

Caprock Academy

Childcare

2014-2015

CHILDCARE PROGRAM

The Caprock Academy Childcare Program is licensed through the state of Colorado (License # 1657786). This program will offer parents the convenience and safety of a first rate child care program for students attending Caprock Academy. Enrollment in the childcare program is open to students (ages 5 through 12) who choose to attend Caprock Academy. Caprock Academy Childcare will not make any distinction on account of the disability, race, creed, color, gender, national origin, religion or ancestry of any student who seeks admission.

Before and after school child care will be available for students ages 5 through 12 at our school. Hours of operation will be from 6:30am – 7:15 AM daily and 3:00 to 6:00pm.

FULL DAY FRIDAY

The Caprock Academy Childcare program provides a full day Friday Program for children that do not have school on Friday. Friday hours are 7:00am – 6:00pm. The fee for Friday is \$27.00 per day, with a snack provided in the morning and afternoon. EACH CHILD MUST BRING THEIR LUNCH.

Each Friday is packed with activities for children ages 5 through 12. We provide added enrichment opportunities that are left open for all of the children's enjoyment and enrichment. Building, arts and crafts, drama, music and a variety of other planned activities for the children.

PROGRAM PHILOSOPHY AND PURPOSE

The purpose of Caprock Academy Childcare is to provide a comfortable, safe, and interesting environment for children. The program is designed to meet the needs of children who have already spent a challenging day in school. The program offers children an opportunity to be with their friends, enrich their day through special activities and classes, work on homework assignments, and to relax. The staff makes every effort to meet individual needs while building a happy, cohesive group.

The design of the program recognizes educational enrichment as a primary means by which children pursue their own social, emotional, intellectual, and physical growth. The program includes activities from many areas including art, math, science, athletics, drama, and literature. The staff plans open-ended activities that allow children to explore ideas and solve problems independently. No videos, TV viewing, or field trips will be implemented as part of the program, but guest speakers and presenters may be invited to enhance learning. When there is a guest speaker or presenter, staff will stay with the children at all times. Center based programming, allows the children freedom of choice in before and after school care.

REGISTRATION

Enrollment is open to all students ages 5-12. Registration forms including emergency and health information must be filled out prior to your child being admitted to the program. A registration fee of \$25.00 **per family** is due at the time of enrollment that will be renewed prior to each school year. Registration fees cover insurance, supplies and registration.

TUITION

Families needing before and or after hours care will need to pay for services in advance on the first day of each month or week, or make other arrangements with the Director of Caprock Academy Childcare

- Before school (6:15 – 7:15 am) - \$7.00 charge
- After school - (3:00 – 5:15 pm) \$7.00 charge and (3:00 – 6:00 pm) \$8.00 charge
- Full Day Friday - \$27.00

We are requesting families in need of drop in care for before and/or after school, give the Director of the program a minimum of 24 hours' notice so the proper staffing can be arranged and to make sure there is space available.

If your child's fees are in arrears, Caprock Academy Childcare reserves the right to refuse service. Children not picked up by 6:05 p.m. will be assessed a late fee of \$5.00 for each 5 minutes after 6:05 p.m. This late charge is payable at the time you pick up your child.

RELEASE OF STUDENTS

Children will only be released to adults whose names appear on the registration form. If special arrangements need to be made for someone other than those designated on the registration form, please do the following:

- Provide a note with the names and date the person will be picking up.
- ALL persons that the staff is not familiar with will be required to show identification to staff members.
- Children without a note or notification WILL NOT be released to an adult that has not been designated on the registration form.
-

STUDENT ARRIVAL AND DEPARTURE POLICIES

As children arrive, a staff member will sign them in. We do not begin our liability until the time that your child is signed into us. When picking up a child, the parents/guardians are required to sign them out and present identification if requested.

POLICY FOR WHEN A CHILD IS NOT PICKED UP BY 6:15 P.M.

- The Director will be notified after all attempts to contact the parents and the emergency contacts have failed.
- The Headmaster of Caprock will be notified that the child has not been picked up by 6:30 p.m.
- Authorities and Social Services will be notified if the child has not been picked up by 6:30 p.m.
- The child will be turned over to the care of Social Services if attempts to contact the parents or other specified emergency contacts have failed.
- A note will be left for the parents as to the attempts made to contact them and a phone number for them to contact as to the whereabouts of their child.

