



DCS Montessori Extended Day Program

Parent Information



Welcome to the Extended Day Preschool Program! Our mission is to provide a quality and developmentally appropriate program for primary age students. We provide services to children between the ages of 3 and 6.

Program Hours

Hours of Operation: 11:30am – 3:20pm

The extended day program is open on the days school is in session, as well as during summer camp in June and July.

Enrollment

Enrollment in child care programs is on a first come, first served basis during school enrollment. Parents who wish to enroll their students after the beginning of the school year should contact the registrar to either be enrolled or placed on a wait list.

Although we make every effort to accommodate children with disabilities, we are not able to provide special education services to children with special needs in our child care program.

We are in compliance with the Americans with Disabilities Act.

Tuition and Fees

Please refer to the DCS Montessori website for an updated fee schedule

Health and Safety

Students are walked and signed in to the Extended Care program each day by a primary classroom assistant. At the end of the Extended Day program, children are walked by a teacher to the carpool area for pick up, or are signed in to the After Care program.

If your child needs to be picked up before dismissal at 3:20pm, they must be signed out at the front desk before you collect them from the Extended Care room. If you anticipate picking your child up early, please contact the program via email, or notify the front office.

Please note that only adults who have been previously authorized to pick up your child will be allowed to pick up from the Extended Care Program.

Visitors to our school, including the child care program, need to be identified and signed in at the front office prior to coming to the classroom.

Weather

We have outdoor play scheduled at least 2 times per week, weather permitting. Please make sure your child has adequate clothing to go outside most days. If there is an average of 2" or more of snow on the ground, and children want to play in the snow, they must wear snow boots. If it is snowing, children must remain indoors. Children may NEVER throw snow, snowballs, ice, etc. (including dismissal.) Children without snow boots may play on the concrete and blacktop if they have been cleared of snow. If the temperature (with the wind chill) is 20° or below, children cannot go outside. If it is raining, thunder or lightening are present/threatening, warmer than 95° or colder than 20° outside the children will remain within the building and will engage in various activities of learning and play.

Meals and Snacks

Your child will need a lunch every day. Lunches can either be brought from home or purchased through our school lunch program. For more information on the school lunch program, please see the DCS Montessori website.

Peanut and Tree Nut Policy

Please be aware that, while we do not prohibit peanut and tree nut products, we do have students enrolled in our program with life threatening allergies to these products. We request that if it is not necessary, you do not send products containing nuts of any kind, which include nut butters or Nutella. Sun Butter is a safe and tasty alternative option! If you do choose to send products containing nuts, we ask that you either email the Cougars Den or include a note in or on the lunch to notify us. Children who bring peanuts/nuts to school for lunch will sit at a particular table during lunch time to minimize the threat of exposure to children with severe or life threatening allergies. We greatly appreciate your cooperation in this very serious matter.

Items to Bring

The Extended Care Program includes a rest time as required by Colorado Department of Human Services. For rest time, children should bring a fitted, crib sized sheet, blanket and small travel sized pillow and/or stuffed animal as desired. Additionally, every child should have a complete change of clothes to bring and keep in the Cougars Den, in addition to the change of clothes needed for their primary classroom. All these items should fit into a 20qt plastic container with a lid, which will need to be provided by the parent at the beginning of the school year.

Naptime Policies

Our program is required by the Colorado Department of Human Services regulations to provide a rest time for any preschool aged child who remains in the school for the extended care program. No child will be pressured to sleep, but everyone is required to rest quietly for up to 30 minutes. At that time, children who are not sleeping will be provided with quiet activities, while remaining respectful of the needs of children who do require the sleep. Our rest time lasts approximately 90 minutes, at which time the class will resume its normal afternoon activities.

Personal Belongings

Personal items including toys, money, electronics, phones, expensive or sentimental personal items should not be brought to the extended care program. The DCS Montessori Childcare Program cannot assume responsibility for any items that are lost or damaged. Personal items that are used in the classroom during the day should be left in the child's backpack at all times.

TV and Video Viewing

TV and video viewing is not common in the Extended Care program. However, occasionally a relevant video will be used for educational and/or seasonal purposes. G rated movies are generally considered to be acceptable. Video viewing will never exceed 30 minutes in a week, and children who choose not to participate in the viewing of videos will be allowed to participate in other, supervised activities.

