segments is not an option for care in the district (this includes switching days, switching segments and switching between children). No credit or refund will be given for personal vacation days, sick days or unused days. **If there is a credit on your account, a refund must be requested before the end of the school year (in which your child attended). Credits will not be carried over from one year to the next. Any unpaid amount under \$50 can only be processed as a credit or ePayment through our online portal.**

Please note: Registration and payment for individual "non-student contact" day care and PLC (late-start mornings) are separate from your monthly care billing.

Late Start Enrichment Programs

Late Start programming is an enrichment program and therefore not included in your childcare fees and are not covered by CCAP fees. These fees are to be paid by the parent for their child's attendance.

Reporting Child Abuse

The childcare staff is required to report any suspected child abuse. If the suspected child abuse did not occur at the childcare facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred. The 24/7 telephone number that we use to report child abuse in Colorado is: 1-844-CO-4KIDS (264-5437)

Emergency or Occasional Use of Childcare Services

K-5 occasional use is approved on a space available basis through the Community Schools office. All students in Wraparound or Pre-K care are required to attend (and/or be billed) for two days of care weekly (no matter whether they attend or not). Contact the Community Schools Site Program Manager at least 10 business days prior to make changes in current arrangements or requesting special arrangements for childcare. Registration forms must be on file and applicable fees will apply.

Students With Special Needs

Students with special needs are encouraged to participate in our childcare programs. Childcare staff work collaboratively with the District Student Services Department and individual school staff, in partnership with the parents to provide individualized social and emotional intervention supports. Together we will determine the best arrangements for integrating your child into the program based on their needs.

Toileting and Diapering (For Pre-K Care Students)

Typically developing children are expected to be potty trained however; we understand that accidents will sometimes occur. In the event of a toileting accident, we will help the child change their clothes and the soiled clothing will be sent home with the child in a container/bag. Please provide extra clothing daily in case of accidents. If no clothes are provided, we have limited clothes for emergencies. Please return the borrowed clothing promptly after being washed.

From time to time we have students in our program that are still in diapers. All diapers and wipes must be provided by the parents. Diapered children are checked every two hours. Our diapering policy is as follows:

1. An additional staff person will be close enough to view the entire diaper changing procedure.

2. A diaper log is completed and signed off by both persons stating the time, date and type of change.

Late Pick-Up Procedures

It is critical for children to be picked up on time. Children will only be released to authorized individuals (as outlined in the registration form). Anyone picking up a child from our care programs must be 18 years of age or older and may be asked to provide identification. All parents **must** have **two** local (within 20 minutes of the facility) emergency contact persons on their contact list with phone numbers and addresses. Parents should not list themselves or their spouse as an emergency contact, nor should they list a relative that lives far away. Contacts must be people who would be available to pick up the child in the event of an emergency.

Staff will make sure all children are picked up and signed out from the program each day.

If your child is not picked up at center closing, you will be billed a late pick-up charge of \$1.00 per minute. Frequent late pick-up or unpaid late pick-up fees may result in higher per minute fees and/or withdrawal of your child from the program.

If a parent does not pick up a child on time:

1. Beginning at 6:05pm, the parents will be called at home, work and at all phone numbers available. If the parent cannot get to the school within a reasonable length of time, the staff and parent will discuss who will come to pick up the child.
2. If no contact is made with a parent, childcare staff will call the emergency contacts immediately to pick up the child.
3. If the parents and the emergency contacts cannot be reached, the Community Schools Site Program Manager, the building Principal, and/or a District Administrator will be called.
4. If all of the above steps have been exhausted and approximately one-half hour or more has passed, the childcare staff will then call the local law enforcement for assistance in locating the parents.
5. Staff will not leave the facility until all children have been picked up or released to local law enforcement officials.

Health

While in the care of the before and after school programs, your student is covered by the Community Schools Health Coordinator who is a Registered Nurse. This nurse is separate from the SVVSD nurse department. Your signature on the registration form allows the Health Coordinator for Community Schools to have the authorization to discuss issues and concerns regarding your student's medical issues with the SVVSD district nurses and his/her health care provider. Having your signature ensures your student's continuity of care throughout their stay within a Community Schools sponsored program. Please be aware that you are still expected to review ANY health concerns with the site program manager prior to your student registering for any program (non school days, enrichment classes and childcare). Just as with school, children showing signs of contagious illness may not come to childcare. This is for the protection of your child as well as the other children.

