

The Children's Center

815 West Street
Fort Morgan, CO 80701
(970) 542-0731

Policy and Procedure Handbook



2018 - 2019

THE CHILDREN'S CENTER PARENT & STUDENT HANDBOOK

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Mission Statements

MISSION STATEMENT

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and lifelong learning.

The mission of **The Children's Center** is to provide a safe and caring environment that enriches children's lives through experiences offered in a quality child care program.

Philosophy and Purpose

Our purpose is to guide and safeguard children whose parents must work outside their homes, and to provide a program which meets fundamental needs for growth and development common to all children.

The Children's Center is designed to:

- Provide a safe, loving, fun and caring place for all children.
- Provide activities and enrichment opportunities for children.
- Provide an affordable day care program for all families in Morgan County.

Activities based on children's interest and parent's desires are planned, structured, and supervised. Children are offered the freedom of choosing from a variety of scheduled activities.

We are working to provide a choice in quality, school-age child care. The After School Program, Kinder Care and the Summer Day Camp are open to children ages 5 through 12.

The Children's Center does not discriminate based on race, color, national origin, religion, sex or disability.

Activities

All children are expected to participate, within their abilities, in the activities offered. Activities will be offered each day until 5:30 p.m. A daily schedule and monthly newsletter is printed to inform parents of the activities.

Parents must notify **The Children's Center** of their child's whereabouts when they are absent from the program.

All policies and procedures established by the school district will continue to apply at **The Children's Center.**

After School Program

The After School Program is planned to provide enrichment activities and a safe learning environment for children when their school day ends. The program operates from 3:00 p.m. to 5:30 p.m. during the school year.

Registration forms are available at **The Children's Center** and online. Completed applications must be submitted or delivered to:

The Children's Center
815 West Street
Fort Morgan, CO 80701
542-0731

Asbestos Notification

To comply with the EPA AHERA regulations, School District Re-3, must notify all students, staff, and patrons that all schools have been inspected and that there are Management Plans available for inspection. These plans are available at the Maintenance Office, 1301 East Riverview Avenue. Any remaining asbestos in schools is in good shape and poses no danger. The district maintains periodic inspections every six months to comply with the regulations.

Bad Weather Consideration

Please see District Policy information in the back of the book.

Child Abuse Law

Please see District Policy information in the back of the book. All of **The Children's Center** staff are trained yearly to be Mandatory Reporters of Child Abuse and Neglect.

Commitments to Excellence

Please see District Policy information in the back of the book.

Complaints

Complaints may be received by telephone, letter, or personal interview. Complaints received in written form or statements signed by the complainant are preferable. Complaints should be given to the director. Only those complaints in which the complainant identifies themselves to **The Children's Center** will be investigated.

At the request of the complainant, the Director shall report back to the complainant about the investigation that has been made. **The Children's Center** reserves the right to refuse service to anyone.

To file a complaint about this facility contact:

Colorado Dept of Human Services
Division of Child Care
1575 Sherman Street
Denver Colorado 80203-1714
Or Call (303) 866-5958 or (800) 799-5876

Critical Incident Procedures

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Students will be taken to secure areas until the school office is notified by the police department that everything is safe. The safety procedures are practiced twice each year. In the event of a safety or security threat, please do not call the school or attempt to pick up your children.

Discipline

The discipline policy of **The Children’s Center** is in place to promote the safety of the students and staff and the efficient operation of **The Children’s Center**. The students are responsible for their behavior. Appropriate behavior is expected and will be positively reinforced by all staff. The staff will utilize a system of progressive discipline where inappropriate behavior is involved. The consequences will range from a verbal warning to expulsion from **The Children’s Center**. Parents will be informed of serious discipline concerns and will be involved in the writing of a discipline plan when appropriate.

The CODE OF CONDUCT for all Morgan County School District Re-3 students is enforced at **The Children’s Center**. A copy of this Code is included in the registrations packet and is to be initialed at registration.

Dress Code

Students are asked to come to school neat, clean, and dressed appropriately for the season and school setting. The district policy (File: JICA) regarding dress code is enforced while students are attending **The Children’s Center**.

Emergency Contacts

Having an emergency contact person listed on registration forms is mandatory. If your emergency contact information changes during the school year, please update our records.

