Family Handbook

MISSION STATEMENT: SUPPORT FAMILIES BY PROVIDING QUALITY PROGRAMS FOR THE WHOLE CHILD DURING OUT-OF-SCHOOL TIME.

RED ROCKS
COMMUNITY COLLEGE
SCHOOL AGE CHILD CARE

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WELCOME AND GUIDING PHILOSOPHY

The Red Rocks Community College School Age Child Care (RRCC SACC) Program provides quality Out-of-School Time (OST) care for families. SACC programs are tuition based and licensed by the Colorado Department of Early Childhood (CDEC). Enrollment in the SACC programs is open to children ages 5-13 years of age. RRCC SACC does not provide transportation to programs.

The primary goal of RRCC SACC is to provide a safe, happy, caring and structured environment where children have an opportunity to learn lifelong skills and build meaningful relationships.

Our developmentally appropriate activities include opportunities to learn positive social skills, build friendships and express feelings. This balanced curriculum teaches each child to be curious in making choices and mistakes in order to grow to their maximum potential. This program is designed to promote fun, carefree, meaningful childhood experiences through the mastery of skills and personal success. Children choose activities based on their interest and skill level. Each program offers a variety of age-appropriate activities including science, technology, engineering, math (STEM), art, drama, cooking, science, team building, indoor/outdoor games, homework opportunities, literacy and quiet time. These activities occur individually or in group settings. Families are welcome to come and observe or participate in the program with a supervisor.

Our guiding philosophy is to uphold programs that strive to create a strong personal foundation that will encourage each child to:

Value learning

Explore options with curiosity

Build healthy friendships

Become problem solvers

Contribute to a respectful and safe environment

To foster this goal, RRCC SACC offers an environment that promotes play, high self-esteem through the learning of self-discipline, decision-making, communication, personal care skills and positive conflict management. RRCC SACC stands by the belief that, regardless of physical setting or personnel, there remains a consistency in behavioral expectations which allows for an emotionally and physically safe experience. Never will a child be permitted to remain in the program if they are unable to maintain the “Core Safes”:

Feelings are safe

Bodies are safe

Belongings are safe

Programs are safe

BENEFITS OF RRCC SACC

Attending a RRCC SACC program allows children to participate in various activities that may be offered at their school. This setting ensures unique day-to-day contact between our staff and your child. RRCC SACC prides itself in becoming an additional advocate for each child's learning and growing through creating strong relationships with school personnel. Each year our staff follow each child's progress and invest in supporting families. RRCC SACC models building relationships with school staff and families that develop community partnerships. Children can grow in this warm and caring environment; families can be assured their child is receiving quality care! RRCC SACC uses SACERS quality standards, National Afterschool Association Standards for quality, and has a hands-on management team ensuring quality and consistency in state and national standards.

CLOSURE DATES AND NON-CONTACT/FULL DAYS

CLOSURE DATES

This advanced notice of closure dates is given so that alternative arrangements for care can be made. RRCC SACC will be closed to observe the following days:

January	New Year's Day Martin Luther King Jr. Day
February	President's Day
May	Memorial Day 2 Employee Professional Development Days
June	Juneteenth
July	Independence Day
August	2 Employee Professional Development Days
September	Labor Day
November	Thanksgiving Day Day after Thanksgiving
December	Christmas Eve *through* New Year's Eve

- **District wide mandated closure days and delays may occur & RRCC SACC must follow district closures. This includes weather closures or delays, emergencies, etc.**

- **Credits or refunds are not given for severe weather closures, suspensions, emergencies, etc.**

PROGRAM HOURS

All programs open at 6:30 am and close at 6:00 pm, Monday – Friday. Schools have different start and dismissal times and rates may vary.

FULL DAYS/NON-CONTACT DAYS

The program is open at selected schools for early release, non-contact days, and a portion of school breaks. Full days must be scheduled online two weeks in advance to avoid drop-in fees. Drop-in care is not guaranteed for early release, non-contact days or school breaks. The hours of operation for non-contact days and school breaks are from 6:30 am to 6:00 pm. There is a minimum enrollment required of 10 children.

WEATHER DELAYS/CLOSURES

If Jeffco Public Schools determines a delayed start or a closure is necessary to ensure the safety of students, families and staff, RRCC SACC families will receive communication through School Messenger and email. Families are encouraged to contact the site phone and listen to updated messages. RRCC SACC programs do not operate on any Jeffco Public Schools closure days. This includes but is not limited to snow days, fires, flooding, other extreme weather or district emergencies. Refunds/credits are not available for these days.

In the event of inclement morning weather, Jeffco Public Schools may call a 2-hour delayed start. Should a 2-hour delay be called, all RRCC SACC programs will also be on a 2-hour delay, with a start time of 8:30 am. The start of school will be delayed by 2-hours from its normal time and RRCC SACC will provide care up until that time.

In the event of inclement afternoon weather, Jeffco Public Schools may call an early closure. If this occurs, SACC will follow Jeffco Public School direction and ask that students be picked up from SACC programs prior to 6pm. Afternoon program closures require pick up directly from school at bell dismissal.

STATE LICENSING

The Colorado Department of Early Childhood (CDEC) licenses RRCC SACC programs. We are bound by its rules and regulations. To report abuse or neglect, call Jefferson County Department of Social Services at 1-844-264- 5437. For complaints:

Division of Early Learning and Administration (DELLA)

710 S Ash St., Denver, CO 80246

Phone: 1-303-866-5958

cdhs oec communications@state.co.us

CDEC requires that all licensed child care facilities post the number for any customer that would like to report any incidents, concerns, or receive a report of inspection on their child care provider.

State licensing mandates ratio 1 adult for every 15 children. RRCC SACC strives to maintain a 1:12 ratio. DELLA, The Colorado Department of Public Health and Environment, and the local fire department provide on-site visits to ensure compliance.

All RRCC SACC staff members are required to be cleared by the Colorado Department of Human Services Central Registry before they can begin working with children. This registry has information concerning anyone who has been convicted of child abuse. Each staff member is also fingerprinted and cleared through the CBI/FBI for felony charges.

REGISTRATION AND ADMISSION PROCEDURES AND POLICIES

Registration requires that parents/guardians complete the online registration process.

Families can find the link to register on the RRCC SACC program website. https://www.rrcc.edu/school-age-childcare. The registration process must be completed at the time of enrollment and annually in order for the child to attend the program. Parents/ guardians are responsible for informing the RRCC SACC main office and the Site Manager **in writing** if there are any changes to their contact information.

Forms: For each child enrolled, RRCC SACC requires a current registration form, registration fee, immunization card, activity release form, sunscreen permission, and financial agreement form. Parents/guardians are required to provide copies of health care plans, IEP, 504, updated immunization records or any information regarding their child's health, development, education, and special needs prior to attending in order to complete the registration process. **All forms must be completed prior to attending**.

