

## EXTENDED CHILD SERVICES

# Aspen Crossing Parent Handbook 2011-2012

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### INTRODUCTION

Welcome to Aspen Crossing's Extended Child Services (ECS). Cherry Creek School District Extended Child Services includes Before and After School programs, Intersession programs at year-round calendar schools, and Kindergarten Enrichment.

Each Cherry Creek School District elementary school has well-planned and well-staffed ECS programs that provide an environment where children can learn, take part in supervised recreation, and build strong, positive relationships with responsible, caring adults and with their peers. ECS programs give parents and guardians the peace of mind and security of knowing that their children are engaged in safe, enrichment and constructive activities. ECS programs strive to provide school age children with a safe and nurturing environment while promoting physical, emotional and intellectual development.

ECS programs are fee-based and self-supporting. They are governed and regulated by the Cherry Creek School District and by the Colorado Department of Human Services, Division of Child Care. These programs are subject to all applicable Federal and State laws and regulations, as well as all applicable Board of Education policies.

Please read this handbook and keep it for reference. If you have any questions, please contact the ECS program director.

### PROGRAM GOALS

- To provide quality child care and enrichment programs that are safe, affordable, and convenient
- To assist children in their physical, intellectual, social, emotional, and creative growth
- To provide children with positive interaction and opportunities to establish relationships with peers and adults
- To involve children and parents in continuous program development and improvement
- To provide qualified, caring staff members who participate in regular training and education

### HOW TO REACH ECS DURING PROGRAM HOURS

Main Office	720-886-3700
Before and After School Program	720-886-3742
ECS Cell Phone	303-548-9783
Kindergarten Enrichment Program	720-886-3736

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### AGES ACCEPTED

Aspen Crossing's ECS Programs are open to students in grades K - 5, or ages 5 - 12 years. Children may not attend before they are enrolled in CCSD kindergarten. All participants must be age 5 by October 1 of the current school year. ECS programs do not accept early entrance kindergarteners or children once they have started 6th grade.

### PROGRAM DESCRIPTIONS

#### **Before School Program: 6:30 am – 9:00 am, Monday-Friday on regular school days**

The before school program provides child care before school. Students participate in quality activities such as homework assistance, arts and crafts, recreation games, science, reading, math activities, technology and free choice activities. At 8:35 am, program children are offered the choice of utilizing the school's breakfast program at the regular school fee. Children are dismissed from the ECS program to their classroom at 8:50 am.

#### **After School Program: 3:30 pm – 6:00 pm, Monday-Friday on regular school days**

The after school program provides child care after school. Students participate in quality activities such as homework assistance, science, music, reading, math games, dance, outdoor play, gym games, technology and free choice.

#### **Kindergarten Enrichment: 9:00 am – 3:30 pm, Monday-Friday on regular school days**

The Kindergarten Enrichment Program provides child care and enrichment for kindergarten children from either 9:00 am to 12:50 pm or 11:35 am to 3:30 pm. Kindergarten Enrichment does not provide care on days when school is not in session. Students participate in hands-on, self-directed experiences and activities such as reading and listening to stories, imaginative and creative play, art, music and cooking.

#### **Full Day Program: 6:30 am – 6:00 pm, when regular school is not in session**

Full day program provides care on school holidays, non-contact days, and breaks when enrollment is sufficient (refer to section, "Full-Day Program Interest Survey").

Students participate in enriching activities, guest speakers and field trips. Students have the opportunity to explore science, music, dance, outdoor play, technology, math, reading and free choice activities.

Please refer to "Holiday Closures" section for mandatory program closures.

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### **ADMISSION AND ENROLLMENT**

All children must be fully enrolled before attending any ECS program. To enroll, parents or guardians must complete and sign the *ECS Enrollment Form*, which is available in the program office. A new *ECS Enrollment Form* must be completed before each new school year. Parents should also update the *ECS Enrollment Form* if any information changes.

New *ECS Enrollment Forms* will not be accepted unless the account balance is \$0. If transferring to another Cherry Creek School District ECS program, account must be paid in full at the previous school before enrolling with the new ECS program.

### **KINDERGARTEN ENRICHMENT ENROLLMENT**

To participate, parents/guardians must complete an ECS Enrollment Form. The first payment of \$270.00 is due at the time of enrollment. This payment will reserve a space for your child in Kindergarten Enrichment.

If space is available, registration can occur after the start of the school year. The first payment will be adjusted for the number of days remaining in the month and school year.

The withdrawal deadline is August 1, 2011. If withdrawing before that date, the first payment will be returned, less a \$100.00 non-refundable deposit.

### **IMMUNIZATION REQUIREMENTS**

A current immunization record must be on file with the school nurse. If you are enrolling in an ECS program that is not located at your child's school, a current immunization record is required with the *ECS Enrollment Form*. Please note that at any time, there may be children attending an ECS program who are not fully immunized.

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### REGISTRATION AND PAYMENT

**All children must be registered and fees paid before they attend.**

If a unique situation arises and an account has a balance over 60 days old, the registration calendar will not be accepted until the balance is paid in full.

#### Before and After School Program:

Registration calendars are accepted on a first come, first served basis. Since programs have a licensed capacity, it is possible that late registration calendars may not be accepted.

Full payment must accompany registration calendars. Calendars submitted without full payment will be returned resulting in possible late registration fees.

To register for the before and after school program, complete the registration calendar, available from the program director in the school cafeteria.

Registration is on a monthly basis. Program activity calendars are available on the 15<sup>th</sup> of each month. Program activity calendars and payments are due by the 25<sup>th</sup> of each month.

