



DCS Montessori School Age Before and After Care Program Parent Information

cougarsden@dcsmontessori.org

Welcome to the Before and After Care program. Our mission is to provide quality and developmentally age appropriate programs for the children of the school. The school age program serves children ages 6 – 16. The Before and After Care program provides your child with a safe and joyful environment before and after a full day of school. We will provide your child with an afternoon snack. Time is provided for those children who need to work on their homework and teachers offer assistance and guidance, if necessary. The children participate in an informal and relaxed atmosphere of planned and supervised activities.

Hours of Operation:

Before Care: 7am – 8:15am

After Care: 3:20pm – 6pm

The Before and After Care program is open on the day school is in session. Care is not provided on holidays, teacher work days and other closure days. In addition to the Before and After Care Program, this handbook provides information for the elementary age summer camp programs.

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 services to children with special needs in our child care program.

We are in compliance with the Americans with Disabilities Act.

Please refer to the DCS Montessori website for an updated schedule of tuition and fees

Parent Authorizations for Pick-up

We must have on file a Parent Authorization Form for each student enrolled in After Care. This is a list of people who are allowed to pick-up your student from After Care. **NO STUDENT WILL BE RELEASED TO ANYONE WHO IS NOT LISTED ON THIS FORM.** Please keep this form updated throughout the year...especially when snow season arrives! You may want to contact other After Care parents to devise a plan for pick-up during inclement weather. I suggest exchanging emails and cell phone numbers and devising a plan for pick-up by whoever is not stuck in traffic. Our late fee policy will be in effect on bad weather days and you can count on traffic being near impossible. Please make accommodations for those days. It is important that our After Care staff be released on time. Most of our staff do not live in the area and must travel a fair distance to get home, so their safety is a concern for me.

If someone, other than the parent or authorized emergency form guardian, will be picking up your child from After Care, you **MUST** notify the Director, by fax or e-mail, that same morning. The fax number at school is 720-710-9971. We will not release any child to any person who has not been designated to pick-up that child. Additionally, we will require a photo ID before releasing your child to any person that may not be familiar to the staff or director.

Late Care

Any care that is provided after the hour of 6 pm is billed at a \$1.00 per child per minute for the first instance and \$5.00 per minute for the second and subsequent instances. This fee is charged REGARDLESS of the reason for late pick-up. Please contact us at 720- (Lower and Upper Elementary Room), to inform us that you will be arriving late. If we have not received a phone call from you by 6:15pm, we will call the people you have listed who are authorized to pick up your child. If we have not reached anyone by 7:00pm, the local authorities will be called.

Sign-In/Sign-Out

Attendance is taken at the start of each daily session. Colorado State licensing requirements mandate that a parent/guardian sign their child in and out of the Child Care Program. There will be a sign in/out sheet on a clip board in each room for its purpose. These clipboards help our teachers ensure the whereabouts of each child in their care. If your child is involved in an activity when you arrive to pick-up, please allow enough time

for clean up. Clipboards are checked each evening to assure each and every child present that day has been signed out.

Meal/Snack/Nut Policy

We will provide a snack to those children that are enrolled in our After Care program. We are generally able to accommodate for food allergies, however, if your child has a severely restricted diet due to allergies or preferences, please consider sending a snack from home. Should you choose to send a snack with your child, please keep in mind that our program includes children with severe peanut and tree nut allergies, and we ask that peanut or tree nut products not be sent for snack unless necessary. If your child chooses to bring a snack that includes peanuts or tree nuts, he or she will need to restrict those items to a specific table in the room to minimize the risk of contamination throughout the room. During the summer programs, children are required to bring a lunch in addition to their snack.

TV and Video Viewing

Movies are shown on Fridays in after care. Alternate activities are always available to children who choose not to watch the movie. Videos with a rating of G or PG are generally considered acceptable for school age children, G rated movies are considered appropriate for preschool and kindergarten age children.

Personal Belongings

Personal belongings, including toys, money, electronics, phones, or expensive personal items, are not allowed in Before, Extended Day and After Care programs. The DCS Montessori childcare programs cannot assume responsibility for any items that are lost or damaged. Personal items that are used in the classroom during the day must remain in the child's backpack at all times.

Health Policy

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.

- 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*

Medication

Medication, including over-the-counter and homeopathic medication cannot be administered without a school medication form signed by both the parent and the child's physician, as per the DCS Montessori and Douglas County School District policies, for more information on those policies, please refer to the DCS Montessori parent handbook. Please never send medicine and/or vitamins to school in your child's lunchbox or backpack. Any medications need to be checked in to the health room.

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)

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.

Field Trips and Transportation

At no time does the Before and After Care program participate in field trips or transport children off of school grounds. If a summer camp does include field trips or transportation, you will be notified and asked for permission forms.

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.

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.

Absences

It is expected that occasionally, you will need to pick-up your After Care or Extended Care child directly after school. When this occurs, you must call the school (720-531-3311), or send an email to inform us or the child's teacher prior to dismissal. We strive to ensure each and every child has a safe and secure transition from their classroom to their aftercare room. When your child does not show up in after care, we have no idea if they are being picked up by you or missing. Your cooperation will help us be accountable for all our After Care students.

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:

Becca Schrank

rebecca.schrank@dcsdk12.org

(720)531-3307

Program Phone Number (outside of school hours):

Program email:

cougarsden@dcsmontessori.org