Registration fees are due at the time of enrollment and are non-refundable. The annual registration fee and rates are located on our website. Families select one schedule for the year and pay for care monthly. Contract changes are accepted and must be submitted two weeks in advance. We accept 1 variable schedule for every 15 children enrolled. Therefore, spaces may be limited and will be available on a first come, first served basis.

If a SACC program is at capacity, families will have the option to be placed on a waitlist. Once space becomes available our accounting department will contact the family. This also applies to students transferring from one school to another. Families are required to notify the RRCC SACC office in writing two weeks in advance when a child is being withdrawn from the SACC program.

Incoming kindergarten students that will be 5 years of age by October 1st may register and attend the SACC program for the school year. Students are required to be 5 years of age to attend any RRCC SACC summer program.

Families may print a copy of all policies and procedures. Failure to comply with documented requests will result in suspension or termination. RRCC SACC reserves the right to refuse care to a family for non-compliance, behavioral issues, or past due accounts.

Any parent/guardian requesting copies of documentation or information pertaining to their child must submit a request in writing to the RRCC SACC Administrator. RRCC SACC requires 14 days to process the request. Document requests will be charged a $2.00/page. The invoice/fee must be paid prior to receiving the documentation.

CUSTODY AND ORDER OF PROTECTIONS

To best support families, RRCC SACC staff will remain neutral in all family circumstances. Our priority is the safety and wellbeing of the child. RRCC SACC requires copies of original legal documents that state any orders of protection, restrictions, custody agreements, parenting plans and schedule arrangements. SACC staff must be made aware of changes that occur in writing with updated legal or notarized documents. Staff will only follow custody agreements, parenting plans and scheduled arrangements on file.

IMMUNIZATIONS

Children that attend RRCC SACC must have an immunization record or a signed exemption to attend. Children who are non-immunized must submit a copy of the exemption form from the Colorado Department of Public Health and Environment. If a child has an incomplete immunization record, the parent has 7 days to get the required vaccines for their child, or care will be suspended.

CHILDREN WITH SPECIAL NEEDS

RRCC SACC believes and supports equal opportunity care for eligible students. RRCC SACC is required to maintain ratio and other children and staff must not be harmed. * If a child requires additional support, parents will be asked to provide the child's Individual Education Plan (IEP), Safety Plans, 504 Plans, Behavior Intervention Plan's, and Health Plans. Parent/guardian must meet with RRCC SACC personnel and determine if the child can best be served in the program under the guidelines set by the ADA. RRCC SACC defines reasonable accommodations as not causing financial hardship to the program or requiring one on one support care.

AMERICANS WITH DISABILITIES ACT OF 1990 (AMENDMENTS ACT OF 2008)

RRCC SACC program is open to all without regard to race, color, creed, gender, nationality or disability. RRCC SACC complies with all conditions under the Civil Rights Act of 1964 and with the Americans with Disabilities Act of 1990.

The Americans Disability Act (ADA) mandates that equal access be given to all children with disabilities in childcare programs and that children with disabilities be fully integrated into the regular activities, appropriate to their individual needs. The law not only covers the facility where the childcare is offered but also features which are needed to access the facility such as sidewalks, doors and bathrooms.

Childcare programs are required to make "reasonable accommodations" for all children with disabilities. Reasonable accommodations modify policies, practices and procedures to allow children with disabilities to participate fully in the services, programs and activities provided by the center. Programs are not required to make changes that would create an undue burden, which is most simply defined as creating a significant difficulty or expense. Childcare programs may not charge additional fees for providing extra accommodations required by ADA. Childcare programs are required to make an individualized assessment about whether it can meet the particular needs of the child without fundamentally changing its programs.

If the child has an Individual Family Services Plan (IFSP) or Individualized Education Plan (IEP) to meet his or her educational needs, as required by the individuals with Disabilities Education Act, the provider can also use that as a guide or resource for determining reasonable accommodations.

Generally, the ADA does not require centers to hire additional staff or provide constant one-to-one supervision of a particular child with a disability.

RRCC SACC interviews families who wish to participate in the program. Prior to enrolling in the program, families with children who have special considerations or accommodations must interview with the Site Manager to understand program structure, assess the child's needs, and spend one afternoon in the program prior to admittance. RRCC SACC cannot accommodate one-on-one services.

It is also recommended that the parent/guardian:

· Review the child's IEP and conference with cooperating school faculty and family members to use as a guide to make informed decisions about care.

· Determine whether the child will be successful in the RRCC SACC program without one-on-one care.

· Determine how the program's structure can be adapted so that the child can participate fully without one-on one care.

RESOURCES AND REFERRAL SERVICES

- https://www.rrcc.edu/child-care-innovations
- https://www.coloradoshines.com/

The links above provide families with opportunities to find childcare in the event that RRCC SACC programs are at capacity or it has been determined that our programs don't meet your needs.

ADDITIONAL GUIDE RULES & REGULATIONS FOR RRCC SCHOOL AGE CHILD CARE PROGRAMS

1. Ages of children accepted: RRCC SACC accepts ages 5-13 years old.
2. Children ages 5 must be entering kindergarten.
3. If a child is 4 years old, they must be registered for full day kindergarten.
4. K-8 school 5-13 years old are permitted.
5. Children need to have completed kindergarten prior to attending summer camp.

FINANCIAL MATTERS

PAYING TUITION

Childcare is paid for in advance and is due the **1st of the month by 6:30 am**. If payment is not received, a late fee of $40.00 will be assessed. Please visit our website at: https://www.rrcc.edu/school-age-childcare for more detailed financial information. Families are encouraged to use this formula to calculate the amount due each month (daily rate x # of days in a month). Online payments are an option secured through Cashnet. We accept Visa, Mastercard and Discover. Please remember credits or refunds are not given.

- Any accrued late/additional fees will remain on the account regardless of a new session (e.g., summer/school year) or program. Accounts must be at zero balance to register for full days, or any school break care.

Checks must be mailed to cashiers' office:

Red Rocks Community College 13300 W 6th Ave. Box 02 Lakewood, CO 80228

· Checks are payable to RRCC SACC

· Include child's first and last name in memo

· Include child's school

DISCOUNTS

RRCC SACC offers several tuition discounts. Families must provide verification to the RRCC SACC accounting department via email to sacc@rrcc.edu. Families may select the discount that provides them the greatest benefit; unlimited discounts or multiple discounts are not permitted. Discounts are not retroactive and will only be applied once verification has been received. Verification is required annually. Discounts are not applied to any fees.

