

Red Rocks School Age Child Care at Mitchell: August Newsletter



WELCOME BACK RED ROCKS FAMILIES!

We are so glad to have you join us this year. To our families new and old, welcome back! My name is Allie Jones, and I am the Site Manager here at Mitchell. Here are A LOT of important bits of information that will allow us to start off on a good foot!

- We are located in the cafeteria on the north end of the school. There is a door located at the top of the ramp which enters into the cafeteria. Please ring the door bell and a staff member will let you in.
- **Please bring your ID with you every time you pick up your child.** While we are all getting to know each other, we want to be sure your child is safe and getting picked up by the right person. Please let us know if anyone other than you will be picking up your child.
- Please remind your child to come straight to us at 2:55pm. If a child has not arrived within this first 10 minutes of program, we are required to implement additional steps to ensure they are safe and in the correct location.
- Please pick up your child by 6:00. A late fee of \$2.00 per minute is issued after 6:00.
- If you know your child will be absent from the program, please text me at 303-519-3743 or email me at allie.jones@rrcc.edu. This really helps us to know who should and shouldn't be joining us for the day. **It is your responsibility to notify us of an absence. If we cannot find a child, we will call the police.**
- Contract changes will be accepted starting September 24th, making them effective October 1st (due to a requirement of 2 weeks notice). Thank you for your cooperation!
- Please sign up Full Days of Care through the website. Please remember to sign up 2 weeks before the date to ensure your child has care for each of these days. <http://www.rrcc.edu/school-age-childcare/registration-forms>. Please check the 'Important and Upcoming Dates' section for information on Full Days of Care coming up in the next month.
- In order to provide a smooth transition, the first week of school, the Mitchell teachers will be provided your child's schedule. Kindergarteners will be picked up from their classrooms. Kindergarteners will continue to be picked up for the 1st semester or until they are confident they can independently arrive safely to RRCC SACC after school.

Please see the next page for information regarding medications, and info for our staff!

Important Dates:

August 14- First Day of Program!

August 23rd: FULL DAY OF CARE (Sign up by 8/19)

September 1: Tuition Due

September 2: CLOSED

Contact Information:

Site Manager:

Allie Jones

303-519-3743

allie.jones@rrcc.edu

Specialist:

Becca Abbey

rebecca.abbey@rrcc.edu

Program Manager:

Sarah Espinoza

sarah.espinoza@rrcc.edu

Program Administrator:

Lizz Jackson

liz.jackson@rrcc.edu

Accounting:

sacc@rrcc.edu

Information on Medication Intake Procedure:

We are able to administer most medications. If your child requires medication for any reason, this is the procedure for our intake:

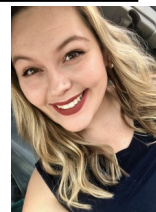
General Disclaimer: We do not share medication or paperwork with the Mitchell nurse. We must have medication and paperwork kept on site at all times. For example, if your child's medical plan requires they use a second epi-pen if needed, we would need both, instead of 1 in the program and 1 in the school office.

1. All paperwork must be emailed to **allie.jones@rrcc.edu** or brought to the site for review prior to your child's start date. Children may not bring in medication as they come to program for the first day. I am available to meet parents for medication at the school on August 13th, or in the morning on August 14th.
2. All medication must be in the original box with a current pharmacy label, and not expired. The pharmacy label must have your child's name, the name of the medication, the dosage, and when the medication should be given. This information should match your child's medication paperwork.

If you have any specific questions about this process, please let me know!

MEET THE TEAM!

Hi! My name is Allie Jones, and I am the Site Manager at Mitchell. I have been with RRCC SACC for 5 years. I have always loved the Harry Potter series, and I enjoy both re-reading the books as well as watching the movies with my husband, dog, and cat! When we aren't doing that, I love to be outside or riding ATV's and dirt-bikes with my family.



Hello Red Rocks Families! I'm Becca, the Specialist at Mitchell Elementary, and I am super excited to meet you and get to know your kiddos throughout the school year! I am currently a psychology student at Metropolitan State University. In my free time I enjoy spending time with friends and family, and hiking!



Hello, I am Devin Haller. I am from Chicago, Illinois and currently studying elementary education at MSU Denver. I love to explore new places and run whenever I can. I am a huge Chicago sports fan and enjoy going to sporting events. I am excited to have a BLAST with the kids this year!



Hi, I am Anita Sekera and I am from Colorado but my family is from the Czech Republic! My favorite family tradition is flying back to Czech for the summer and visiting my family. I love spending time with kids which is why I really enjoy working at Mitchell!



Hello! My name is Elizah Smith. I am interested in medicine/healthcare once I graduate from high school. My two favorite things since moving here in January 2019 are to ski and hike. My favorite book is a close tie between Harry Potter and "The Last Lecture" by Randy Pausch.



Hi I'm Alice! Some of my hobbies include spending lots of time in the outdoors, socializing with friends, and playing competitive lacrosse! If I was a crayon I would be pink!