CHILDCARE CLOSING PROCEDURE

At the end of each session or day, staff will ensure all students are accounted for and checked out to parents/guardians or another designated adult. The staff will check the rooms, restrooms and playground to make sure that no child is left unattended when Caprock Academy Childcare closes for the day.

VISITOR POLICY

All visitors are required to sign in on the visitor log and check in with a Caprock Academy Childcare member.

The policy for individuals not authorized by the parent or guardian who attempts to have a child released to them will be:

- Removal of the child from the room and placed with an authorized adult
- Double check the child's registration, emergency contact and file
- Call to the parent or legal guardian
- If the individual is not permitted to take the child, they will be asked to leave
- If the individual refuses to leave, authorities will be notified immediately
- If at any time, our staff believes that a child is in danger, a lock down of our facility will occur and authorities will be notified immediately

CHILDCARE COMPLAINT

If a parent or individual has any complaint regarding your child's care, please notify the Director immediately. If you feel that the complaint warrants notifying the State of Colorado, write to the address below or call the phone number listed:

COLORADO DEPARTMENT OF HUMAN SERVICES
1575 SHERMAN STREET
DENVER, CO 80203-1714
ATTENTION: CHILD CARE DIVISION
1-800-799-5876

CHILD ABUSE

The Director or any staff member shall report to Child Protective Services and/or the Sheriff's Department as required by the Child Protection Act of 1975, any suspicion of child abuse, sexual abuse, or otherwise neglect or endangerment of which they may become aware. For reporting cases of suspected child abuse, please call 242-1211.

COMMUNICATIONS

General news for Caprock Academy Childcare will be in the school communique. A more specific and detailed newsletter just for the Caprock Academy Childcare students will be available monthly.

We request that parents provide us with a weekly attendance schedule. If their attendance is to remain the same throughout the semester/year, please notify us of any changes or absence. This clarifies our staffing, scheduling as well as charges for NO SHOWS when necessary.

Pre-payment is required to attend our program.

DISCIPLINE

The Caprock Academy Childcare Program supports the same discipline policies as our school. The goal is to have our school and our program a safe and friendly place for all children.

We make personal contact with each student as they arrive for the day. We offer activities to engage each student's interest daily. Ground rules for activities and interaction are established and consistently maintained. Caprock Academy Childcare is a time and a place to meet new friends apart from the "homeroom class".

If a problem does occur:

- Student is given a verbal reminder of the rules
- If the problem persists, the student is separated from the problem/activity
- If inappropriate behavior continues, the student will have time to come up with a solution. Parents will be notified if this is not successful and other strategies will be discussed
- If inappropriate behavior continues, the child will be dropped from the program

SERVICE WITHDRAWAL POLICY

Parents are asked to let Caprock Academy Childcare know immediately if their child is no longer going to attend the program. We require no advance notice. No refunds will be made on accounts until the close of the 2014-2015 school year.

The Caprock Academy Childcare reserves the right to expel any student from attending the program for violent, disrespectful, or unsafe behavior by the child or the parent. (Please see our discipline policy). We reserve the right to suspend services for unpaid accounts.

LOST CHILD PROCEDURE

If a child is deemed missing, the Director of Caprock Academy Childcare and the Headmaster of Caprock Academy will be contacted immediately. They will verify that the child is missing. They will have staff search the building and grounds. If the child is not found then the following steps will be implemented.

1. Notify the Police Department.
2. Notify parents/guardians.
3. Question child's friends for information and give pertinent information to police.

EMERGENCY PROCEDURE

FIRE DRILLS – are held on a scheduled basis. Students are directed outside by the teacher, and will remain outside in specified areas until directed to return to the building.

BOMB THREATS – all bomb threats will be taken seriously. Staff will evacuate children as with a fire drill. Police and fire departments will be notified and children will not be allowed to re-enter the building until it is considered safe.

EVACUATION PROCEDURE – the staff will evacuate the Caprock Academy Childcare site if a disaster occurs in an orderly fashion from a clear and safe exit. Staff will take with them the sign in sheets and emergency records. The bathrooms will be checked and lights will be shut off. In case of an evacuation where we are unable to reoccupy the building, we will walk as a group to the nearest safe location to call emergency help and notify all parents of our location.