Fees and Rates

Kinder Care	After School Care	Summer Day Camp
\$50.00 weekly Care provided from 11:00-3:00. Monday – Friday Additional \$10.00 for full day care on Friday.	Flat Rate Fees 1 day = \$25.00 monthly 2 days = \$45.00 monthly 3 days = \$60.00 monthly 4 days = \$84.00 monthly 5 days = \$105.00 monthly Retaining Fee = \$25.00 monthly	Part Time Fee \$50.00 weekly Up to 20 hours per week. Full Time Fee \$100.00 weekly Up to 40 hours per week. \$25.00 weekly Retaining Fee Maintains child’s place in the program.

All No School days are billed as \$25.25 per day.
Registration Fee of \$30.00 is applied to all applications.

Drop In Rate Is \$5.25 per hour
Additional \$2.50 per hour for care exceeding 8.5 hours per day.
Early / Late Fee is \$2.50 per day.
No Show Fee is \$10.00. This fee will occur if a client signs up for a No School day and does not attend.

Drop in payments are due on the day care is provided.

The After School Program is billed at a flat monthly rate. The Kinder Care program is billed at a flat weekly rate. Summer Day Camp is billed at a weekly rate according to the hours of attendance. When a child does not attend Summer Day Camp the Retaining Fee is applied to their account. The attendance category selected for Kinder Care and After School Care will be billed regardless of absences.

All families have the opportunity to change their attendance category before a new month begins. Attendance changes are to be completed on attendance forms available in the office. Overages to attendance categories will be billed a rate of \$5.25 per day.

Failure to pick a child up from **The Children's Center** will result in The Department of Human Services and law enforcement being notified and intervening on behalf of the child.

Goals and Objectives

Our goal is to provide quality child care and outdoor recreational experiences for children who are between 5 and 12 years of age. **The Children's Center** operates Monday through Friday between the hours of 7:00 a.m. and 5:30 p.m. during the summer and no school days. The hours of operation during the school year are 8:00 am to 5:30 pm during the school year. **The Children's Center** serves families through the After-School Program, Kinder Care, and Summer Day Camp.

The program objectives for **The Children's Center** are as follows:

1. To provide an environment that promotes safety for each child.
2. To promote the well being of all children enrolled.
3. To provide challenging activities appropriate for each child's age level.
4. To provide a program that meets the needs of children.

Health and Safety

Children who are ill or have been sent home by a school nurse will not be accepted into **The Children's Center** program that day. Children who become ill while attending day care will be sent home as soon as possible. If a child becomes ill or injured, the parents will be notified

immediately and will be expected to pick up the child promptly. An ill or injured child may not stay at **The Children's Center**. All communicable illnesses will be reported to the local Health Department pursuant to the State Department of Public Health and Environment.

In case of an emergency, the paramedics will be called and the child will be taken to the emergency room of Colorado Plains Medical Center. If an accident occurs, the following procedures will be followed:

1. The parent will be notified immediately.
2. The ambulance will be notified if necessary.
3. A Morgan County School District Re-3 accident report will be completed and filed at the District Support Center and the State Department of Human Services.

There will be a fire drill at **The Children's Center** once a month. The fire drill exit procedures are posted in each room. Tornado drills will be held twice during the school year and once during Summer Day Camp.

The Children's Center also practices lock down, reverse evacuation, and shelter in place drills.

The Children's Center adheres to all Emergency Response Procedures instituted by Morgan County School District Re-3. Guidelines about the procedures used are available in each classroom and the office. All staff are trained using Emergency Response Procedures yearly.

Immunization of Students

Please see District Policy information in the back of the book. **The Children's Center** must have a copy of each enrolled child's immunization records kept on file at the center. Parents may also file a non-medical exemption form yearly. Staff members train yearly on immunization courses through the Colorado Department of Public Health and Environment.

Inclement Weather

In Colorado the weather can change very rapidly. There are extremely cold temperatures and extremely high temperatures. When the chill factor is 30 degrees or below, or when temperatures reach 100 degrees, the children will remain inside for play activities.

