

PARENT HANDBOOK



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We are excited to welcome you to the YKP family. We strive to create an environment where children feel safe, supported, and eager to attend.

YKP, LLC operates before- and after-school programs, as well as full-day programs 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 follow applicable policies and procedures established by the host school. All policies and procedures will be enforced consistently and fairly. If you have any questions about this handbook or enrollment, please contact the Program Director.

Our Mission and Philosophy

Mission

YKP helps children grow mentally, physically, and emotionally so they can become confident, caring members of their communities. We support this by:

-  Providing a safe, clean, and healthy environment;
-  Teaching responsibility, respect, courtesy, and self-esteem; and
-  Encouraging children to explore, learn, and recognize the value of every person.

Philosophy

We believe every child deserves a safe, clean, and healthy environment where they can grow mentally, physically, and emotionally. Our program encourages responsibility, respect, courtesy, empowerment, nurturing, self-esteem, and recognition of each person's value. We also support children as they explore the world beyond the playground and classroom, think creatively, and develop the skills needed to become valued members of their communities. YKP strives to be a place where every child fits, feels cared for, receives individualized attention, and builds a strong foundation for future success.

Program Description

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

Program Hours:

Before School: 6:30 a.m. until school opens (may vary by location)





After School: end of school day (may vary by location) to 6:00 p.m.

Holidays and School Breaks: 6:30 a.m. to 6:00 p.m.

Summer programs are also offered.

Enrollment

To enroll your child in a program, all applicable forms must be completed and returned to the Program Director with a non-refundable registration fee. 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 annually, along with the yearly registration fee. If your child currently takes medication or has allergies that require the program to administer medication, the proper medication administration forms must be completed. These forms must be signed by the child's current physician and parent or guardian before any medication may be administered or kept on site.

Withdrawal or Dismissal from Program

If you wish to withdraw your child from the program, please notify the Program Director. If a child is withdrawn and later returns, the enrollment process must be completed again.

Payment Policy

Payment deadline: Tuition payments are accepted during normal program hours and are due by Friday at 6:30 p.m. for the following week of attendance. Payments for multiple weeks are accepted.

Late payments: A child's space in the program is not guaranteed if payment is made after the deadline. Late payments will be assessed a \$5.00 late fee per day.

Attendance without payment: If a child attends without payment, the parent or guardian must pay at pickup. The regular fee and a \$5.00 drop-in fee will be charged.

Tuition changes: If a tuition adjustment becomes necessary, parents will be notified two months before the change takes effect.

Outstanding balances: If a balance over \$300 accumulates, payment will be required as soon as possible. Failure to pay may result in loss of care.

Please make checks payable to YKP, LLC. You can also pay via Venmo or PayPal.

Schedule of Fees

AM Care: \$15

PM Care: \$21

Full Days: \$55

Registration Fee: \$95. This fee is subject to change; please ask your Program Director for current rates.

Discounts

Teachers and first responders are eligible for a 4% tuition discount. Proof of eligibility may be required. CCAP-approved families may also qualify for applicable discounts. Special arrangements may be made on

a case-by-case basis. Only one discount may be applied per family. If a balance remains unpaid for more than two weeks, all discounts will be void.

Credits or Refunds

YKP, LLC will issue credits only for cancellations due to weather or emergency school closures. If your child is absent from school for two or more consecutive days, YKP may provide up to two days of credit. Refunds will not be issued for absences from the before- and after-school program or any other programs offered by YKP, 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

YKP, LLC understands that unplanned situations may occur and that circumstances can change, requiring care on short notice. Drop-in care is available only for registered children and is intended for emergency situations. An additional \$5.00 fee will be assessed for each drop-in child. All drop-ins must be confirmed with the site coordinator before attendance to ensure appropriate staffing and space are available.

Late Arrivals

On full days, no child will be accepted after 10:00 a.m. unless the parent or guardian has previously informed staff. If a child will arrive late and is scheduled to participate in a field trip, please call the program in advance so arrangements can be made.

Late Pickup

If a parent or guardian has not arrived to pick up their child within 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 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 must be paid directly to the staff member on duty.

Program Closures

YKP, LLC does not provide child care on the following days:

-  New Year's Day
-  Memorial Day
-  Independence Day
-  Labor Day
-  Juneteenth

- ♥ Thanksgiving Day and the Friday after Thanksgiving
- ♥ Christmas Eve
- ♥ Christmas Day

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

Cancelled or Delayed Start

The program will automatically close if the school is closed due to weather or an emergency. If the school closes during the day, the program will also close, and parents or guardians will be notified to pick up their children at school. If the school is on a delayed start, the program will open at its normal time.

Personal Belongings and Money

YKP, LLC is not responsible for lost or stolen personal items. Please do not allow your child to bring personal items to the program without permission from the Program Director. Children should not bring money to the program unless it is needed for a scheduled field trip. If money is brought for a field trip, the child is responsible for keeping track of it.

Electronics are not allowed at program sites. We provide a variety of activities that encourage teamwork, interaction with others, and imagination. YKP, LLC is not responsible for lost electronics.

