

Academy of Arts & Knowledge
Extended Day Program
Student and Family Handbook
2019-2020

This Parent Handbook has pertinent information, rules and regulations. Therefore, it is important that every parent read and become familiar with its contents. This handbook was developed so we can have a safe and organized program and create an understanding between students, parents and the school.

Note: This handbook supersedes all prior written material on the same subjects. This handbook may be revised at any time, with or without notice.

Policies & Procedures

The Extended Day Program for the Academy of Arts and Knowledge follows all the policies and procedures as outlined in the Academy of Arts and Knowledge Student and Family Handbook in addition to the policies and procedures applicable to the program that are outlined in this handbook.

Enrollment Process

All children who attend the program must be students currently enrolled at the Academy of Arts and Knowledge, kindergarten through fifth grade. Four-year-old children may attend the program if their fifth (5th) birthday occurs on or before October 15th.

All enrollment paperwork must be completed and on file with the school including:

- Immunization Records
- Medical Statement signed by a physician
- Health Care Plan, if applicable
- Custody papers from the court, when appropriate
- Completed enrollment packet including emergency authorizations
- Signed acknowledgment of receipt of handbook.

Authorized Release of Child

Children will only be released to persons named on the authorized release list for the child. If a staff member is not familiar with the person picking up the child, a valid photo ID must be presented. Parents will be immediately notified of any problems or concerns during pick up. Children will be released only to persons listed on their enrollment form.

If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID.

If someone attempts to pick up your child and they are not authorized 911 will be called. A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. Copies of court orders must be on file.

If any person arrives to pick up a child and appears to be under the influence of drugs or alcohol you will be encouraged to call someone to come get you. If you leave with your child, 911 will be called and a police report will be filed.

Identifying Location of Children

The program director and leader will be aware of the location of all children, at all times. Children will be assigned to an activity and room each day. Children will be checked in and checked out of each activity/room for all transitions.

Fees

The before and after school care program is free of charge to all students (currently enrolled at AAK) during the program's normal hours of operation. Fees will be assessed if children are not picked up by 6:00pm. Late fees consist of \$1/minute for the first 10 minutes and \$5/minute for every minute thereafter.

Late Pick-Up

If a child is not picked up by 6:00pm, a late fee will be assessed. Late fees consist of \$1/minute for the first 10 minutes and \$5/minute for every minute thereafter. Parents/guardians will be called at 6:00pm to alert them of the situation. Repeated attempts will be made to contact parents. If a child is not picked up by 6:30pm, Social Services will be notified and the child will be picked up and taken to an appropriate facility until the parents can be reached.

Hours of Operation (normal school day)

Before School: 6:30am – 7:55am

After School: 3:20pm – 6:00pm

School Day and Year

The afterschool program operates Monday – Friday when school is in session and follows the AAK school calendar.

Special Outside Activities

We will not participate in any field trips, activities, or programs that take place away from the facility.

Parent – Teacher Communications

Parents/guardians may schedule meetings with the school administration or program director at any time to discuss their child's behavior, progress, and social and physical needs. Administration or program director will communicate with parents/guardians on a regular basis regarding their child.

Please tell us if . . .

your child had a bad night's sleep--he/she was ill recently--something upsetting happened-- something fun or exciting happened--your child has been exposed to a contagious disease—your child verbalizes feelings about the program, or if your child's behavior or mood is different than usual.

We will tell you . . .

About your child's play--if your child didn't eat normally, was out of sorts—if your child has unusual behavior--if your child got upset about something--anything else we feel you should know about your child's day.

Visitors

Visitors, particularly, parents, are welcome at the school. For the safety of the students and staff, all visitors must sign in the visitor log book. All visitors must wear a visitor's badge. If a person wishes to confer with a staff member, he/she must schedule an appointment prior to coming to the school in order to prevent any inconvenience.

Field Trips & Transportation

The program will not take any field trips away from the facility. The program will not provide transportation in any capacity.

Media Use

We watch G rated movies or videos that are of an educational nature only or related to the topics we are studying. We do not watch TV or play video games. Computers may be used to assist with homework/school work and will adhere to the school's computer/internet policies.

Americans with Disabilities Act – Section 504

The American's with Disabilities Act (A.D. A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the students but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the director.

Toilet Training

It is ideal for your child to be potty trained prior to starting. It is recommended that a change of clothes be left at the center or brought in a bag each day as accidents may happen. Regular potty breaks will be given and children are free to use the restroom at any time. If an accident does happen, the student is responsible for changing their clothes. Staff members can verbally guide changing procedures; however, they are not allowed to physically assist with cleaning and changing clothes. The program does not provide any toilet training or diapering services.