Kinder Care

The Kinder Care program is designed to provide a half day enrichment opportunity day care experience. It is open during the school year for 5 to 6 year old preschoolers. Children who attend half day preschool can be bused from Sherman to **The Children's Center**. Registration forms are available at **The Children's Center** and online. Completed applications must be submitted or delivered to:

The Children's Center
815 West Street
Fort Morgan, CO 80701
542-0731

Lost Children Procedure

A LOST CHILD FROM THE PREMISES

The plan of action in the case of a lost or missing child from **The Children's Center** premises will include the following:

- 1) The staff member in charge of the missing child will notify the office immediately.
- 2) A quick check of the premises will be done immediately by staff not supervising children.
- 3) The parents or guardians will be notified immediately.
- 4) Prompt action will be taken to notify the local authorities (police, etc.) immediately.
- 5) The Morgan County School District Re-3 District Support Center will be notified immediately following the notification of parents and local authorities.
- 6) **The Children's Center** will submit a lost child written report for which the local authorities have been contacted within forty-eight hours to the Colorado Department of Human Services.

A LOST CHILD ON A FIELD TRIP

The plan of action to follow in the case of a lost or missing child on a field trip will include the following:

- 1) A master list of the students leaving **The Children's Center** will be made with a list being left at **The Children's Center** and one carried with the supervisor in charge of the field trip.
- 2) Each group leader will be assigned a specific number of children. They will carry a list of the students in their charge at all times.
- 3) Each group leader will make frequent periodic checks to confirm that all of the children are with them.
- 4) If a child becomes lost the group leader will notify the supervisor in charge. A quick check of the premises will be done immediately by staff not supervising the children.
- 5) The supervisor will immediately contact the local authorities available (such as tour guides, security guards, etc.) for immediate help in locating the child.

- 6) After a plan has been put into action in trying to locate the lost child, the supervisor will immediately check the safety of the rest of the children.
- 7) The supervisor in charge of the field trip will immediately notify **The Children's Center** office so parents or guardians and Morgan County School District Re-3 authorities are notified.
- 8) If the field trip is terminated before the child is found, the Director will remain at the site until the parents/guardians arrive. The other staff members and children will return with the bus.
- 9) Any child who arrives after a group has left for a field trip or excursion will remain at **The Children's Center**. The child can be taken to the event by a parent. A staff member may transport children to events if they are preapproved by the Transportation Director and there is district vehicle availability. No child will be left unattended.

Meals and Snacks

Breakfast and an afternoon snack will be provided without charge for children who are in attendance that day. Notice will be given the day before if children will be required to bring their own lunch or if lunch will be provided by **The Children's Center**. All children enrolled in **The Children's Center** program have the opportunity to apply for free or reduced meals.

The Children's Center participates in CACFP a USDA-funded program and is an equal opportunity provider and employer. In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

To file a complaint of discrimination, write:
USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
14th and Independence Avenue
SW Washington DC 20250-9410
Or call: (202) 720-5964

Medication Policy

Any medication that must be given requires written permission from the student's doctor and a parent/guardian must sign the Permission for Medication Form file: JLCD-E. This includes prescription and non-prescription medication. The medication must be brought in an original labeled container and have doctors' orders for the administration of the medication.

Only staff members trained in Medication Administration and given Nurse Consultant Delegation will be allowed to give medication to children in **The Children's Center** Day Care program.

No School Days

On the days that school is not in session, families are asked to sign-up for care. There will be a \$25.25 flat fee charged per child daily. This fee is in addition to the flat monthly rate for After School Care. Care that exceeds eight hours will be billed at an additional \$2.50 per hour.

If a child is signed up and does not attend on the no school day the charge will still apply.

Operating Procedures

The Children's Center has a capacity of 100 children. Children from Morgan County School District RE-3 schools will be bused to **The Children's Center** immediately following afternoon dismissal. **The Children's Center** staff and children are scheduled into different activity areas throughout the day. The staff keep track of the children in their care on an attendance sheet. The staff mark the children's arrival and departure being sure that all children have safely left **The Children's Center**.

All elementary children will be checked in by a staff member at 3:00 p.m. during the After School program. Children being transported to **The Children's Center** from private schools will need the person providing the transportation to enter the building and check them into **The Children's Center** sign-in book. During Summer Day Camp parents are responsible for bringing their child into the center and signing them into the program in the sign-in book.

