



Helping Colorado kids reach their greatest heights

Offering Enrichment Based B/A Programs at the following location:

Foundations Academy

Please register online at www.rockymtnkids.com. Click on the Parent Resources Page and fill out the provided Enrollment and Emergency Form (1 per child).

Table of Contents

Rocky Mountain Kids Mission & Philosophy.....4

General.....5-8

- Enrollment
- Withdrawal or Dismissal
- Prices and Fees
- Payment Policy
- Credit or Refunds
- Absences and Vacations
- Discounts
- Drop-in Policy
- Late Arrivals
- Late Pickup
- Late Pickup Fees
- Program Closures
- Cancelled or Delayed Start
- Personal Belongings and Money
- Television and Movie Policy
- Children with Special Needs

Safety and Security.....9-11

- Sign-In/Out Procedure
- Unauthorized Pickup
- Emergency Procedures
- Program Location
- Location of Children
- Transportation for Field Trips
- Lost Children
- Volunteers
- Visitors

Health.....11-12

- Illness or Injury
- Medication
- Over-the-Counter Medication
- Snacks and Meals
- Inclement or Hot Weather

Discipline **12-14**

Complaints **15**

Mission

Rocky Mountain Kids (RMK) is a Colorado based Before and After School Company. Our mission is to bring affordable care to parents and schools while incorporating our four core principles of **Leadership, Safety, Wellness and Community** to those we serve. We believe children deserve great care and with our commitment to quality staff and industry relevant professional development our team will be prepared to offer exemplary services.

Philosophy

Rocky Mountain Kids believes that every child deserves a healthy environment to be active and engaged. Our mission is to bring affordable care to parents and schools while incorporating our four core principles of Leadership, Safety, Wellness and Community to those we serve. We believe children deserve great care and with our commitment to quality staff and industry relevant professional development our team will be prepared to offer exemplary services. Finally, we are committed to providing age specific activities with plenty of physical and creative play options.

Program Descriptions

Before and After School Program

This program provides child care for the student’s ages 5 to 15 years from 6:30-8:10 a.m. and 3:25-6:00 p.m. Rocky Mountain Kids does not discriminate on the basis of age, race, color, religion, sex, disability or national origin. This program also provides child care for school holidays, non-contact days, and fall, winter and spring breaks. Summer programs are also offered. The hours for holidays and breaks are 6:30 a.m. to 6:00 p.m.

General

Enrollment

To enroll your child in a program, all applicable forms must be completed and returned with a nonrefundable \$35 registration fee per family to the Program Director. These forms include an enrollment form, emergency card, travel emergency card, a copy of your child's immunization record and payment consent form. Once a child is registered, forms must be submitted or updated on a yearly basis along with the yearly registration fee.

If your child is currently taking medication or has any allergies that would require the program to administer medication, the proper medication administration forms must be completed. The medication forms must be signed by the child's current physician and parent or guardian before any form of medication may be administered or kept on site.

Withdrawal or Dismissal from Program

If you wish to withdraw your child from the program, please advise the Program Director of your intentions. A minimum notice of 2 weeks is required for any refunds. If a child is withdrawn from the program, the enrollment procedure must be completed again to return.

Rocky Mountain Kids. reserves the right to immediately dismiss any child that poses a danger to the staff, other children or themselves.

Prices

Before School Program:

	<u>1st child</u>	<u>2nd child</u>
Daily	\$6.00	\$5.00
Weekly	\$30.00	\$25.00

After School Program:

Daily	\$12.00	\$10.00
Weekly	\$60.00	\$50.00

Before and After Program:

Fees

Before and After Program

Annual Registration fee (per family)	\$35.00
Before /After drop in fee	.50/\$1.00

Daily	\$18.00	\$15.00
Weekly	\$90.00	\$75.00
<u>Full Day Program:</u>		
Weekly (incl. 2 excursions)	\$160.00	\$150.00
In-House Day	\$32.00	\$27.00
Daily Field Trip	\$38.00	\$32.00

Payment Policy

Before and After School Program

Tuition payments are accepted anytime during normal program hours. All tuition payments are due by **Saturday at 11:59pm** of the week prior to attendance. Payments for multiple weeks are accepted. A child's space in the program is not guaranteed if payment is made after the payment deadline. Late payments will only be accepted if the proper staff and space is available. If any child attends unpaid and the program is unaware of their arrival, a parent or guardian will be contacted to pick up the child. If a parent or guardian cannot be reached, the police will be notified.

