



Community Schools
Excellence in Childcare and Enrichment

PARENT HANDBOOK

Community Schools
DISTRICT OFFICE

619 Bowen St
Longmont, Colorado 80501
303-702-7914

Welcome to care and Enrichment in St Vrain!

We are pleased that you have chosen the District before/after school care 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. Community Schools does not discriminate. 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 care 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 care programs are licensed according to regulations issued by the Colorado Department of Early Childhood (CDEC). 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 care 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 Early Childhood 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.

Pre-K Care

Licensed care 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 care 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 care 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 care opens in the afternoon.
- If your child will be absent from after school care 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 care 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 care 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 be notified as soon as a decision is made by the district.

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 care 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 care, must check in with the care 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 care 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. Care fees are required to hold the students' spot, or the child is subject to availability upon their return.
5. Only adults listed on the care application form and have permission, or indicated on a written note signed by a parent, will be allowed to pick up a child from care. 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 CARE 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 care 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 care programs are available on all school days, Professional Learning Community (PLC or late-start) days and on some non-student contact days. Care is not in session if school is canceled due to snow, inclement weather or on specified holidays. However, care 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 SVVSD 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 care programs. State and District policies require that we have **your child's registration forms and information completed before they may attend care.** 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.

Care 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. Parents in separate households with separate registrations are required to pay the registration fee with each application. Waiting lists do not require registration fees. Once moved off the waiting list, 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 the primary Account Holder 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 the primary account holder has not created a payment plan by the 15th of the month an email will be sent with a cancellation date of the end of the month. Care will not be reinstated until full payment is made. Unpaid care 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 before the late fee assessment date.
- 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.
- Tax statements are available only to the Account Holders through the parent portal on Revtrak. Tax statements will not be provided to any other persons.

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

Schedules: Community Schools provide families with flexibility. This allows parents to shift schedules on a monthly basis based on the number of days students are signed up to attend care. Parents will need to make schedule shifts before the 13th of each month for the upcoming month.

Collections: If an account has been sent to collections and wishes to return to Community Schools, the account must be paid in full to the collections agency. 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 care as a deduction on income tax forms, the District Tax I.D. number is 84-6014380 and care receipts are available upon request.

Non-Student Days

Care may be offered on some non-student contact days but not on days that the District is closed, such as holidays. If care is offered on days other than school days, information will be provided to care parents (through digital or written means). Registration and payment for this care are separate from monthly care 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 or around the 15th 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 school days (during the school year) or 10 business days during the summer must be given to the Community Schools office. Regular billing will be in effect for those 10 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 and student 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 as outlined in the document "How Sick is Too Sick.". No refunds are issued for illness related absences.

Schedule Changes

Schedule changes are only accepted on a space available basis. Ten school days or business days (depending on the time of year) 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.

Reporting Child Abuse

The care staff is required to report any suspected child abuse. If the suspected child abuse did not occur at the care 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 Care Services

K-5 occasional use is approved on a space available basis through the Community Schools office. All students in Pre-K/Wraparound 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 school/business days prior to making changes in current arrangements or requesting special arrangements for care. 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 care programs. Care 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/pull-ups. All diapers and wipes must be provided by the parents. Diapered children are checked every two hours and before/after naptime. Our diapering policy is as follows:

1. An additional staff person will be close enough to view the entire 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 6:00pm, 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, care 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 twenty minutes or more has passed, the care 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 a Community Schools sponsored program, 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 care). Just as with school, children showing signs of contagious illness may not come to care. 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 care 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 Care

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 care 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 Early Childhood 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 Care

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. Care 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 care 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 care 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 care 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. The district follows the Weather Watch Guidelines and the Air Quality Index.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

	Comfortable for out door play		Caution		Danger
--	-------------------------------	--	---------	--	--------

Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good 0-50	It's a great day to be active outside.	
Moderate 51-100	Some people who may be unusually sensitive to particle pollution.	<p>Unusually sensitive people: Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p>Everyone else: It's a good day to be active outside.</p>
Unhealthy for Sensitive Groups 101-150	Sensitive groups include people with heart or lung disease, older adults, children and teenagers.	<p>Sensitive groups: Reduce prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.</p> <p>People with asthma: should follow their asthma action plans and keep quick relief medicine handy.</p> <p>If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p>
Unhealthy 151 to 200	Everyone	<p>Sensitive groups: Avoid prolonged or heavy exertion. Move activities indoors or reschedule to a time when the air quality is better.</p> <p>Everyone else: Reduce prolonged or heavy exertion. Take more breaks during all outdoor activities.</p>
Very Unhealthy 201-300	Everyone	<p>Sensitive groups: Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better.</p> <p>Everyone else: Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</p>
Hazardous 301-500	Everyone	<p>Everyone: Avoid all physical activity outdoors.</p> <p>Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</p>

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, the district makes 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, the district 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, school starts 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 care 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.

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 care 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, CARE 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 care.

Special Activities

Language, science, art and culture classes may be taught by care staff or specialized teachers as a part of the care 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 care. 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 care program. All screen time is monitored by the care 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 care or to request that their child not watch movies. 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 Care 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 before and after care 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 care center meets state Department of Public Health and Environment standards.

Fields Trips

Field trips are offered as part of summer programs. Permission for field trips is included in the registration form for Summer Camp. 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 care program after the care 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

Care 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 care participants on the playground, in the gym, in the halls and throughout the school. The program follows the district discipline code handbook.

Community Schools Care Programs have 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 care 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 care 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 care 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 care. If you have a concern or questions about any of the care 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 care 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, Community Schools Coordinator 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 care 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 care program. The care 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 Care 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 Early Childhood: (303) 866-5958, 710 S Ash St, Denver, CO 80222

Termination of Services

If you plan to withdraw your child from care, 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 care program reserves the right to dismiss a child from the care 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 2024-25 School Year

**SVVSD Community Schools 2024-25
Program Fee Schedule**

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 since this is only available to current care families
Per Day Rate	\$50 per day

Summer Camp	
2024 Summer	\$50 per day
Rates will be released in the Spring of the upcoming summer.	

DISCOUNTS & FINANCIAL ASSISTANCE

- SVVSD Employees receive a 10% discount on their care rates for the school year only. No discount for summer care or non school days.
- Financial assistance is available through the county where the student resides.