2ND CHILD DISCOUNT

Families with more than one child enrolled at the same RRCC SACC program will receive a 10% second child discount. This discount applies to tuition only and will be applied to the oldest child registered in the program. To receive this discount, children must be on the same billing account and reside at the same residence.

ACTIVE MILITARY, FIRST RESPONDER, AND EDUCATION DISCOUNTS

RRCC SACC offers a 20% discount to parents and/or guardians that are active-duty military, active first responders, or Jefferson County School District employees. First responders include paramedics, EMTs, police officers, firefighters, and rescuers.

Accounts that are past due or have an outstanding balance forfeit the discount.

CCAP – CHILD CARE ASSISTANCE PROGRAM

The Colorado Child Care Assistance Program (CCCAP) aids families in need of financial support. To apply, families need to contact the county offices where they reside. Families receiving assistance from CCCAP must notify the RRCC SACC CCCAP accounts manager at sacc@rrcc.edu. CCCAP assistance is not applicable until the verification has been received. Written documentation and authorization from the CCCAP caseworker are required prior to registering for care. Registration prior to CCAP approval the parent/guardian will be responsible for all standard RRCC SACC fees.

DURING BREAKS AND SUMMER PROGRAM

RRCC SACC combines programs at times. It is the responsibility of the parent/guardian on the authorization form to notify their caseworker and receive approval for the new temporary site, which has a different license number. All program license numbers are located on the RRCC SACC website. https://www.rrcc.edu/school-age-childcare/site-locations

If a family elects to have their child attend the program prior to receiving CCAP authorizations, the family will be billed at the full tuition rate and will be responsible for following all RRCC SACC billing policies. In addition, any care used that is not authorized by CCAP will also be billed at the RRCC SACC rate and is the responsibility of the family. If a parent fee applies, the

payment is due by **the 1st of each month**. Families are required to follow the CCAP process to check their child in and out of care daily or they will be responsible for all childcare costs. Failure to follow policies and procedures may result in termination of care. Families using CCAP are required to abide by all RRCC SACC billing and scheduling policies and procedures. CCAP families are required to sign off on RRCC SACC's CCAP policies and procedures at time of enrollment.

All families are required to receive authorization prior to registering for summer care. Families must pay the materials fee (tracking gear for field trips) at the time of registration. Fees are non-refundable. Parents are subject to contract fee changes after the first contract has been made.

For more information regarding CCAP please visit https://www.colorado.gov/pacific/cdhs/child-care-assistance

Apply for a variety of cash assistance benefits through the Colorado Program Eligibility and Application Kit (PEAK) website. https://coloradopeak.secure.force.com/

DROP IN CARE

Drop-in care is offered for **registered** families based on space availability only and is **not guaranteed**. All drop-ins must complete the drop-in care request form 48 hours prior to the requested care date**. Emergency Drop-in care** *(same day)* requires approval from Site Manager; Once the drop-in care is approved, the day cannot be switched, and the parent is responsible for the fee. There are no refunds/credits for unused care.

Drop-in rates can be found on the RRCC SACC Website.

LATE PICK UP

RRCC SACC staff review the sign in and out sheet as part of our tracking process and to ensure all children have been signed out at the end of the day. If your child is not picked up by 6:00 pm, a late penalty is immediately assessed to the parent/guardian of $2.00 per minute per child.

The fee is due within 48 hours on the website: https://www.rrcc.edu/school-age-childcare through Cashnet. **Failure to pay a late fee will result in immediate suspension until the fee has been paid in full. (No refunds are given for suspensions.)** Any family that abuses the late pick-up policy (**4** or more late pick-ups within 6 months) will result in suspension or termination from the RRCC SACC program.

After paying the late fee on the SACC website, the parent/guardian is responsible for providing the Site Manager with confirmation that payment for late fees has been made. * Please note Cashnet allows additional receipts to be sent to others for proof of payment. Site Manager's emails are: firstname.lastname@rrcc.edu

STEPS FOR LATE PICK-UP:

· Sign child out on sign in/out sheet

· RRCC SACC accounting team will email a statement with the amount due

· Visit website (Cashnet) & select school/site for payment

· Enter payment amount, child's name, and parent number + all cart

· Email confirmation of payment to Site Manager and yourself

LATE PICK-UP EMERGENCY PICK-UP PLAN:

We request that all parents communicate with Site Managers when they will be late picking up their child, to avoid worry and prevent falsely activating the emergency pick-up plan. Failure to communicate in advance about late pick up will result in RRCC SACC activating the Emergency late pick up procedure.

• 6:15 pm Emergency contacts will be notified

• 6:30 pm If Emergency contacts cannot pick up the child or be reached, RRCC SACC staff will notify Colorado Dept. of Human Services (CDHS), Jeffco security, and local police department.

• Any family who has two false Emergency Pick-Up Plan attempts will be charged the $2.00/per minute per child, plus an additional **$40.00 fee** which must be paid before childcare services will be resumed.

TERMINATING YOUR CHILD CARE CONTRACT

RRCC SACC strives to keep all families happy with the services rendered. In the event that a family wishes to terminate or suspend care, it is the responsibility of the family to notify, in writing, both the RRCC SACC accounting department at sacc@rrcc.edu and the Site Manager regarding the last day the child will be attending. If the family stops attending care and does not notify of termination in writing, the family will be charged for **four weeks of care from the child's last date of attendance.**

Two weeks' notice

RRCC SACC requires two weeks' notice in writing to sacc@rrcc.edu and the Site Manager whether you are changing your contract or terminating care. **PLEASE NOTE:** Notifying the Site Manager does not take place of notifying sacc@rrcc.edu in writing. Failure to submit the request in writing to the sacc@rrcc.edu will result in your continued financial obligation up to four weeks of care.

RRCC SACC Terminating Care for Non-payment

RRCC SACC takes it seriously to suspend or terminate care. RRCC SACC will make attempts to work with families. All families will be contacted about non-payment and then suspended. Families may not return until past due amount and late fee have been paid. The suspension process involves an additional statement "request for payment" sent to the families. During the suspension process families will be notified that the child may not return to care until balance is paid. In the event that the family does not make the payment, the accounting department will activate the collections process. The process is a 1st demand for payment, followed by a final demand for payment. Failure to respond with payment to the final demand for payment, will result in the account being turned over to the Colorado State Collection Agency. All policies regarding the collection process can be located on the financial statement that each family is required to sign in order to be admitted to RRCC SACC programs. The collection fees are added to the account of the family and must be paid in order to return to the program. Once an account is sent to collections, RRCC SACC is unable to service the account.

TAX INFORMATION

Tax ID#84-0644739

The Tax ID can be found at the top right corner of all RRCC SACC statements. If families require a year-to-date statement for tax purposes RRCC SACC sends the statements electronically to the individual who signed the financial agreement.