If any change in the tuition price becomes necessary, the parents will be notified two months prior to the adjustment.

Credits or Refunds

Rocky Mountain Kids will issue credits for cancellations due to weather or emergency school closure only. Credits or refunds will be available if the Program Director deems necessary. We will work with parents to ensure they are not losing out on days.

Absences and Vacations

Please notify the program anytime your child is going to be absent. A staff member will call a parent or guardian to confirm any unknown absence. **Frequent unreported absences could result in a child's dismissal from the program.**

Payments or additional fees for vacations or extended absences are not necessary to continue service upon return to the program. Please notify your director of any extended absence.

Discounts

Discounts for multiple child families will be given. Full tuition will be charged for the first child, with each additional child will receive the discounted rate. We honor military

and free and reduced discounts please speak with you program Director for details about Rocky Mountain Kids discounts. No double discounts will apply.

Drop-in Policy

Rocky Mountain Kids understands that unplanned situations will occur and circumstances can change that would require our services on short notice. Our drop-in policy is available to registered children only and is to be used for emergency situations only. Frequent drop-ins could result in a child's dismissal from the program. An additional fee will be assessed for each drop-in. All drop-ins must be confirmed with the site coordinator prior to attendance to ensure proper staff and space is available. If a child arrives without notice, a parent or guardian will be notified to pick up the child. If a parent or guardian cannot be reached, the police will be notified.

Late Arrivals

All children who arrive late are accepted in the same manner as if they are arriving at their normal time. There is no discount for late arrivals. If a child is going to be late and is scheduled to participate on a field trip, please call the program to make arrangements. If a child arrives late and the program is away from the center, the child may be dropped off with the program at the planned destination. (Do not leave your child at the planned destination without signing them in with a staff member.)

Late Pickup

If a parent or guardian has not arrived to pick up their child 5 minutes after closing time, a staff member will attempt to contact the parent or guardian. If the staff member cannot successfully contact a parent or guardian, they will call any authorized person on the child's pick up list. If no one from the contact list can be reached the staff will contact the Police Department and the Department of Human Services after 15 minutes have passed. Children will never be left alone or allowed to leave with a staff member. Our procedures ensure that all children are picked up before all staff members leave the building.

Late Pickup Fees

Late fees will be assessed at \$1.00 per minute starting at the program closing time. All late fees are due upon arrival, and paid directly to the staff member on duty. If a parent is continuously tardy, a child's dismissal from the program could result.

Program Closures

Rocky Mountain Kids does not provide child care on the following days: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, and Christmas Day. Additional closures may be necessary due to insufficient enrollment.

Cancelled or Delayed Start

The programs are automatically closed if the school is closed due to weather or emergency. If the school closes mid-day, the program will also close. All parents will be notified to pick up their children at school. If the school is on a delayed start, the program will open at the normal time.

Personal Belongings and Money

Rocky Mountain Kids is not responsible for lost or stolen personal items. Please do not allow your child to bring personal items including, but not limited to, iPods, video games or other electronic hand held devices, radios, portable CD players, walkie-talkies, cellular phones, or collector cards

It is recommended that children do not bring money to the program. It is permissible to bring money for a scheduled field trip, but the child will be responsible for their own money.

Television and Movie Policy

Occasionally, the program will show movies or cable programs to the children. All movies and television programs will be previewed and completely age-appropriate. Movies and television programs will only be shown to the children that have a signed parent permission form.

Children with Special Needs

Rocky Mountain Kids program provides care for special needs children as protected by **the Americans with Disabilities Act of 1990** as long as their specific needs can be reasonably accommodated. Before a child attends the program, the director and the parents will discuss what is necessary for the child to be successful in the program. If the child attends and is not having the proper success in the program or the staff is having difficulty meeting the needs of the child, a second meeting may be necessary to adjust the child's accommodations. If alternative methods continue to be unsuccessful, and the problems appear to overwhelm the program, the parents will be asked to make other arrangements.

Safety and Security

Sign-In/Out Procedure

Rocky Mountain Kids will not allow any child to sign themselves in or out of the program. All children must be signed in and out by a parent, guardian or an authorized person. **If this procedure is disregarded, a child's dismissal from the program will result.** Please update any changes in a child's contact information. The program must have the appropriate names and numbers in case of an emergency.

Unauthorized Pickup

Children will only be allowed to leave the program with a parent, guardian or an authorized person. If an unknown party is picking up a child, the person will be asked for their identification and checked against the child's pick up list. If the person is not on the pick up list, a parent or guardian will be contacted for approval.

