

# *Parent Handbook*



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*We are so excited to welcome you to the Your Kids' Place family! We are striving to be the environment that children are eager and are asking parents to attend.*

*Your Kids' Place, LLC operates a Before and After School Program and Full-Days Program when school is not in session. All programs comply with the rules and regulations of the Colorado Department of Human Services and the Jefferson County Schools Code of Conduct. We also adopt policies and procedures created by the host school. All policies and procedures will be enforced and applied consistently and fairly. If you have any questions regarding this handbook or enrollment, please contact the Program Director.*

## ***Our Mission and Philosophy***

### ***Mission***

*Your Kids' Place seeks to empower every child to achieve success in growing mentally, physically and emotionally, as evidenced by their becoming valued, contributing members of their communities. This growth is realized by*

- *providing the safe, clean and healthy environment each individual child deserves;*
- *teaching and reinforcing the practice of responsibility, respect, courtesy, and self-esteem; and*
- *encouraging children to explore the world beyond the classroom and playground and to recognize the inherent value of every individual.*

### ***Philosophy***

*We believe each child is an individual deserving a safe, clean and healthy environment to achieve success in growing mentally, physically and emotionally. We teach and reinforce*

- *Responsibility*
- *Respect*
- *Courtesy*
- *Recognition of everyone's value*
- *Empowerment*
- *Nurturing*
- *Self-esteem*

*We also encourage the children to*

- *Explore the world beyond the playground and classroom*
- *Think outside the box*
- *Become valued members of their communities*

*We strive to create a unique culture to make Your Kids' Place:*

- *Where every kid fits*
- *Where children thrive in a loving and caring environment*
- *Where children receive personalized, inclusive service*
- *Where a foundation is established for children to become productive members of society*
- *Designed on a small scale for individualized attention and strong relationship building*
- *A homey environment in a neighborhood setting*
- *Where high integrity is consistently expected*

### **Program Description**

*This program provides child care for students aged 5 to 14. We also provide child care on school holidays, non-contact days, and fall, winter, and spring breaks.*

### **Program Hours:**

*Before School - 6:30 am until school opens (may vary by location)*

*After School - end of school day (may vary by location) to 6:00 pm*

*Holidays and school breaks - 6:30 am to 6:00 pm*

*Summer programs are also offered.*

## Enrollment

To enroll your child in a program, all applicable forms must be completed and returned with a nonrefundable registration fee to the program director. These forms include

- a registration form,
- an emergency card,
- a copy of your child's immunization record and
- consent forms.

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. If a child is withdrawn from the program, the enrollment procedure must be completed again to return.

## Payment Policy

Tuition payments are accepted anytime during normal program hours. All tuition payments are due by Wednesday by 6:00pm 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. All late payments will be assessed a \$5.00 late fee per day. If any child attends unpaid parent or guardian will need to pay at time of pick up. There will be charged normal fee and a \$6.00 drop in fee. If any change in the tuition price becomes necessary, the parents will be notified two months prior to the adjustment.

Please make checks payable to Your Kids' Place, LLC

**Schedule of Fees**

Rates:

Weekly                      \$215.00  
(Includes all activities)

Daily

Field trip day (FT)              \$45.00  
Non-field trip                      \$40.00

Hours: 6:30 am to 6:00 pm

Discounts are given to families approved by CCAP

Special arrangements can be made on a case-by-case basis.

**Discounts**

Discounts for multiple child families will be given. Full tuition will be charged for the first child, with each additional child's tuition being reduced by approximately 15%. Other discounts may be offered to those families that qualify. Only one type of discount per family! If there is an unpaid balance longer than 2 weeks all discounts will be null and VOID!

**Credits or Refunds**

Your Kids' Place, LLC will issue credits for cancellations due to weather or emergency school closure only. If your child is absent from school 2 or more consecutive days Your Kids Place will give up to 2 days' credit. Refunds will not be given for absences from the Before and After Program or any other programs offered by Your Kids' Place, LLC

**Absences and Vacations**

Please notify the director of the program at your child's school whenever your child is going to be absent. A staff member will call a parent or guardian to confirm any unknown absence. 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.

### Drop-in Policy

Your Kids' Place, LLC 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 only for emergency situations. An additional fee of \$6.00 will be assessed for each drop-in and each child. All drop-ins must be confirmed with the site coordinator prior to attendance to ensure proper staff and space is available.

### 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 within 10 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 the staff member is unable to make contact, the police will be notified. 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.

### Program Closures

Your Kids' Place, LLC does not provide child care on the following days:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after

Christmas Eve

Christmas Day

Additional closures may be necessary due to insufficient enrollment or access to the buildings per the school district.