PROGRAMMING INFORMATION

RRCC SACC EMPLOYEES

Staff are required per CDEC Licensing and SACC to complete 15 clock hours of training each year. In addition, all staff are required to be certified in First Aid, CPR and Standard Precautions. Only staff who have received Medication Administration training are permitted to administer medication.

STAFF BACKGROUND CHECKS

In compliance with the CDEC Rules and Regulations, all staff will be screened through the Child Abuse and Neglect Database (TRAILS) for any record of child abuse and neglect. A complete set of fingerprints for all staff will be submitted to the Federal and Colorado Bureau of Investigation to obtain any record of conviction and will be repeated every five years.

DRESS

The RRCC SACC program follows district dress code policy, which can be found in the Jeffco Public Schools Conduct Code. During summer program RRCC SACC staff dress appropriately for the activity.

TRACKING

ATTENDANCE & ABSENCES

A primary concern of the program is the safety of the children. In the event of an absence from program, it is the responsibility of the parent/guardian to notify the program of the child's absence. If the program is not notified, the missing child procedures will be followed and may result in calling the local law enforcement (Jefferson County Security or county police department) to assist in locating the child.

Failure to report absences will result in a $5.00 fee assessed to account. Repeated incidents may result in termination of care. After school absences need to be reported prior to the end of day school bell. Full day absences need to be reported by 9:00 am.

LATE AND MISSING CHILDREN

Children are expected to arrive at the after-school program immediately after school dismissal. Once attendance is completed if a child is not present, staff will attempt to locate the child. If the child still has not been accounted for, parents and emergency contacts will be called. If all attempts to locate the child are unsuccessful, the police will be called to assist with the search.

If a child does not show up to program or if a child leaves the program unsupervised:

1. RRCC SACC staff will check with the main office and the child's teacher to see if the child left early or with an adult.
2. RRCC SACC will request the school do an "All Call" throughout the school putting the building on alert to provide any information school faculty, staff and children have regarding the missing child's whereabouts.
3. After the "All Call", RRCC SACC staff will call the guardians and adults listed on the emergency form and continue to call all adults listed on the emergency form.
4. If an authorized adult is unable to be located, the RRCC SACC staff will call the local police department. RRCC SACC will work with the police department until the child is located.

AFTER SCHOOL ACTIVITIES

Any children registered in an organized and supervised after school activity (i.e., scouts, science club, foreign language) must have prior parent consent in writing stating:

1. Title of the club
2. Name of club supervisor
3. Days of the club
4. Start time and end time of club
5. Start date and end date of club

Before attending the activity, children must report to the SACC program first. Once the club or activity ends the child must check in with RRCC SACC staff. If parents pick up directly from the activity, they are required to notify RRCC SACC program.

TRACKING SYSTEM

Each site has a tracking system to account for all children during program hours. The tracking system allows for each staff member to identify the exact number and which children are in the program at all times. If a child becomes separated from the group after checking into the program, staff will follow missing child procedures. Staff will ensure the safety of the group and proceed to search for the child while notifying teachers and other school personnel. If a child is identified as missing, parents and police will be notified.

The tracking system is a six-step process and is used daily to ensure your child's safety and whereabouts. Never will a child be left alone.

- Children are signed in/out by parent or staff.
- Children request permission to change locations and move their magnets on the tracking board.
- Staff has a name stick for each child who is in their care not at home-base location.
- Children are counted every 3-5 minutes, matching face to name recognition.
- Sticks/magnets are compared to children in room and the sign in and out sheet.
- Written documentation of the children's location is maintained throughout the day

SIGN IN AND OUT PROCEDURES

RRCC SACC requires that all families submit, on the registration form, a list of individuals authorized to pick up the child at any time. The name, address and phone number of the individual are required for security reasons. RRCC SACC personnel will identify individuals with a valid driver's license or government issued ID and require that the child is signed in and out of the program.

CDEC requires each site maintain accurate records of each child's attendance. RRCC SACC complies by keeping a sign in/out sheet. Always accompany your child into the morning session and sign your child in with the accurate time, and signature.

Children may be authorized by the parent to sign themselves in or out of the program if parents/guardians complete a release authorization form and is at least 10 years old. The person authorized for pick up in the authorization form should be at least 16 years old. A staff member will ask to see a government issued photo ID of any unfamiliar person entering the program site. Parents and guardians are also required to escort their child into and out of the building.

Once a child is signed in to the RRCC SACC program, they cannot leave our care without being signed out by a parent/guardian, or written permission. This includes to meet with school personnel or accompany parents to meetings or book fairs.

ADDITIONAL AUTHORIZED INDIVIDUALS PICKING UP CHILDREN

If someone other than an individual authorized on the registration form is to pick up your child, the parent/guardian must leave written authorization in the communication log, text the site cell phone, or email the Site Manager. The individual picking up the child will need a government issues photo ID and sign the child out with appropriate time and signatures.

Parent/Guardian please leave the following information:

· Name of child, full name of person picking child up

· Address of individual picking up child

· Phone number of individuals picking up child

· Phone number of where you can be reached

· If you would like to add this person as a regular emergency pick up contact the Site Manager.

VISITORS

All visitors must sign in on the visitor log with name, address, and purpose for the visit and provide government issued photo identification to the RRCC SACC staff. Visitors to the site must follow all Jefferson County Public Schools safety regulations and remain under the supervision of

SACC staff at all times. Once the visitor is cleared by the Site Manager, they must wear proper identification.

CHILDREN'S PERSONAL ITEMS & MONEY ON FIELD TRIPS

On special events or field trips children may bring spending money. RRCC SACC asks that money be kept in a safe and private place. RRCC SACC staff also asks that the amount sent with the child is reasonable. RRCC SACC staff will not make change for families. RRCC SACC will not be held liable for loss, theft or misuse of money. RRCC SACC is not responsible for personal items children bring from home. Children are encouraged to leave toys, games, or other belongings at home. On designated days, children may be allowed to bring items from home. In this case, items must be labeled with the child's name and children are responsible for their belongings.

Children are equipped with a personal cubby or basket for their belongings. RRCC SACC cannot ensure that property will not be lost or stolen. Items left on site will be placed in a safe area; if items are left for more than two days, the items will be placed in the school's lost and found.

RRCC SACC is responsible to uphold all school policies, including any restrictions on personal belongings.

PROGRAM SCHEDULE

All RRCC SACC programs follow a daily schedule. The CHOICE oriented schedule is posted and designed to offer quality activities, learning and engagement. Components of the daily schedule include the following: snack, physical activity, teacher guided activities, homework and centers. Centers consist of art, reading, writing, dramatic play, science, math/problem solving and construction. We plan intentionally for active and play based learning experiences to support the success of all students.