Emergency Procedures

In the event of any emergency, the building crises plan will be followed. Students will always remain with their program until a parent or guardian arrives. In a situation where the building is unsafe, the children will be escorted to a safe area and a parent or guardian will be notified. In the event of a fire, the students will exit through the appropriate fire exits and wait for instructions. In the event of a tornado, the students will be moved to the designated safe areas in the building and wait for the all clear signal. All drills are practiced and recorded regularly.

Program Location

Rocky Mountain Kids Before and After Program is based in the school cafeteria, but also uses the gym, media center and the outside play area.

Location of Children

To locate a child in the Before and After Program, please go to the school cafeteria and consult a staff member. Children are supervised in all areas of the program and the staff is continuously apprised of each child's location.

Transportation for Field Trips

Any child that is participating in any off-site field trip will be required to have a signed permission form by a parent or guardian. Written permission will be required for each excursion, and can not be given over the phone. Parents will be notified of all field trips in advance.

An accurate itinerary and list of all children and staff must remain at the headquarters/office of the center. The staff must have with them on a field trip the following information about each child: name, address, and phone number of the child's physician or other appropriate health care professional and the written authorization from parent(s) or guardian(s) for emergency medical care.

All transportation vehicles are approved by Rocky Mountain Kids. Prior to each trip the children are briefed on the proper safety rules and reminded of appropriate behavior on the bus. The children will also be instructed on safety procedures for walking field trips away from campus.

If a child becomes a detriment to the success of the field trip, a parent or guardian will be notified to help consider a plan to control the situation. If a child's behavior continues, it could result in forfeiture of participating on Field-Trips or dismissal from the program.

Lost Children

A child is lost when staff members do not know where he or she is and, therefore, can no longer protect his or her safety. If a staff member knows that a child is lost, he or she must inform a supervisor immediately. An immediate search of the surrounding area and building will be done. If, after the initial search, the child is still missing, a staff member will notify the parent or guardian. Upon parent or guardian notification, the child is still not located, the police will be contacted.

Volunteers

It is the policy of Rocky Mountain Kids to not allow volunteers in the program. Any person in the program area must be a parent or guardian of a child in the program or an approved visitor to the program area.

On occasion, a parent or guardian may be invited to participate in program activities or attend field trips with their child(ren). During such time the parent or guardian will not be counted in the child to staff ratio and can never be left unattended with other children in the program.

Visitors

All visitors to the program area must check in with a program staff member. The visitor will be asked to present identification and purpose of the visit and sign our Visitor's Log.

Health

Illness or Injury

Each staff member is equipped to handle minor injuries. All staff members are trained in CPR, First Aid & Universal Precautions. If a child sustains a non-emergency injury, a staff member will treat and inform a parent upon arrival. (The program staff is not allowed to apply any topical solutions, lotions or medicines to any injury)

In case of a serious illness a parent or guardian will be notified to pickup the child immediately. An isolated area will be provided until the parent or guardian arrives. If a parent or guardian cannot be reached, the designated emergency contact person will be notified.

Emergency Services and a parent or guardian will be notified in the event of all serious injuries, such as head trauma or broken bones.

Medication

It is recommended that any medication be given at home. If your child should require any medication during program hours, a staff trained and delegated in Medication Administration will assist your child. If your child requires medication assistance please see the program director for the proper forms and information regarding your child needs.

Rocky Mountain Kids procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Section 12-38-132 C.R.S., of the "Nurses Practice Act."

Children must never bring their own medication to the program. Special permission must be obtained in order for a child to carry their own asthma inhalers.

Over-the-Counter Medication

Any administration of over the counter medication must follow the same procedures as prescription medication. If your child requires any over the counter medication, please see the Program Director for the proper forms and information.

Snacks and Meals

The program occasionally provides lunch (pizza parties, ect...) for the children. Parents are encouraged to pack their child a nutritious snack, such as fruit, vegetable sticks or granola bars.

On non-school days, the school cafeteria is closed. Please send your child with adequate snacks (2 per day), a lunch, and all utensils and condiments for the day. If a child arrives at program without lunch or snacks, a parent or guardian will be contacted to provide a meal for the child.

Inclement or Hot Weather

If the weather is too cold or stormy, the program will remain indoors. However, in most cases outdoor play is not restricted, so please send your child with the appropriate attire for all occasions. It is also a good idea to clearly label all of your child's items. During extremely hot summer days, the children's' outside time will be limited and alternative activities will be provided inside.