### 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

Your Kids' Place is not responsible for lost or stolen personal items. Please do not allow your child to bring personal items to the program without the permission of the Program Director. 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.

*Electronics are not allowed at the sites. We have enough activities for children to engage in as well as use their ability of team work, inter actions with others, and imaginations. YKP will not take responsibility for lost electronics.*

### **Movie Policy**

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

### **Children with Special Needs**

*The Your Kids' Place, LLC 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**

*Your Kids' Place 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 be allowed to leave the program only 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 existing building crisis plan will be followed. Students will always remain with their program until a parent or guardian arrives. We will evacuate to the closest possible location. This location is posted at each individual site. In the event the closest site is not available parents will be notified of location. 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. In the event of a possible shooting children will be put into the safest place possible. All drills are practiced and recorded regularly.

Every site will practice the following drills at least once a quarter; lock out drills, lock down drills, fire drills, and tornado drills.

### Program Location

The Before and After School Program is based in the school lunch room, school gymnasium, temporary school building or school classroom, and uses the school media center and the outside play area as appropriate.

### Location of Children

To locate a child in the Before and After School Program, please go to the school lunch room, gymnasium or playground and consult a staff member. Children are supervised in all areas at all times while attending Your Kids' Place Before and After School Program.

### Transportation for Field Trips

*Any child that is participating in any off-site field trip will be required to have the signed permission portion on the enrollment form signed by a parent or guardian.*

*All transportation vehicles are approved by Your Kids' Place, LLC prior to each trip. 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

*Your Kids' Place, Inc. allows volunteers in the program with proper authorization. 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.*

*Occasionally, a parent/ guardian or volunteer may be invited to participate in program activities or attend field trips with the children. During such time the parent/guardian or volunteer 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*

## **Health**

### Illness or Injury

*Each staff member is equipped to handle minor injuries. All staff members over the age of 18 are trained in CPR, First Aid and 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 pick up 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.*

### Prescription Medication

*It is recommended that any prescribed medication be given at home. If your child should require any medication during program hours, a trained staff member 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. Your Kids' Place 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.*

### Immunizations

*It is the parent's or guardian's responsibility to keep immunization documents updated. Your Kids' Place does accept unimmunized children with proper documentation.*

### Over-the-Counter Medication

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

### Communicable Illnesses

*When children show signs of a communicable illness such as; lice, ringworm, strep throat, or chicken pox, they must be separated from other children. Parents will be notified and arrangements for child pick-up must be made. YKP staff will report any communicable diseases as outlined by the Colorado Department of Health. Children may return when they are no longer contagious, however a doctor's note may be requested verifying treatment for contagious illnesses. State rules require the YKP Program to anonymously notify all families of any contagious illnesses. In addition, parents need to notify the YKP Director if their child has been exposed to a contagious illness.*

### Snacks and Meals

*Parents are encouraged to pack a healthy snack for their child. On non-school days, the school cafeteria is closed. Please send your child with adequate snacks (2 per day), a lunch **that does not require heating or refrigeration**, 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.*

### Extreme Weather

*If the weather is extremely hot, 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. All children's items should be clearly labeled. 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 with the signed permission portion on the enrollment form signed by a parent or guardian. Children must supply their own sunscreen in the original bottle clearly labeled with their name.*

### Reporting Child Abuse

*All staff members are required, by law, to report any form of child abuse, obvious or suspected. All reports are strictly confidential and will only be reported to County Social Services.*

*Parents may review the child abuse reporting procedure upon request. Please call:*

*303-412-5212 (Adams County)*

*303-636-1750 (Arapahoe County)*

*303-271-4357 (Jefferson County)*

*720-944-3666 (Denver County)*

## **Discipline**

*All children are expected to follow the program rules without exception. We will implement Jeffco School's Student Code of Conduct along with the hosting schools rules.*

*We teach children that they are responsible for their behavior. Guidance strategies are used in a positive and educational way and include redirection, discussion, separation and natural consequences. Staff encourages and teaches children to problem solve. Physical or negative methods of discipline are prohibited. Positive incentives and praise for appropriate behavior will help to reinforce positive behavior.*

## **Warnings, Suspensions, and Dismissals**

*Children enrolled in the program must abide by all program and school rules to continue in the program. A formal meeting will be scheduled with the family if a child is involved in behavior that is noncompliant, damaging to persons or property, leaves the area of supervision while attending the program, uses disrespectful or abusive language or displays continuing disruptive behavior. If behavior continues, a written Behavior Plan will be put in place to help the child be successful. A formal meeting will be conducted with the parent, child and SAE staff to review the Behavior Plan. If the Behavior Plan is not followed, parents will be notified and the child will be suspended for two days. Noncompliance of the Behavior Plan will result in the child being dismissed from the program.*

## **Complaints**

*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**