NUTRITION

Children are served a snack each afternoon. Each snack includes one fruit or vegetable, one carbohydrate, and a milk or water. On full days, a morning and afternoon snack will be served. Snacks are available for 45 minutes.

Children are required to wash their hands before they are permitted to eat. All food is to be eaten at the designated area. If a child brings a snack from home, the snack must be healthy and eaten at the snack table. Snack menus are available for parent/guardian to review online and posted at each site.

FOOD ALLERGIES

If your child has allergies, please review the calendar, and inform the staff by noting it on your registration form. If children are allergic to the food provided for snack, the staff will attempt to provide an alternative snack. If the food allergies become a concern, parents may be asked to provide a snack for their child. **For their protection, children are not allowed to share food.**

LUNCHES

Days that children are attending a full day or seasonal break, they are required to bring a non-perishable lunch. The Department of Human Services requires that all lunches be checked for

nutritional value and prevention of spoilage. Each lunch must contain one-third the daily nutritional requirement. Failure to provide a lunch will result in the parent being charged $12.00 for the RRCC SACC provided lunch. It is against Department of Human Services and RRCC SACC practices for a child not to have a lunch available.

TV, VIDEOS, MOVIES & VIDEO GAMES

RRCC SACC allows children to enjoy a movie or television program once a month unless it is complementing an educational lesson. The television program and movie must have either a general rating or a family viewing rating G or PG. Before children will be allowed to watch the program written permission from the parent/guardian must be given.

The RRCC SACC program encourages children to enjoy music or personal devices. Devices containing inappropriate content including derogatory comments, foul language, and violence will not be allowed. Listening devices are acceptable and can be used while a child is doing homework or during designated times. Students must check out district electronic devices prior to arriving at program. If your child carries a cell phone, it must be secured in their backpack during program hours. If an emergency occurs, children may use site phones. Although these are personal devices, staff will monitor children's use. Children are not to share devices or allow others to view content. If a child is speaking loudly or disregarding staff, the child will be asked to put the device away. Failure to comply with requests or disregard the designated times for personal belongings will result in the device being confiscated until the parent or guardian picks the child up.

Video games are welcome for limited time on site. Media containing explicit content, foul language, violence, or any inappropriate content will not be permitted. If staff notice that the video game has a rating higher than E or A, the child will be asked to put the game away immediately. Staff monitor movies, videos, television, and video games regularly to determine appropriateness and length of time children are engaged in the aforementioned activities.

If your child does not wish to partake in an activity, the child or parent has the right to notify staff, and the child may partake in other activities. If you have any further questions regarding policies, please talk to your Site Manager or call the main RRCC SACC office for clarification (303) 914-6203.

Parents, please note that your activity exclusion form or a written email to RRCC SACC Site Manager is where you should note your preference for your child viewing videos or playing video games provided by the program on special game days. Please explain the viewing policy to your child as well.

All movie days must provide the parent with the title of the film and the rating of the film 24hrs. to viewing. Children not in attendance 24hrs. prior must be notified by phone or upon arrival and written permission given.

BIKES AND SCOOTERS

Children can bring their bikes or scooters on designated days, typically full days of care. Parents will use the sign in/out sheet *to* give written permission for the child to participate. Children must bring a helmet and are responsible for all equipment that they bring to SACC. Children are not allowed to share equipment with other students. SACC does not allow motorized equipment of any kind (scooters, bikes, mopeds, etc.).

FIELD TRIPS

Each program provides various extracurricular activities for children to participate. The activities are planned and presented to parents. Parents are required to give written permission for their child to attend. On field trip days sites will use the sign in/out sheet to get written permission from the parent for the child to attend. This form includes date, field trip destination, address & phone number, mode of transportation, departure time, return time, and excursions.

If a child is unable to participate in a field trip, there will not be any alternative onsite options for care. Please make other arrangements for care while the program is offsite. Going to another RRCC SACC program is an option if ratio is not compromised. Parents needing to pick their child up early from a field trip or drop off a child at a field trip are responsible for making travel arrangements and are to notify staff in advance.

RRCC SACC enforces a 1:12 or 1:10 ratio on field trips. RRCC SACC employees supervise children in groups according to ratio. Tracking procedures require all staff carry group lists, emergency contact information and count children in group every 3-5 minutes. Field trips requiring a lower ratio may require volunteers. All volunteers must complete an emergency contact form, CBI background check and be trained in program safety. Volunteers are never left alone with children.

BEHAVIOR ON FIELD TRIPS

In the interest of ensuring the safety of all children and staff while on field trips, any child who engages in unsafe, noncompliant, and disrespectful behavior may lose field trip privileges and alternative care will not be provided. Depending on the severity of the behavior, parents also may be contacted to pick up their child immediately during the field trip. Continued behavior concerns could result in a formal behavior plan.

LATE ARRIVALS WHILE OFF SITE

All families that are scheduled to attend on the day of a field trip will be called 30 minutes before departure. If a child arrives to the program after the program has left for the destination, it is the responsibility of the parent to drop the child off at the field trip or drive the child to another RRCC SACC program. *Families are not refunded or given credit for missing field trips.

Parent/guardian may also participate in field trips if circumstances allow. However, they will be responsible for their own entrance fees and must give prior notice to the Site Manager. Depending on available space on the bus, parents may need to transport themselves to the field trip destination. They will need to be under the direct supervision of RRCC SACC staff and will not be left alone with any children other than their own.

SWIMMING

On swimming field trip days children will need to bring a swimsuit and a towel. Before children are permitted to swim in deep water, swimming skills must be tested by pool personnel at each swim location. All children who pass the swim test will be required to wear a wristband while at the pool to identify ability.

T-SHIRTS, BACKPACK, WATER BOTTLE

Each child will receive a T-shirt, backpack, and water bottle at the beginning of the summer. Shirts must be worn on field trips unless otherwise specified to ensure the safety of your child.

TRANSPORATION

Safety is especially important when transporting our children. The RRCC SACC program transports children using Jefferson County School buses, the public transportation system (RTD) or walking if less than two miles. All staff are trained in vehicle safety and pedestrian safety.

RRCC SACC staff will only transport your children in personal vehicles under emergency situations with parent/guardian and RRCC SACC administrator approval. Your child will not be transported in any mode of transportation that is not deemed safe and acceptable by the Department of Human Services and approved by families. Any driver approved to transport will have completed the required 4 hours of driver training. required.