Illness and Exclusion from Care

If a child becomes ill, is injured requiring first aid, or receives a head injury, a parent will be contacted immediately. An ill child will be isolated from the other students and supervised by childcare staff until the parent arrives. If the parents cannot be reached, the emergency contacts will be called. If the emergency contact cannot be reached, the Community Schools Site Program Manager, the Principal, and/or a District Administrator will make emergency care decisions for your child. Be sure to communicate any allergies to staff.

How Sick is Too Sick Policy:

SVVSD follows the recommendations of the Colorado Department of Public Health and Environment for students staying home and/or being sent home for being ill. Below are CDPHE guidelines that state licensing requires we follow. Program managers can provide the full document to parents. Here is the link to the state guidelines - <https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDCIkF/view>

Illness Policy

Any child showing signs of illness during care hours (regardless of fever) will be sent home. Students can return to care as prescribed by the Boulder County Health Department and Colorado Department of Public Health Guidelines provided by the district's Student Services department.

Children with fever of 100.4 degrees will be sent home.

Children with frequent, loose or watery stools (not caused by food or medicine) or diarrhea will be sent home. Children may return 24 hours after their last episode of diarrhea (unless caused by an illness that requires them to stay home longer such as COVID19).

Children who vomit will be sent home. If a child has a recent head injury, watch for other signs of illness.

If motion sickness is a problem we strongly suggest parents get physician's orders for anti-nausea medications for bus rides and other motion activities.

Exclusion from Childcare

Excluding (defined as keeping a child from attending the child care setting) a child who has an infectious disease from attending child care or school may decrease the spread of illness to others. The decision to exclude is typically based on the disease, and should be made in conjunction with the SVVSD Childcare staff, administration, nurse consultant, the state or local public health agency, health care professionals, and/or parents/guardians. If your child has a contagious illness, the Colorado Department of Human Services requires that parents pick up the child as soon as possible. We will contact you if we suspect that your child may have a contagious illness.

In situations where a child does not have a diagnosed disease/condition but has signs or symptoms indicative of a potentially infectious disease, exclusion may also be warranted.

Generally, if any of the following conditions apply, exclusion from child care should be considered:

- The child doesn't feel well enough to participate in normal activities (such as overly tired, fussy or won't stop crying)
- The child needs more care than the teachers and staff can give, and still care for the other children.
- If the child is ill with a potentially contagious illness and exclusion is recommended by a healthcare provider, the state or local public health agency, or these guidelines.
- If the child has signs or symptoms of a possible severe illness such as trouble breathing.
- Community Schools will not accept children who did not attend school due to illness.

Injuries During Childcare

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the normal time to pick up the child. If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a Band-Aid will be placed on it. We are not allowed to place medication of any kind on a wound (per state licensing guidelines).

If an injury is serious, 911 will be contacted immediately followed by a call to the parents. If the parents cannot be reached, emergency contacts will be called. If none of the emergency contacts can be reached, the Community Schools Site Program Manager, the Principal, and/or a District Administrator will make the decision concerning emergency care for your child.

Medication

According to Colorado State regulations, District policy, and the Nurse Practice Act (12-38-132, CRS), medication given to a child must be authorized with a written statement from the child's doctor and given to the Community Schools Site Program Manager with the knowledge and written consent of the parent/guardian. This authorization must be provided for each new prescription and in the case of long-term medication, on an annual basis.

All medication must remain in the original container bearing the original label that shows: the child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled and expiration date, name of the medication, dosage, how often to give medication, and the length of time. Childcare staff is prohibited from dividing medication to appropriate dosage requirements. When medication needs to be divided, it is the responsibility of the parent. When no longer needed, medication shall be returned to parents or guardians.

Non-prescription medication will only be administered by childcare staff with the written consent from a doctor and a written consent of the parent/guardian.

All medications are kept locked and out of reach of children in the childcare area, and will be administered by a staff member that has been trained in medication administration.

If your child has a medication requirement, please discuss this with your Community Schools Site Program Manager. The parent is responsible for conveying a need to the staff so a plan can be implemented. Our Community Schools nurse trains and delegates staff to give medication according to the Nurse Practice Act.

Inclement Weather

Outdoor play is an important daily activity for children and as such, we strive for the children in childcare to go outside every day. Children will receive assistance dressing for outside weather if necessary. In the event of inclement weather; excessive heat, cold, wind, snow, or rain, outdoor play will be canceled. In these cases, the gym is available for physical play. Special areas may also be set aside in the building so children can have physical play.