Emergency Procedures

-Fires

We are required to participate in monthly fire drills. For practice purposes, we will test this at different times each month. The child care rooms have a specific place where they will meet outside the building and take attendance. Evacuation plans are posted in the classrooms.

-Tornadoes

If a tornado warning is issued, all children are taken to the designated areas within the interior of the building. A head count and roll call are completed while the bathrooms and classrooms are checked to verify that all the children are with their teachers in the designated area.

-Lost Child

Should a child become lost or leave the School without our knowledge or permission, the following steps will be taken:

1. Report to the Office and conduct an immediate search of all areas of the school.
2. Phone the parent (guardian) or the emergency contacts (should we not be able to contact the parent/guardian) and alert them to the circumstances surrounding the situation.
3. Phone the police if parent/guardian or emergency contacts cannot be reached.

Illnesses

Determination for sending students home is made using “Guidelines for Determining Student Attendance”, developed by Health Services as well as state childcare regulations. If any of the conditions below are observed at school, parents will be contacted and the child must be removed from school for 24 hours or more. For some of the conditions below, the child can return to school earlier with a note from a health care practitioner. Please talk with our Health Assistant regarding specific details. Medications, including emergency medications, for children in the Extended Day Program are kept in the office health room, and must have proper documentation. If you have any questions regarding medication, please speak with our health assistant.

- Skin eruption / rash*
- Nausea / vomiting / diarrhea – No Loose stools
- or vomiting for 24 hours
- Severe abdominal pain
- Fever of 100° or higher – Must be fever free for 24 hours without medication
- Lethargy, tired appearance
- Irritable behavior
- Sore throat / swollen glands*
- Runny nose / cough
- Eye drainage / redness*

Late Pick Ups

There is a \$1.00 per student fee for each minute a student is left at the school after after 3:45. This fee is charged REGARDLESS of the reason for late pick up. We will call parents first, then emergency contacts if necessary. If a child is not picked up within 1 hour after dismissal time we are required to call the Sheriff's Department.

Accidents/Injuries

As a precaution, all of our staff is trained and certified in First Aid and CPR. For a minor injury, an accident report will be completed and the necessary first aid treatment will be applied (Band-Aids, ice, TLC, etc.). Please note that in accordance with state regulations, we are not able to dispense any first aid ointments, creams, lotions, etc... If the injury appears that it may require medical attention, we will contact you immediately, or your emergency contact, if you cannot be reached.

Discipline

Partnerships will be fostered with parents to resolve issues regarding behavior; however, we reserve the right to terminate enrollment of students for any reason without notice.

DCSM accepts and follows the policies and regulations in the DSSR. In adapting this document to our school, the following guidelines have been outlined to streamline our internal procedures:

i. All acts of Physical Aggression and those deemed Bullying are to be reported to the Head of School for disciplinary action, intervention planning, or other appropriate actions.

1. 1ST Offense – Redirection and Discussion

2. 2nd Offense – Redirection, Discussion, and Stop & Think Sheet (Elementary) w/ minor consequence

3. 3rd Offense – Redirection, Discussion, Stop & Think Sheet (Elementary) w/ significant consequences.

4. 4th Offense – Redirection, Discussion, Stop & Think Sheet (Elementary), meeting with Head of School (HOS), and significant consequences.

5. 5th Offense or more – Teacher Discussion, meeting with Head of School, and significant

consequences (In and Out of school suspension possible)

Transportation and Field Trips

There will be no field trips during extended care, nor will children be transported off school grounds at any time.

Child Abuse

Childcare providers are required by law to report any suspicion of child abuse to the Department of Social Services. Social Services will send out an investigator that will review the situation and may proceed with a case should the situation warrant. If you suspect child abuse has occurred at this center, please call Douglas County Social Services at 303-688-4825 or your local law enforcement agency.

Changes in Enrollment

A request to change a child's program must be in written form. A 2 week notice is required. Tuition is required during this 2 week period. Please review your Tuition Agreement.

Child Care Concerns

If you have questions or concerns about the child care program please contact the Child Care Director. If your problem is not resolved, report your concerns to the Department of Human Services at 303-866-5958.

Contacts:

Child Care Director:

Rebecca Schrank – rebecca.schrank@dcsdk12.org,

(720)531-3307

Cougars Den Email – cougarsden@dcsmontessori.org