SCHOOL BUS RULES

All safety rules are in accordance with *Jeffco School Bus Rules District Policy JICC-R Regulations for District policy j/CC.* It is a privilege for students to ride a Jefferson County Public School bus, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a school bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

Before the children go on any field trip, bus expectations and safety rules are discussed with children. The following guidelines are for all children and staff while on the bus:

- Children's backs and bottoms stay in the seats.
- Children are to always face forward.
- All body parts & belongings remain inside of the bus.
- Inside voices or whispers are to be used while on the bus.
- Children are seated 2-3 to a seat.
- Staff members are placed at the back, middle and front of the bus.
- One staff remains on the bus while children unload to check for children and personal belongings.
- Attendance is taken while children load/unload the bus.

JEFFCO SCHOOL BUS CONDUCT POLICY

Classroom behavior and noise level is the acceptable behavior on a bus. **The driver is in full charge of the bus and students.** The driver has the right to assign seats to meet the needs of passengers. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the student(s) responsible.

Students must not block the aisles or stairwells; these areas are to remain clear in case of emergency. To prevent injury, students are not allowed to move around while the bus is in motion.

- Harassment, aggressive behavior, bullying, or discriminatory/abusive language or conduct towards the driver or other persons, on or off the bus, is unsafe and prohibited.
- Possession of weapons such as knives, guns, chains, or any other dangerous item(s) including laser pointers, that can inflict injury are prohibited and illegal.
- Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited.
- Smoking or chewing tobacco and possession of alcohol or illegal drugs while on the bus is illegal.
- Use of flame or spark producing devices, including but not limited to matches, lighters, etc., is prohibited.
- To prevent injury to students and others, no body part or other object may be extended out a bus window.
- Students are expected to be quiet at all railroads crossing to allow the driver full concentration to correct procedures and hazards.
- Students must have written permission from parent/administrator to use a bus stop other than their regularly assigned stop.
- Students who behave inappropriately and do not follow bus rules are subject to discipline up to and including suspension from all bus riding privileges.
- Misconduct citation forms may be used to ensure proper communication between the parents, students, school personnel and the bus driver. This form must contain the student's name, school, route number, date, the driver's name, and a written description of the act of misconduct. Video cameras may be in use on buses at any time.
- School District policy does not allow a student to be removed from a school bus in route to or from school.

INCLEMENT WEATHER DURING PROGRAM TIME

We play both inside and outside daily. Please be aware of the weather conditions and dress your child accordingly. On winter days, children will need appropriate outerwear for outdoor play. Temperature/wind chills of 30°F or higher: Regular outdoor play times are followed. Temperature/wind chills between 15-30 °F: 15-20 minutes maximum outdoor play time. Families are welcomed to provide a change of clothes stored in child's backpack. If there are certain days that you do not wish your child to go outside, please notify the Site Manager and document it in the family communication log.

Excessively Cold Weather: waterproof shoes/snow boots, gloves, layers, coat, extra socks, head protection.

Excessively Hot Weather lightweight shirt, lightweight pants or shorts, appropriate shoes or sandals, sunscreen if not using RRCC SACC provided sunscreen, hat/visor, water bottle, and towel for water play. When temperatures are above 90 degrees, we monitor children for signs of overheating and ensure children always have access to shade and water. When the heat index is above 94 degrees or the Air Quality Index value is above 150, the children will remain inside and be offered alternate gross motor activities. Further, children that may be sensitive to poor air quality will be offered indoor gross motor activities when the Air Quality Index is above 101.

Field trips are subject to change based on weather.

NATURAL DISASTER DURING PROGRAM TIME

In preparation for a natural disaster during program time, RRCC SACC staff have been trained on emergency evacuation procedures. If there is an emergency while your child is in our care the following steps will occur.

· We will evacuate the school. All the children, the site cell phone, emergency book, sign-in/out sheets, first aid kit, and coats (if possible) will be at the designated safe space.

· We will evacuate to the agreed upon location for that particular school. Please see the Site Manager for your site's location.

· We will call Jefferson County Security, the school's principal, the main RRCC SACC office update the site voice mail, and notify families of the situation and where the children should be picked up.

· Local authorities will be notified in the event of a lockdown, fire, flood or natural disaster situation.

· In the event an emergency or evacuation takes place while off site, all children will be placed on a Jefferson County school bus and be transported to safety unless pick up from location is required.

- Each program has a more specific plan on-site located in the Jeffco Red Emergency Evacuation Folder.

CLOSING PROCEDURES

Each evening, program staff follow closing procedures specific to their site to ensure that all children have left the building. Closing procedures include checking: tracking system, sign in and out forms, facility and restrooms.

MEDICAL INFORMATION

INJURY/ILLNESS

RRCC SACC strives to keep each child safe, however accidents do happen, and we believe parents/guardians need to be informed. In the event of an accident, the parent will be notified with an "injury/incident" report. In the case of more serious injuries needing medical attention a phone call will be made to the parent/guardian, then an incident report may be filled with CDEC if necessary. All incidents are documented and sent to the families within one business day of the injury.

If your child shows signs of illness or injury, staff will make conscientious effort to locate parent/guardian or emergency contacts to alert them to the injury or symptoms of illness. If symptoms are deemed serious, it is expected that you will arrange for your child to be picked up within one hour of the original phone call. Staff will make every effort to comfort your child by providing a mat, sheet, pillow, and blanket in a secluded area away from other children. In case of an emergency or severe illness, 911 will be called. If transportation or medical costs incur, the parent/guardian will be held responsible for all financial fees.

Children must remain at home for 24 hours after a fever has broken. Children must remain at home for 24 hours after vomiting has ended unless clearance has been given by a health care provider. These communicable illnesses require a child to leave a program and stay at home until the illness is no longer contagious and have been cleared by a physician:

· Strep throat
· Chicken pox
· Viral diseases
· Flu
· Conjunctivitis (pink eye)
· Pinworms

Children Who Arrive at the Program Ill/Sick

Children who become ill while at the center will be removed from activities to rest until a parent or designee arrives. When notified, parents/guardians are expected to come promptly to pick up the child. If the parents/guardians cannot be reached, we will contact the emergency contacts listed on the emergency card.

A child with symptoms of illness will not be admitted to the program. That child will not be permitted to return to the program until well or with proper physicians' authorization, it is our goal to create and maintain a healthy environment, so we ask that children be kept home when ill.

Health Guidelines

The following guidelines have been developed with our consulting physician and comply with Colorado licensing requirements. It is our goal to curtail illness and promote healthy environments in our programs. All children are required to wash their hands upon entering each day.
The following require a child to leave the program:

- A fever of 100.4°F or more
- Persistent crying or complaints of pain
- Breathing difficulty
- Diarrhea more than twice
- Mucus or pus draining from eyes/nose
- Vomiting
- Persisting wheezing or coughing

HEAD LICE & OTHER COMMUNICABLE DISEASES

Children will not be admitted to the program without physician approval. If a child is found with lice,

they will not be admitted until nits are all gone. Children with pink eye are required to be on medication for 48hrs. and wear an eye covering before they will be admitted. Severe coughs, fevers, visible conjunctivitis, open wounds, chicken pox, etc. are not admitted.