Delayed Start Due to Inclement Weather

The most common reason for school closures is blowing snow and severe weather.

When forecasts are definitive, the district will close or delay school with as much advance notice as possible. When forecasts are less definitive, Anytime our community experiences inclement weather, our operations and leadership teams are driving roads throughout the evening and early morning, and in communication with various city and town officials, closely monitoring weather conditions. In these instances, we will make every effort to communicate with you no later than 5:30 am on the school day in question.

If the weather is such that the normal start is problematic due to weather conditions, we may implement a 2-hour delayed start. A delayed start will only be used if the delay will accommodate warmer temperatures at the bus stops and/or a substantive improvement in road conditions.

In the event of a delayed start due to inclement weather, we will start school 2 hours later than regularly scheduled start times. Bus schedules will also start 2 hours later. (This is a slight change from our normal late-start days that are built into the yearly academic calendar in which students arrive 2.5 hours later.)

School days delayed due to inclement weather also require the following service adjustments:
Preschool:

- Morning Classes: Will be canceled
- Afternoon Classes: Will follow normal schedules
- Full Day: Will begin 2 hours later than their regularly scheduled start time
- Wrap-around care will open when the school opens

Spark! Discovery Preschool:

- Morning Classes: Will be canceled

- Afternoon Classes: Will follow normal schedules
- Full Day: Will begin 2 hours later than their regularly scheduled start time
- Wrap-around childcare will begin at 11:00 a.m.

Kindergarten Programs:

- Full-day Kindergarten Classes: Will begin 2 hours later than their regularly scheduled start time

Community School & Enrichment Programs:

- Before School: Will be canceled
- After School: Will follow normal schedules

Meals:

- Breakfast: Will not be provided
- Lunch: Will be provided

Emergency Procedures

The safety and security of students and staff is one of our highest priorities. SVVSD has adopted the I Love U Guys Foundation, Standard Response Protocol (SRP) and Community Schools follows this same protocol. The SRP is designed to establish standards for responding to emergencies that may occur in or near our schools. It is based on basic response actions: Lockout, Lockdown, Evacuate, Shelter in Place and Hold.

Lockout/Secure – threat or hazard is outside the school building

Students: brought inside the school building and exterior doors are locked and secured. Whenever possible, classroom activities would continue uninterrupted.

Parents: monitor your phone line for communication from the school or District and wait for directions regarding reunification. You're asked not to respond to the school until the school has notified you.

Lockdown – threat or hazard(active shooter) is inside the school building

Students: classrooms are locked, teachers turn off lights and keep students quiet and out of sight of any internal threat.

Parents: monitor your phone line for communication from the school or District and wait for notification regarding reunification. You're asked not to respond to the school until the school has notified you.

Evacuate – moving students from the building to an outside area or another location (reunification with families)

Students: leave personal items and move in an orderly fashion to the next location.

Parents: You will be notified of the evacuation site and asked to pick up your child. You or a family member would also be asked to show a picture ID and complete a reunification form before your child would be released.

Shelter in Place – students move to main level or interior rooms of the school building (e.g. tornado)

Students: asked to sit facing the wall while covering their head.

Parents: wait until the hazard has passed before you respond to the school to pick up your child.

HOLD! - Students will remain in the classroom with the door locked until "All Clear" is announced. Hallways should remain clear and no students should be in restrooms.

Children with disabilities have an individualized written plan that includes any special requirements for transitions and emergencies.

Lost Child Procedure:

Children are actively supervised during program hours; in the unlikely event that a child is missing, the following emergency plan is put into effect:

- The staff will thoroughly search the school, the school bus, field trip/swim trip location and school grounds for the child.
- After 10 minutes, District administration, the police and the parents/guardians will be contacted.
- The staff will then start to search surrounding areas such as neighborhoods.

Emergency Closing of School

In the event that school must be closed due to an emergency, before the normal dismissal time, the childcare children must have an alternate place to go. Please fill in the school's emergency early dismissal form indicating where your child is to go. It is very important that you discuss emergency plans with your child on a periodic basis. Please be aware that in some emergencies the school phones may be out of order. If this happens, contact could possibly be made from another phone. It is imperative that you communicate in advance your emergency plans to the school and to your child.

IF SCHOOL IS CLOSED EARLY, CHILDCARE WILL CLOSE. A tuition credit is given for this type of closure.