The Children's Center will operate when Morgan County School District Re-3 is in session and during most NO SCHOOL days. **The Children's Center** will be closed on the following days:

- * New Year's Eve
- * New Year's Day
- * Good Friday
- * Memorial Day
- * Fourth of July
- * Labor Day
- * Thanksgiving Day, and the Friday after Thanksgiving Day
- * Christmas Eve and Christmas Day.

If the holiday falls on a weekend **The Children's Center** will designate another day for closure.

The Children's Center reserves the right to close for the day when attendance is below 15 children. **The Children's Center** may also be closed between the end of one program and the beginning of a new program in order to properly prepare the environment and train

staff members.

The Children's Center will be open on SNOW DAYS at 8:00 am. Children planning to attend must bring a **sack lunch for the day**

If there is early dismissal because of weather issues the children will be bused from their home school to **The Children's Center**. If the parent does not wish the child to attend that day, ***please call both The Children's Center and the child's school.***

All parents will be required to enter the building to sign out and pick up their children. If the child will be absent for any reason, please notify **The Children's Center**. Children will be released to designated adults only. Parents must advise **The Children's Center** of any changes in the status of designated adults. Please be prepared to show a photo ID when picking up children. If an adult cannot provide proper ID the child in question will not be released into their custody.

No child will be allowed to walk to **The Children's Center** from school or walk from **The Children's Center** home.

Parents will be notified of any field trip at least one week in advance. If parents agree to let their children go on the trip, the parent should delay picking up the child until the specified time. Parents are required to sign a trip slip to be placed in the child's file. If the child will not be attending a scheduled field trip the parent will be responsible for finding alternative day care for the day.

The Children's Center is not responsible for lost or stolen items. All money brought by children to day care for field trips will be the responsibility of the child.

Payment and Cancellation Procedures

Fees are due and payable as per the payment contract signed by each parent. ***ANY CLIENT THAT GETS THREE (3) DAYS BEHIND IN PAYING FEES WILL BE DENIED SERVICES UNTIL ALL FEES ARE PAID IN FULL.***

An additional \$25.00 will be charged for all checks returned due to insufficient funds. A client who has a payment check returned due to insufficient funds will have to make all further payments in cash or money order.

Accounts turned into collections will no longer be eligible for care at **The Children's Center**.

A two-week notice, in writing, is required when canceling registration from The Children's Center. Also, a two-week notice, in writing, will be given to families if The Children's Center can no longer offer care to their children.

Procedure on Guidance, Positive Instruction, Supporting Positive Behavior, Discipline and Consequences

Including how The Children's Center will:

1. **Cultivate positive child, staff and family relationships:** Each teacher at The Children's Center has been trained on positive teaching practices that ensure each child's behavior is guided in a positive manner. We continuously incorporate our families through daily communications regarding their children and encourage family involvement to ensure their children are being guided in a positive direction.
2. **Create and maintain a socially and emotionally respectful early learning and care environment:** All of our teachers encourage positive interactions with each child through demonstration and teaching that allow children to learn and be capable of respecting others socially and emotionally.
3. **Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children:** Through training each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
4. **Provide individualized social and emotional intervention supports for children. Including methods for understanding children's behavior and developing and implementing team based positive behavior support to prevent suspensions and expulsions:** The Children's Center believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive support plans for each child. This reduces challenging behaviors and may help to prevent suspensions and expulsions.
5. **Access and early childhood mental health consultant or specialist as needed:** At The Children's Center we continuously strive to strengthen our relationships with our children and their family. While working with our families we strive to provide each child with specialized care within our classrooms. When the situation arises that a child's needs are too difficult to address in the classroom we will give families information about an Early Childhood Mental Health Specialist to support their child in all environments.

Riding the Bus

Morgan County School District Re-3 provides bus transportation to The Children's Center from all District Re-3 schools each afternoon for after school day care. During bus transportation it is expected that all children follow the bus rules and regulations (File: JLCC). Children who are given citations from the bus driver will have their parents contacted and could be suspended from bus services. If the bus services are suspended due to behavior issues parents will have to transport their child to The Children's Center until a resolution is

reached. Please refer to policy (File: EEAE). There is no bus transportation offered during school breaks or on district no school days. Parents must provide their own transportation during these times.

When a child misses the bus that transports them to **The Children's Center** the school staff will contact **The Children's Center** to let them know that the student is at the school. **The Children's Center** will then call the parent. The parent will be responsible to pick up the child and transport them to **The Children's Center**.