Written clearance from a health care provider indicating that the child is no longer contagious is required prior to the child's return to the program. All absences should be communicated by 8:00 am. Please notify us if the illness is contagious, so we can alert families to be vigilant for signs of illness. We welcome children back to the center when they are ready to join us in all our activities, including outdoor play. If children are too ill to participate in outdoor play, they should remain at home.
https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDClkF/view

MEDICATION INFORMATION

Parents are required to provide medications, copies of health care plans and any information regarding health/medical needs their child has prior to attending. The program cannot administer any medication without the required medication forms and physician authorization. If a health care plan or medication is not available upon enrollment, the RRCCSACC nurse consultant will be contacted to determine when the child may start in the program. The medication must be in the original container, with the pharmacy label showing the child's name and instructions for administering on the outside.

The RRCC SACC Program contracts with Colorado CPR Pros for medication training, delegation and nursing consultation. Designated RRCC SACC staff will be trained and delegated to administer medications

Medication (including over the counter drugs) will not be administered without a completed and signed RRCC SACC medication(s) form. Forms may be found online at rrcc.edu/sacc

1) Name and dosage of medication
2) Duration and specific instructions or administration
3) Possible side effects
4) Physician's printed name & signature
5) Date and time to administer medication

Medication (including over the counter drugs) will not be administered without a completed and signed RRCC SACC medication(s) form. Forms may be found online at rrcc.edu/sacc

1) Name and dosage of medication
2) Duration and specific instructions or administration
3) Possible side effects
4) Physician's printed name & signature
5) Date and time to administer medication

Over the counter, or prescribed medication must be presented with written doctor's orders and completed medication forms. Medication must be in its original container.
Childcare centers are not permitted to administer home remedies, including homeopathic medications, vitamins, and supplements to the children.

Prescribed medication must have current date, child's name, medication's name and correct

dosage on the bottle. The prescription's label may serve as doctor's orders. Never place medicine in a lunch box, backpack, or change the original container. If pills need to be split/scored, it is the responsibility of the family to do so. Medication is stored in a secured bag/box at the site.

Medication is not to be kept by children or kept with children's personal belongings unless mandated by the physician. Once the period of giving medication has lapsed, the parent/guardian will need to either retrieve the container or present a new physician's note to continue dispensing the medication.

For RRCC SACC staff to dispense medication they must be trained in medication administration. Our nurse consultant from Colorado CPR Pros delegates approval for staff to dispense medication with doctor's orders or medication administrative training. **Children are not permitted to self-medicate unless designated in medication plan**. If staff have not been delegated to administer medication for your child, the family will be required to do so until training and delegation is completed. Self-carry of an inhaler or epi-pen requires a written contract with the parent(s) or guardian(s) and child acknowledging the high level of responsibility. This contract includes orders for the medication from a health care provider, along with confirmation from the health care provider and the health consultant that the student has been instructed in and is capable of self-administering the prescribed medications.

MEDICAL EMERGENCIES

In the event of an extreme medical emergency requiring immediate treatment, the following procedures will be followed: Parent/guardian will be notified while the staff contact emergency personnel. If the parents/guardians are not available, RRCC SACC will notify the emergency contacts listed on the registration form

· The responding emergency team will determine whether hospitalization is necessary. If a hospital visit is required, the child will be transported to the closest hospital by ambulance and will be accompanied by a staff member.

· If injury occurs while participating in an off-campus field trip, the injured child will be transported to the closest hospital accompanied by a staff member.

· If the injury does not require an ambulance but does require a hospital visit, the parent/guardian will be contacted and may elect to have the child transported to the hospital where they can join them.

ACCIDENTS

All staff are CPR and First Aid certified. In the event of an accident, staff will do the following: administer first aid, notify parents, document the accident to RRCC SACC Administration through the online injury incident form, and notify the Colorado Department of Human Services if necessary.

Programs must report to CDEC within 24 hours when a child in care has received emergency medical attention, has been hospitalized or if there has been a fatality.

At the time of registration parents/guardians are required per CDEC Licensing to provide a minimum of one emergency contact other than the parent/guardian. If a medical emergency occurs during the program RRCC SACC personnel will activate Emergency Medical Services. RRCC SACC is not responsible for expenses incurred. Whenever possible, if the parent/guardian is unavailable, an RRCC SACC staff member will accompany the child. Staff are never permitted to transport children in

their personal vehicles.

SUNSCREEN

Licensing guidelines require RRCC SACC programs to apply sunscreen to exposed skin, year-round. RRCC SACC programs use Rocky Mountain Sunscreen unless otherwise disclosed by your Site Manager. All children are required to use our sunscreen unless other arrangements are made with the Site Manager. Parents must provide a written request to use alternate sunscreen and provide the sunscreen daily. Children may apply sunscreen to themselves under the direct supervision of a staff member. Parents must provide permission for children to use sunscreen at the time of registration. Please let staff know about any allergies your child may have.

EMERGENCY INFORMATION

Emergency procedures are planned in accordance with the Jeffco Public Schools Standard Response Protocols. Drills are practiced regularly to be prepared in case of an emergency (e.g., lockdown, lockout, fire, tornado). Individual plans can be found at each site.

In the event of an evacuation emergency, RRCC SACC will follow the guidance of Jeffco School District Emergency Personnel. Each site will have a designated offsite reunification location, which will be used if available. If the designated offsite reunification location is not available, an alternative evacuation site will be determined and communicated on the site voicemail.

IN THE EVENT OF AN ACCIDENT OR TRANSPORTATION EMERGENCY:

Jefferson County School District transportation services in the event of a bus break down will dispatch a new bus from the closest terminal and children will be asked to walk to a safe place to wait until a new bus arrives. In the event of an accident, Jefferson County School District will contact emergency services and the RRCC SACC staff will contact the main office to update them regarding the situation. If a trauma takes place during the accident, the RRCC SACC office will contact the parent(s) or guardian of children involved.

EMERGENCIES DURING FIELD TRIP

If an emergency occurs while off site, RRCC SACC employees are to walkie- talkie or call other staff on the field trip and meet at the predetermined location. Staff take roll and move children into a safe location. RRCC SACC staff will notify the RRCC SACC office and families. When possible, to return to the location, transportation will return children to site. If evacuation is necessary, all children will need to be picked up, if transportation is not available.

LOST CHILD WHILE OFF SITE

If a child is lost during a field trip:

1. Staff is to notify other RRCC SACC employees and establishment employees on the field trip and provide a description of the child.
2. If the child is not located within 15 minutes, staff must notify supervisors, police, and child's family.
3. Staff must complete and submit a lost child report with the Colorado Department of Human

Services.