If school is canceled, every attempt is made to communicate with parents as early as possible at their home or work phones, through email, and through their emergency contact numbers. It is imperative that emergency contact numbers be up-to-date and not be the same number as the parents phone numbers.

Our first priority in any emergency situation is the safety of the children.

Homework Table

A "homework area" is designated for students to work on their homework. Please let staff know if you would like your child to do his/her homework during Childcare.

Special Activities

Language, science, art and culture classes may be taught by childcare staff or specialized teachers as a part of the childcare program to give children exposure to a variety of activities.

Children's Personal Belongings

Children should not bring toys, games, personal electronics (including but not limited to cell phones, ipods, earbuds, watch phones) or money (or other personal items) to childcare. If a child does bring any personal items to school, they must remain in his/her backpack. Cell phones and other devices must never be used to take photos as this is a copyright violation. Backpacks and jackets are hung on hooks, placed in baskets or in provided cubbies.

We are not responsible for stolen or lost property. The district is not responsible for eyeglasses and hearing aids even though these are necessary medical devices.

Media and Internet Policy

Each child care program allows computer time, electronic usage and movie viewing during the childcare program. All screen time is monitored by the childcare staff whether it is computer time, movie viewing or other electronic usage. Each program site has developed specific time limit guidelines. All video, internet and game time on district devices is closely monitored and filtered. SVVSD filters and SVVSD school sites list allowable websites and SVVSD internet filters provide an additional layer of internet security.

Movies are occasionally shown in our program. Parents are asked to sign approval for their child to watch movies in childcare or to request that their child not watch movies. Childcare students also attend the occasional after school movie. Parents are sent notices in advance of the movie title and rating and given the opportunity to opt out.

Volunteers

Volunteers are only allowed to work within our programs with prior permission and approval from the District Coordinator. At no time are court appointed community service workers to be allowed to work off their hours during Community Schools programming.

Visitors to the Childcare Program

Visitors to the program must sign in at the front office and sign into the program. Parents may come into the program to pick up or visit with their child, but may not come for the purpose of playing with other children. Visitors will never be left alone with any child.

Snacks

Nutritious snacks are served in our programs. In Pre-K programs we provide AM and PM snacks. In our childcare programs we provide an afternoon snack only. Please note that no morning snack will be served. If a child has an allergy, special accommodations will be made. Out of respect for the many food allergies, homemade snacks may not be served. All food prepared, served and stored in the Community Schools childcare center meets state Department of Public Health and Environment standards.

Fields Trips

Field trips are offered as part of non-school days at some locations and during summer programs. A special flyer will be sent to parents with registration information and a permission form. Extra staff is available for field trips to ensure quality supervision of children.

Field Trip - Late Arrival Policy

The field trip time and place will be posted for parents on the day of the field trip. If a parent arrives with a child after the program has left and would like to meet the program at the field trip location, this must be approved by the Site Program Manager in advance. Supervision or transportation will not be provided by any other school staff. Upon arrival at the field trip destination, parents must accompany the child to meet with program staff and sign their child into the program. If the parent is unable to meet the program at the field trip destination, the child may come to the childcare program after the childcare program returns from the field trip.

Field Trip - Bus Safety

Transportation for field trips will be on a District school bus. The bus driver will review bus safety with the children before the bus departs for the field trip. Children are expected to stay in their seats at all times and use quiet voices. At a railroad crossing, the bus will come to a complete stop. Passengers will remain silent while the bus driver stops, looks and listens. In case of an emergency on the bus, the adult closest to the emergency door may have to open that door. Please talk with your child at home on how to stay safe on the bus.

Guidance, Discipline and Behavior Guidelines

Childcare participants must:

1. Show respect for children, staff, self and property.
2. Be responsible for your own actions and recognize responsibility to the group.
3. Work and play cooperatively with others.
4. Demonstrate a positive attitude toward self and school.
5. Follow school rules! The same rules that apply during the school day apply to childcare participants on the playground, in the gym, in the halls and throughout the school. The program follows the district discipline code handbook.

The Community Schools Childcare Program has a positive atmosphere and very few behavior problems. **Program staff promote responsive and positive child, staff and family relationships.** Behavior and program management practices have been designed to create and maintain a culture that promotes children's mental health, social, and emotional well-being. Our program staff support positive behavior, positive peer interactions and emotional competence. Our team resolves behavior problems on a fair and impartial basis. The goal is to work with students and parents to solve problems in a positive and constructive manner. The staff works with the classroom teacher, school counselor, student services staff, mental health professionals and/or the Principal to assist students with challenges. We provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive

behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

The focus is:

- The student has the ability to make good choices.
- The student is responsible for his/her actions.
- The student has the opportunity to change negative behavior.
- Self-discipline of the student will allow the student to continue as a member of the program.