Sunscreen

Parents are responsible for applying sunscreen to their child before the child arrives at the program. The program staff will monitor and assist the children with additional applications throughout the day. Children must supply their own sunscreen in the original bottle with there name clearly labeled. If your child arrives without sunscreen, they will not be allowed to participate in outdoor activities.

Special permission for the staff to apply sunscreen to your child may be required for some field trips.

Discipline

Discipline

Rocky Mountain Kids, believes discipline starts with our own team members showing respect for others, trusting each other, and showing maturity when needing to handle tough situations. All children are expected to follow the posted program rules.

Rocky Mountain Kids also works closely with schools/parents to ensure that any additional guidelines or policies unique to a given site are followed, as well as our own Risk Management Policies. Occasionally, inappropriate behavior happens that interferes with the rights of others in the program. We have created a Leadership Curriculum so that children will be aware of what is expected of them while attending Rocky Mountain Kids team is trained in various disciplinary techniques and never engages in any physical or unjust punishments. We implement a strategy for reinforcing positive and desired behavior as well as a three step disciplinary plan for recurring behavior problems.

Furthermore, we utilize positive approaches to teach children to behave responsibly. The following are examples: redirection, planning ahead to prevent problems, positive reinforcement and encouragement specific to task, consistent clear rules explained to children, natural consequences, and appropriate behavior modeling. All children are expected to follow the program rules without exception. Occasionally, inappropriate behavior happens that interferes with the rights of others in the program. We have created a Student Code of Conduct (below) so that each child will be aware of what is required. The staff is trained in many disciplinary techniques and will never engage in any physical or humiliating punishment. Please take the time to read and discuss the Student Code of Conduct with your child.

Student Code of Conduct

LEVEL 1 VIOLATIONS

- Failure to follow program rules
- Dishonesty to staff
- Disruptive behavior in the cafeteria or gym

Disciplinary Action (First Violation)

- Minimum: Leader-Student-Conference
- Maximum: Leader-Student-Conference and Parent Notification

Disciplinary Action (Repeated Violations)

- Minimum: Leader-Student-Parent Conference
- Maximum: 1-2 day suspension from program

LEVEL 2 VIOLATIONS

- Willful acts of disobedience
- Bullying behaviors; verbal or physical intimidation
- Destruction or damage to program property
- Inappropriate language; obscene gestures; possession of obscene materials

- Stealing or taking without permission
- Fighting (with or without injuries)

Disciplinary Action (First Violation)

- Minimum: Leader-Student-Conference
- Maximum: Leader-Student-Parent Conference

Disciplinary Action (Repeated Violations)

- Minimum: 1-2 day suspension from program
- Maximum: Expulsion from the program

LEVEL 3 VIOLATIONS

- Leaving the program without permission
- Assault with intent to harm or aggravate
- Sexual or ethnic harassment/slurs or intimidation
- Weapons possession (special circumstances determined by site coordinator)

Disciplinary Action (First Violation)

- Minimum: Leader-Student-Parent Conference
- Maximum: 1-2 day suspension from program

Disciplinary Action (Repeated Violations)

- Minimum: 1-2 day suspension from program
- Maximum: Expulsion from the program

LEVEL 4 VIOLATIONS

- Weapons possession violation
- Use or possession of inappropriate substances (tobacco, drugs, alcohol)

Disciplinary Action (First Violation)

- Minimum: 1-2 day suspension from program
- Maximum: Expulsion from the program

Disciplinary Action (Repeated Violations)

- Minimum: Expulsion from the program
- Maximum: Expulsion from the program

Complaints

Dear Parents,

Your child has recently been enrolled in a school age child care program. This program is licensed by the Colorado department of Human Services and fully complies with all of the state mandated requirements. If you believe that this program has deviated from its obligation as a child care provider please contact the Colorado Division of Childcare listed below.

Colorado Division of Childcare
1575 Sherman St.
Denver Colorado 80203-1714
303-866-5958 OR 1-800-799-5876

Colorado law requires all childcare providers to report any suspected or known cases of child abuse or neglect. As a parent or guardian of a child enrolled in a child care program it is also your obligation to report any suspected cases of abuse or neglect. Please seek the assistance from your county department of social services, listed below.

Arapahoe County Human Services
15400 East 14th Place
Aurora, CO 80011
303-795-4825