NATURAL DISASTER – in case of a natural disaster, we will follow the evacuation procedure and walk to the nearest safe location to call emergency help and notify all parents of our location. If possible, all children's personal belongings will be brought with them. If lights or power are out, we have an emergency flashlight on hand. If phone power is out, we will remain, if possible, at our school site. If it is not possible to remain at the school site, we will post a note on the front entrance as to where we have relocated the children.

INCLEMENT AND EXCESSIVELY HOT WEATHER – we will have the children inside and have planned activities take place indoors.

MEDICAL PROCEDURES

ILLNESS/ACCIDENTS – in the event that a child becomes sick with a fever (101 degrees or above), vomiting, diarrhea, etc., parents will be notified and the child will be removed from the group and cared for until parents arrive to pick them up. In the event of an emergency, every effort will be made to contact parents before emergency (911), the doctor or the hospital is called if the safety of the child is not in danger.

We are required by the State of Colorado to report any child with a communicable disease to the Colorado State Health Department.

INSURANCE – Parents are expected to carry their own insurance in case of accidents.

MEDICINES – No school personnel may, at any time, give any kind of medication to a student without written consent of a physician. Medication that is approved to be given at school must be brought in a container appropriately labeled by the pharmacy or physician and contain the child's dosage, time of medication, and number of days it needs to be given at school. The medication is to be kept in the school nurse's office or in our locked medicine cabinet. Parents are required to fill out a form in the office for any medication given that also requires and doctors signature.

CONTAGIOUS DISEASES – In the event that your child is believed to have a contagious disease, they will be removed from the group and kept under supervision of a qualified staff member until their parent or legal guardian is contacted and is able to pick their child up. The State Health Department will be notified upon diagnosis and the enrolled families will be notified that their child has been exposed.

NUTRITIOUS SNACKS

Daily snacks are included in our program. We will provide and after school snack when children arrive. We need to be informed of any food allergies your child may have.

CHILDREN'S PERSONAL BELONGINGS

Each child is responsible for his/her own belongings, i.e. coat, backpack, shoes, etc. School and staff are not responsible for lost items. Encourage your child not to bring valuable items to school. DO NOT SEND TOYS TO SCHOOL. CELL PHONES MAY NOT BE USED.

SUNSCREEN

If you would like your child to apply sunscreen before going outdoors, please supply the sunscreen and write your child's name on the container. Please indicate if the child can apply it or will need an adult to help apply it. The sunscreen will be stored so that it will only be accessible to staff.

Caprock Academy Childcare Enrollment

2014-2015

Student Name: _____

Grade: _____ Homeroom Teacher: _____

Will you need before school care? Yes / No If so, we must be notified 24 hours in advance via phone or email.

What days will you be participating in Caprock Academy Childcare? (circle one)

Monday Tuesday Wednesday Thursday All Day Friday

Approximate time you will pick up your student:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri. _____

Known Allergies: _____

Additional Persons authorized to pick up your student:

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Please read and initial each line:

_____ I certify that the above named student's emergency contact information, medical records (including known allergies) and immunization records on file with Caprock Academy are current.

_____ If there are changes to emergency contact information, authorized pick-up names, or medical/immunization records, I will immediately notify the school.

_____ I understand that if I do require before school care that I will provide 24 hour notification.

Parent Name: _____

Signature: _____ Date: _____

MEDICAL INFORMATION

Name, address, and phone number of child's doctor _____

Name, address, and phone number of child's dentist _____

Hospital of Preference (Please circle one):

Community Hospital

St. Mary's Hospital

2021 N. 12th Street

2635 N. 7th Street

Grand Junction, CO 81501

Grand Junction, CO 81501

Chronic Medical conditions _____

Does your child have a health care plan? _____ If yes, the health care plan must be provided on or before the first day the child is in care.

Is your child fully immunized and on file with school? _____ Completed immunization records must be provided on or before the first day the child is in care.

Food Allergies _____

I would like my child to use sunscreen before going outside and will supply it to Caprock Academy Childcare.

Signature

Date

(Please initial which you prefer)

_____ My child can apply sunscreen on their own.

_____ My child will need help applying sunscreen and I authorize a staff member to help.