Every effort will be made to set the child up to win. The staff's response to negative behavior problems will be calm and consistent. Consequences of negative behavior will be discussed with childcare participants at the beginning of the school year. Parental support at home and input to the system is important. Parents are welcome to discuss all procedures with staff. When implementing behavior consequences, the staff will be positive, encouraging and caring with the child.

A summary of the staff's response to disruptive behavior is:

- Be fair (hear all sides of a situation)
- Listen to the child
- Focus on a solution rather than a punishment
- Give the child an opportunity to change
- Use praise to reinforce positive behavior

Our childcare team receives regular training and support from the District's student services department for any and all mental health concerns.

Communication between parents and staff is very important. The childcare team partners with the parents to discuss progress, social, emotional and physical needs. If a child shares separate residences with the parents, both parents will be contacted if a child is having behavior problems in childcare. If you have a concern or questions about any of the childcare behavior management procedures, please contact the Community Schools Site Program Manager.

Lost and Found Policy

The Centers for Disease Control state that each child's belongings are separated from others' and in individually labeled containers, cubbies, or areas. Any items that are co-mingled (such as in a lost and found bin) may be cross-contaminated. Items that are not picked up in a timely manner may need to be thrown away. Please label all items with student names.

Removal from the Program

Our greatest wish is that the Childcare experience will be a happy time for your child. The goal is to work with students and parents to solve problems in a positive and constructive manner. The staff works with the classroom teacher, school counselor, student services staff, mental health professionals and/or the Principal to assist students with challenges. In the unlikely event

that it becomes necessary to remove your child from the program for behavioral reasons, a conference with the Site Program Manager, District Coordinator and/or Principal and parent/guardian will take place before any final decisions are made.

If a student is suspended from school or the childcare program due to behavior or disciplinary reasons, the account will be charged as indicated by the registration contract. **Students suspended from school (including in-school suspension) are also suspended from the childcare program. The childcare program has no option for in-care suspension so children will not be allowed to attend if they received in-school suspension.**

Complaint Procedures

The following may be contacted if there is a complaint regarding the Community Schools Childcare Program:

1. The Community Schools Site Program Manager
2. The building Principal
3. The District Community Schools office: Susan Zimmerman, District Coordinator
303-702-7914
4. To review a file or to file a complaint about the program, The Colorado Department of Human Services: (303)-866-5958, 1575 Sherman Street, Denver, Colorado 80203

Termination of Services

If you plan to withdraw your child from Childcare, please give a written notice to the Community Schools Site Program Manager. Fees will be in effect for 10 business days after the date of notification. At termination, no refund will be given. No refunds will be given for early withdrawal. You are responsible for any unpaid fees at the time of withdrawal. Reactivation fee - if you decide to re-enroll your child in after school care, you will be charged a \$50 registration fee to re-enroll. All previous unpaid fees must be paid in full before attending.

The Childcare program reserves the right to dismiss a child from the Childcare program for non-payment of tuition, continuous late pick-up of a child, a parent or child not following program, school or District rules, regulations, policies, etc.

Addendum A - Fees for 2023-24 School Year

**SVVSD Community Schools 2023-24
Program Fee Schedule
Effective July 2023**

Registration Fees	
Wraparound Pre-K Care	\$50 individual/\$75 family
School Year K-5 Care	\$50 individual/\$75 family

Wraparound Pre-K Care	
Two day per week minimum attendance required	
Child enrolled in SVVSD Preschool	\$40 per day
Child NOT enrolled in SVVSD Preschool	\$50 per day
Drop-in (adding an additional day to weekly schedule)	\$55 per day

School Year AM/PM	
AM Care	\$15 per segment
PM Care	\$15 per segment
Both AM and PM Care	\$30 per day
Drop-In Fee (less than 48 hours notice)	\$25 per day

Non School Days	
Registration Fees	Waived if currently enrolled in care program
Per Day Rate	\$50 per day

Summer Camp	
2023 Summer	\$47 per day
Rates will be released in the Spring of the upcoming summer. Released Spring 2023 for summer.	

DISCOUNTS & FINANCIAL ASSISTANCE

- SVVSD Employees receive a 10% discount on their care rates.
- Financial assistance is available through the county where the student resides.