FAMILY COMMUNICATION AND BEHAVIOR GUIDANCE

RRCC SACC believes open communication is key to building strong relationships between families and staff. However, there are times when immediate communication may not be appropriate. In order to preserve the quality of our program, we insist any important communication be placed in writing either in the family communication log, located at the family center, or that you email the administrative team at sacc@rrcc.edu

Lengthy discussions or sensitive issues will not be discussed in front of other children or compromise our ratio. RRCC SACC understand issues may arise that require immediate attention. If you have an issue that needs immediate attention, please ask the Site Manager to call you or you are welcome to leave a voice message on the site cell phone.

UNRESOLVED ISSUES

If you have not received satisfactory service from your Site Manager, please call the main office and ask to speak with a Program Manager. A Program Manager will do their best to resolve your issue in a timely manner. However, some issues entail additional attention, and we may require 24 hours to respond. If the situation requires further assistance, the Program Manager will assist you in speaking with the Director.

PROGRAM INFORMATION AND COMMUNICATION

RRCC SACC encourages families to come and observe, volunteer, or participate in our programs. Families are welcome in the program during program hours. To understand the quality of care provided for your child, please review, or utilize the monthly activity calendar, monthly newsletters, family surveys, RRCC SACC website, email, call or schedule a meeting.

BEHAVIOR GUIDANCE & DISCIPLINE POLICY

RRCC SACC program offers a well-rounded program with a variety of activities for children to be involved in daily. RRCC SACC employees strive to model, teach, and encourage good communication skills, problem solving skills and positive interactions to cultivate positive child, staff and family relationships. Creating a socially and emotionally respectful environment means RRCC SACC does not use or condone physical or punitive discipline methods. RRCC SACC's approach to guidance is to implement teaching strategies supporting positive behavior, pro-social peer interactions, and overall social and emotional competence in our students.

Since RRCC SACC strives to create a harmonious environment, it is expected that parents support RRCC SACC staff and work as partners to keep consistency in behavioral expectations. When necessary, SACC provides individualized social and emotional intervention supports for children. This includes methods for understanding child behavior; and developing, adopting, and implementing a team based positive behavior support plan. The intent is to reduce challenging behaviors, suspensions, and expulsions.

Staff will discuss a child’s severe behavioral expectations and issues with parents/guardians, in hopes of eliminating future behavioral concerns.

If a child has repeated offenses, RRCC SACC staff will move to the second stage of our discipline policy. Stage two consists of developing an action plan to assist the child's behavior modification. The action plan will briefly outline the desired behavior changes. In stage two it is required for the guardian to meet with RRCC SACC staff. Failure to do so will result in suspension until the meeting is held.

A child who is dangerous to self, others, or who continually disrupts the goals created for the group, as a whole, will not be allowed to remain in the program. Severe incidents will result in immediate suspension until further notice or termination. No credits will be given for suspensions or terminations.

Note: RRCC SACC believes in documenting incidents of a severe nature. If you request to read any of our documentation or need documentation for legal purposes, the request must be submitted in writing to sacc@rrcc.edu and all fees must be paid in advance at $2.00 per page.

RRCC SACC staff members set clear boundaries and explain the program expectations. Once these guidelines have been established, they remain consistent. When children need behavioral guidance, staff members help the children describe the situation and their feelings then assist in providing possible alternative solutions to the problem. RRCC SACC staff follow up by helping the children plan how they will cope with future situations and remind them when and if the need arises.

Within limits, the aim is to give children the power to solve their problems and nurture the skills they will need to do so. On rare occasions, we must rely on the following guidelines to ensure the safety and well-being of the children in our care and the effective functioning of our programs. Suspension of enrollment will be decided based on the following factors:

- The child engages in physical aggression and/or violence
- The child engages in verbal harassment of peers or staff
- The child brings an object or substance to the program which is harmful or dangerous
- The child leaves the supervised area of the program without authorization/runs away
- The family account is past due. (See your RRCC SACC contract)

The continuation of enrollment will be contingent upon an action plan developed by RRCC SACC and agreed to by the parent or guardian.

CONDUCT & COMPLAINTS

If a parent/guardian has a complaint with RRCC SACC services or staff, it is expected that all parties conduct themselves in a respectful and professional manner. RRCC SACC has a zero tolerance for threats, intimidation, harassment, physical or verbal abuse directed at their employees. Individuals behaving in this manner will be asked to leave the program immediately. This behavior may result in care being terminated.

Termination of enrollment is the final option. RRCC SACC reserves the right to terminate enrollment at the discretion of the Program Manager, and/or the Director of RRCC SACC programs based on the following factors:

· We are unable to meet your expectations or there is a failure to support the guiding philosophy

· The child engages in physical aggression and/or violence

· The child brings an object or substance to the program which is harmful or dangerous

· The child leaves the supervised area of the program without authorization

· The parent or guardian engages in verbal harassment of children, staff, or others in the program

· The family account is past due. The parent or guardian fails to abide by the terms of the enrollment, agreement, supporting documents, or subsequently issued written policies

We reserve the right to impose an immediate parent pick up, suspension or termination from the SACC program without a written warning if the safety of others is threatened or deliberate abuse of property occurs. If there is an out-of-school suspension, that suspension will also apply to the RRCC SACC Program. We do not give refunds or credits for children on suspension.

ABUSE AND NEGLECT

RRCC SACC is required by law to report any signs of neglect or abuse of children in our care and will do so promptly. As childcare professionals we are responsible and can be fined for failing to report signs of abuse or neglect. RRCC SACC staff will not discuss any suspicions of abuse or neglect with family members. Nor will we inform families if a call has been made.

If you suspect a childcare provider is being negligent or abusing a child, please notify the Department of Human Services. You are not responsible for notifying staff or the direct supervisor.

Jefferson County Abuse Hotline 303-271-HELP (4351)

To report abuse or neglect, call Jefferson County Social Services at l-844-264-5437.

Child Care Licensing and Administration Division of Early Care and Learning, CDHS

1575 Sherman Street, 1st Floor Denver, CO 75203

Phone: l-750-799-5876 or 303-866-5948

cdhs oec_communications@state.co.us

RESPONSIBILITY TO NOTIFY FAMILIES WHEN PROGRAM NO LONGER OFFERED

If RRCC SACC cancels services at a program each family will be given 30 days' notice. The families will be notified by email and confirmed with a letter posted at the site on the last day of service.

Please note: RRCC SACC policies are subject to change: **Policy updates or amendments can be found on our website at:** https://www.rrcc.edu/school-age-childcare

RRCC SACC reserves the right to terminate care for families that disregard RRCC SACC policies.