Outside Play Time

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside. We will follow the Child Care Weather Watch Guidelines.

Sunscreen

Parents must provide sunscreen for their child. Written authorization for the application is needed. During sunny months and nice weather please apply sunscreen to your child before you arrive.

Parent Notifications

All parents are required to supply Address, Telephone Number and Health Information for emergency procedures when a child is ill. Parents are required to contact the school when any of the information on the emergency contact list changes.

In the event that your child becomes ill and needs to leave the program, you will be asked to come pick up your child. If your child is injured and requires medical attention you will be notified immediately. If medical attention is required, the director will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used. In the event of severe or life-threatening event, professional emergency care will be used. **Any and all expenses incurred will be borne by the child's family or guardian.

Immunization

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law, and may include parent or guardian objection to an immunization for good cause. Immunization records are due on the 1st day of enrollment. If a student does not have the necessary immunization or waiver, the director may remove the child from the school.

Medications

Delegation of medication administration is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act".

Administration of medicine - A license holder who chooses to administer medicine must ensure that the procedures in items A-E are followed.

- A. The license holder must get written permission from the child's parent before administering any medicine, diapering products, sunscreen lotions, and insect repellents.
- B. The license holder must follow written instructions from a licensed physician or dentist before administering each medicine, prescription or non-prescription. Medicine with the child's name and current prescription information on the label constitutes instructions.
- C. All medicine must be kept in its original container and have a legible label stating the child's name. The medicine must be given only to the child whose name is on the label. The medicine must not be given after the expiration date on the label; any unused portion must be returned to the child's parent or destroyed.
- D. Sunscreen and insect repellents supplied by the license holder may be used on more than one child.
- E. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so they are inaccessible to children."

Medication will be administered by the coordinator, nurse, or designee trained to administer medication. It is required that the medication and the signed permission forms be brought to the school by the parent/guardian.

Adverse Weather

If the program must be closed or the opening delayed because of inclement weather, an email will be sent out and information will be posted on the school website. Parents are responsible for accessing media to learn about emergency closings and delays. There may be some emergency instances, which will require school to be closed early. Parents will be contacted by phone, text, and/or email to come pick up their child.

Emergency Drills & Closures

The school has a Multi-Hazard Plan in place and practices all necessary drills, such as, fire and tornado in compliance with State regulations and laws. The center complies with all fire and safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the home. In a situation where students need to evacuate the building, a designated point will be communicated to parents for students to be picked up and taken home.

- a. Safety -- In the morning, a staff member will make a visual inspection of the room, and correct any potential hazards. We will use good judgment and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic or pedestrian accidents.
- b. Fire Prevention and Procedures:
 - 1. Fire drills will be conducted; a log is kept for licensing
 - 2. Exit plans are located in each room of the building
 - 3. 911 will be called if needed.
 - 4. Smoke alarms maintained regularly. Children are taught to understand what the sound is and what they need to do when they hear it.
- c. Tornado/Natural Disaster -- In the event of a tornado or other natural disaster, all children and teachers will go to the designated area. Children will be instructed to use their arms and hands to cover their heads. A tornado drill is conducted as required, and a log is kept.
- d. Lockdown – In the event of a lockdown, children will be instructed to sit quietly in assigned area that is appropriate to the situation.
- e. Shelter-in-place – for emergencies that require we take shelter in the school building. There is food, water, and activities for the children.
- f. Unauthorized Pick Up of a Child -- If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the school will not release the child to that person. If the person attempts to use force, 911 will be called.
- g. Missing Child -- If a child is missing, the teachers will first conduct a search for the child. If the teachers don't find the child, 911 and the parents will be called.
- h. Missing Parent -- If the parent of a child does not appear to pick up their child, the teacher will make attempts to reach the parents through the telephone numbers given and the contact persons authorized to pick up the child. If unable to contact anyone listed on the registration forms, the teacher will stay no longer than 2 pm. After that time, the teacher will turn the child over to the Child Protection Unit.

Reporting Child Abuse

Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

Larimer County Department of Human Services
970-498-6990

This parent handbook has been prepared for your information and understanding of the policies, philosophies, and practices of the Extended Day Program for the Academy of Arts and Knowledge. Please read it carefully.

I, _____, have received and read a copy of the Student and Family Handbook which outlines the goals, policies, and expectations of the Before and After School Care Program, as well as my responsibilities as a parent. I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained within.

Child's Name: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____