When children are transported in a school vehicle other than a school bus, each child must use a seat belt and proper safety restraint. Children are to be instructed on safety in the case of an emergency or accident. Children must remain seated while the vehicle is in motion. All transportation staff are tested and certified through the Transportation Director of Morgan County School District Re-3.

Right to Searches

It is unlikely that there will be a need to search a student. However, in the event of the necessity to do so, we will be guided by Morgan County School District Re-3 School Board Policy (File: JIH).

Special Needs

The Children's Center accepts children with special needs. Children with unique physical and mental abilities are accepted as long as there is not a need to provide total one on one service for the child during the entire time the child is at **The Children's Center**. Before a child with special needs is admitted to **The Children's Center**, the parents or guardians are required to meet with the Director of **The Children's Center** and submit a complete background explaining the needs of the child. This must be done before the child can be accepted into the program.

Students with Food Allergies

The Children's Center must be notified in writing of any food allergies your child may have. All medical documentation must be submitted before the child begins attendance in the program. Please see (File: JLCDA)

Substance Policy

The use, possession, distribution, or sale of drugs and alcohol by students is prohibited by Board of Education Policy. All Morgan County School District Re-3 facilities are smoke-free environments.

Summer Day Camp

The Summer Day Camp Program is created to be a full day activity experience. The children are engaged in STEAM learning and skill building during the morning session and given field trip opportunities during the afternoon session. Summer Day Camp operates from 7:00 a.m. to

5:30 p.m. daily. During the summer break from June until August. Applications will be accepted on a first-come, first-served basis. The number of spaces available in the Summer Day Camp Program is 75 full time students and 25 part time students.

Registration forms are available at **The Children's Center** and on line.

Completed applications must be submitted or delivered to:

The Children's Center

815 West Street

Fort Morgan, CO 80701

542-0731

The Children's Center will transport children participating in school or city-related activities during the summer between the hours of 8:00 a.m. to 12:00 p.m. daily. **The Children's Center** charge to transport is \$2.00 per activity. When children are transported to and from activities, charges continue throughout the time of the activity.

If you have scheduled transportation with **The Children's Center** for school or city activities and your child will not need transportation that day, please notify the office.

Suspension and Expulsion from School or The Children's Center

Suspensions and expulsions can be utilized in cases of severe misbehavior, chronic misbehavior, or instances where the safety of classmates are of concern. Please refer to policy (File: JKD/JKE) If a child is suspended or expelled from school they may not attend **The Children's Center**.

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However there are times when a child may need additional care that our staff are not able to provide. If we feel that a child's behavior endangers the safety of other children, we will notify the family and begin with a conference. We will work together to develop and plan of action. During that time if a child is a danger to themselves or others we may choose to suspend the child from care. Please refer to the on discipline policies for more information regarding the steps taken by our staff to work with children who are displaying challenging behavior. It is only as a last resort that we would ask to remove the child from our care.

Television and Video Viewing

Video viewing will be used in **The Children's Center** in the After School Program on every Friday afternoon, early release days or on long days during vacations from 4:00 to 5:30 p.m. Movies viewed are rated either G or PG.

Volunteers and Visitors

Visitors must check in or out at the office on a check-in sheet before proceeding to the classroom and/or leaving the building.

Volunteers are welcomed and encouraged to be a part of **The Children's Center** program. Volunteers can enrich **The Children's Center** curriculum as well as providing a meaningful experience to the volunteer.

Volunteer responsibilities:

- Participate in day care activities on a regular basis
- Be aware of and follow rules and regulations of **The Children's Center**.
- Receive training regarding expectations of volunteers.
- Work directly under the supervision of a trained staff member.
- All volunteers must complete background investigations to CBI and TRAILS at their own expense.
- Must complete Mandatory Reporter Training of Child Abuse and Neglect.

Weapons in School

The Morgan County School District Re-3 policy regarding weapons at school (File: JICI)

Weapons, or other object being used as weapons, will not be tolerated. Students disregarding these policies will be subject to suspension and/or expulsion from school.

This policy will be enforced year round while children are attending **The Children's Center**.

Web Site

The Morgan County School District RE-3 website can be found at www.morgan.k12.co.us. On this website all Morgan County School District Re-3 policies can be accessed and reviewed.