



## **MEDICATIONS DURING BREAKS:**

We have a total of 4 full days of care this month. If your child needs to take medication while at the program, it is the responsibility of the family to sign out the medication from their home site and deliver it to the break site. RRCC SACC staff will not transport children's medications under any circumstance. If you would like to have your child attend a break without their medication, please get in touch with the Site Manager for more information.

## **DID YOU KNOW?**

Staff spend crucial minutes during check-in locating children that haven't arrived to the program. Oftentimes, they went home with a friend or had a special activity happening that day, and there is no cause for concern. The time it takes our team to make absence calls takes away from other children in the program. ***Please be sure to communicate your child's absence in writing as soon as you can each day.***

## **Weather Policy Reminders**

We follow Jefferson County Public Schools policies. If the schools close due to inclement weather or road conditions, RRCC SACC also closes because we cannot access the school building. RRCC SACC closures related to district closures will not be reimbursed, in accordance with your contract.

We have outlined specific times and guidelines for when and how tech is used in our program:

- Children are always allowed to use tech to complete homework during the first 30 minutes of program.
- Personal tech devices may not be shared with other children, outside of siblings.
- We ask that children use headphones if their activity involves sound.
- We have limited outlets and ask that children bring their tech fully charged to program.

## **Contact Information:**

**Site Manager:** Alyssa Brown  
303-519-3745

Alyssa.Brown@rrcc.edu

### **Program Manager:**

Allie Jones

303-914-6452

Allie.Jones@rrcc.edu

### **Program Administrator:**

Sarah Espinoza

sarah.espinoza@rrcc.edu

### **Accounting:**

[sacc@rrcc.edu](mailto:sacc@rrcc.edu)

### **Hours of operation:**

6:30am-6:00pm

## **IMPORTANT DATES:**

**The fall Professional Development Fee will be on your November Statement.**

- 11/13: Full Day at: Semper – sign up by 10/30
- **11/20–11/22:** Thanksgiving Break at Semper Elementary – sign up by 11/6

**Closed 11/23 -11/24**

- **12/20-12/22 & 1/2-1/5 :** Winter Break at Hackberry Hill Elementary– sign up by 12/8

**Closed 12/23 – 1/1**