Movie Policy

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

Children with Special Needs

YKP, LLC provides care for children with special needs as protected by the Americans with Disabilities Act of 1990, as long as the child's specific needs can be reasonably accommodated. Before a child attends the program, the Program Director and parent or guardian will discuss what is necessary for the child to be successful in the program. If a child is not successful in the program or staff are having difficulty meeting the child's needs, a follow-up meeting may be held with the parent or guardian to review and adjust the child's accommodations. If, after reasonable efforts and adjustments, the program is still unable to meet the child's needs, the parent or guardian will be asked to find care elsewhere.

Safety and Security

Sign-In/Out Procedure

YKP, LLC 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 authorized person. If this procedure is disregarded, the child may be dismissed from the program.

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 released only to a parent, guardian, or authorized person over the age of 18. If an unfamiliar person arrives to pick up a child, the person will be asked to show identification and will be

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 an emergency, the building crisis plan will be followed. Children will remain with program staff until a parent or guardian arrives. The program will evacuate to the closest available safe location, which is posted at each site. If that location is not available, parents or guardians will be notified of the alternate location. If the building is unsafe, children will be escorted to a safe area and parents or guardians will be notified. In the event of a fire, children will exit through the appropriate fire exits and wait for instructions. In the event of a tornado, children will move to the designated safe areas in the building and wait for the all-clear signal. In the event of a possible shooting or other safety threat, children will be moved to the safest place possible. All drills are practiced and recorded regularly.

Each site will practice the following drills at least once per quarter: lockout drills, lockdown 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 the YKP Before and After School Program.

Transportation for Field Trips

Any child participating in an off-site field trip must have the signed permission portion of the enrollment form completed by a parent or guardian. All transportation vehicles are approved by YKP, 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's behavior interferes with the success or safety of a field trip, a parent or guardian will be notified so a plan can be discussed. If the behavior continues, the child may lose the opportunity to participate in future field trips or may be dismissed from the program.

Lost Children

A child is considered lost when staff members do not know the child's location and can no longer ensure the child's safety. If a staff member determines that a child is missing, the staff member must notify a supervisor immediately. Staff will conduct an immediate search of the surrounding area and building. If the child is still missing after the initial search, a staff member will notify the parent or guardian. If the child is still not located after parent or guardian notification, the police will be contacted.

Volunteers

YKP, LLC 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 these times, the parent, guardian, or volunteer will not be counted in the child-to-staff ratio and may never be left unattended with children in the program.

Visitors

All visitors to the program area must check in with a program staff member. Visitors will be asked to present identification and state the purpose of their 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 the injury and inform a parent or guardian upon arrival. Program staff are 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 prescribed medication be given at home whenever possible. If your child requires medication during program hours, a trained staff member will assist your child. If your child needs medication assistance, please see the Program Director for the proper forms and information regarding your child's needs. YKP procedures for storing and administering medication comply with Section 12-38-132 C.R.S. of the Nurse 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. YKP accepts unimmunized children with proper documentation.

Over-the-Counter Medication

Over-the-counter medication must follow the same procedures as prescription medication. Written permission is required before any over-the-counter medication can be administered. If your child requires 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 chickenpox, they must be separated from other children. Parents or guardians will be notified, and arrangements

must be made for the child to be picked up. YKP staff will report communicable diseases as required by the Colorado Department of Health. Children may return when they are no longer contagious; however, a doctor's note may be requested to verify treatment for contagious illnesses. State rules require the program to notify families anonymously of any contagious illnesses. Parents or guardians must also notify the Program 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 or guardians are responsible for applying sunscreen before their child arrives at the program. With signed permission on the enrollment form, program staff will monitor and assist children with additional sunscreen applications throughout the day. Children must provide 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 known or suspected form of child abuse. All reports are strictly confidential and will be reported only to County Social Services.

Parents or guardians 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 program and school rules. The program will follow Jeffco Public Schools' Student Code of Conduct, along with the rules of the host school.

We teach children that they are responsible for their behavior. Guidance strategies are used in positive and educational ways and may include redirection, discussion, separation, and natural consequences. Staff encourage and teach children to problem-solve. Physical or negative methods of discipline are prohibited. Positive incentives and praise are used to reinforce appropriate behavior.

Warnings, Suspensions, and Dismissals

Children enrolled in the program must follow all program and school rules in order to continue attending. A formal meeting may be scheduled with the family if a child is involved in behavior that is noncompliant, disruptive, damaging to people or property, disrespectful, abusive, or unsafe. If a child

leaves the room or supervised area and refuses to return, the child will receive an automatic suspension. YKP, LLC has zero tolerance for disrespect toward staff or physical harm toward staff or children. If a child is continuously disrespectful to staff, even after staff have discussed the behavior with the parent or guardian, the child may be suspended. After two suspensions, the parent or guardian will be asked to find care elsewhere.

Complaints

Your child has been enrolled in a school-age child care program. This program is licensed by the Colorado Department of Human Services and complies with state-mandated requirements. If you believe the program has not met its obligations as a child care provider, please contact the Colorado Division of Child Care listed below.

Colorado Division of Child Care

1575 Sherman St.

Denver, Colorado 80203-1714

303-866-5958