Calendars not received by the close of business on the 25<sup>th</sup> will be assessed the \$10.00 late calendar fee.

#### Full Day Program:

If the program has sufficient enrollment to offer care when school is not in session, registration will be part of the regular registration calendar. Information about activities and field trips will be included. Full day program may include extra fees for field trips to cover the cost of admission and district-approved transportation.

#### Kindergarten Enrichment:

The 2011-2012 rate for Kindergarten Enrichment is \$2,700.00 per school year, payable in 10 equal payments of \$270.00.

All ECS payments are due in advance of service. Monthly payments are due no later than the last business day of the previous month for each subsequent month. If payment is not received within 5 business days of the established due date, a late fee of \$25.00 will be assessed.

Please refer to the attached Kindergarten Enrichment Payment Schedule for established due dates.

### LATE CALENDAR FEE

Registration calendars submitted after the printed due date will be assessed a \$10.00 late fee.

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### **HOLIDAY CLOSURES**

All ECS programs are CLOSED on the following days:

- July 4, 2011
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 22, 23, 29, 30, 2011
- January 2, 2012
- Memorial Day

### **FULL-DAY PROGRAM INTEREST SURVEY**

Four weeks prior to school breaks, non-contact days and holidays not listed in “Holiday Closures”, the program director will conduct a *Full-Day Program Interest Survey* to determine their child care needs. A minimum of 25 children must be signed up on the *Full-Day Program Interest Survey* to offer a full-day program at Aspen Crossing. The decision to provide a full-day program will be made no later than 2 weeks prior to care.

If parents indicate their child(ren) will attend on the survey, and the enrollment is sufficient to provide care, full payment must accompany registration. If parents indicate their child will attend, but he or she does not actually come, parents will be billed for the day(s) they had indicated on the survey and will not receive credits for days missed.

If enrollment is not sufficient to offer a full-day program at Aspen Crossing, the program director will recommend alternative care at neighboring Cherry Creek School District ECS programs at least 2 weeks prior to care.

### **FIELD TRIPS AND SPECIAL ACTIVITIES**

Parents will receive an activity calendar with registration. It will provide parents with field trip information, including destinations, times, and special instructions. By registering your child for the session, you are providing permission for your child to attend scheduled field trips and participate in the activities.

Field trips will include additional fees associated to cover the costs of transportation, admission and additional staffing. This fee will be \$10.00 per field trip. On occasion, there may be a higher fee for an extraordinary trip, but will be published in advance of the trip.

Staff members cannot provide additional on-site care at the school during scheduled field trips.

Program employees will take *ECS Enrollment Forms* and the daily roster on all field trips. In case of schedule changes, the program director will inform the school office. Program employees carry first aid kits and children’s medications on all field trips.

During field trips parents may call the program cell phone at 303-548-9783 in case of emergency.

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### **FIELD TRIP TRANSPORTATION**

On field trips, ECS participants are transported in District buses or in Board of Education approved private transportation. Before each trip, children will be instructed on proper safety procedures. On walking field trips, children will be instructed on additional safety procedures such as crossing at traffic lights and remaining on sidewalks. Please refer to the bus rules located in the back of this handbook.

On program field trip days, if children arrive at school after the group has departed, parents may transport their child to the destination or they may find other child care for the day.

### **4:30 EARLY PICK-UP DISCOUNT**

Parents are eligible for a \$2.00 discount per child if they register for and pick up their child from the after school program before 4:30 pm. To receive the early pick-up discount, the child must be registered and paid for 4:30 pick-up and signed out by 4:30. If the child is registered for 4:30 pick-up and is in the program after 4:30, parents must pay an additional \$2.00, payable by check or money order. Parents who are continually late to pick-up their child by 4:30 will no longer be able to register for the discount.

Parents receiving financial assistance or sibling discount may not receive the 4:30 discount since it would exceed the maximum discount of 25%. Please note there is only one discount per family.

### **SIBLING DISCOUNT**

The sibling discount is 10% off the regular rate. This discount is not associated with an individual student, but available when siblings attend the same session. One child is charged the full rate, while the second and subsequent children receive the discount.

This discount is not available for additional fees including, but not limited to: field trip fees, late pick-up fees, late registration fees and deposits.

Students who receive the free/reduced lunch discount are not also eligible for the sibling discount or 4:30 pick-up discount. Please note there is only one discount per family permitted.

### **FINANCIAL ASSISTANCE**

Financial assistance is available for those families who qualify for the free/reduced school lunch program. The discount is 25% off the regular rate. This discount is not available for additional fees including, but not limited to: field trip fees, late pick-up fees, late registration fees and deposits. Parents who wish to utilize this discount must give the program director a copy of the authorization letter from Food Services. Parents must provide a new authorization letter annually by September.

Students who receive the free/reduced lunch discount are not also eligible for the sibling discount or 4:30 pick-up discount. Please note there is only one discount per family.

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### 2011-2012 FEES

	<b>1<sup>st</sup> Child Rate</b>	<b>Sibling Rate</b>
Before School	\$7.00 Daily	\$6.30 Daily
After School 6:00	\$10.00 Daily	\$9.00 Daily
After School 4:30 Discount	\$8.00 Daily	N/A
Before & After 6:00	\$17.00 Daily	\$15.30 Daily
Before & After 4:30 Discount	\$15.00 Daily	\$14.30 Daily
Full Day Program	\$29.00 Daily	\$26.10 Daily
Field Trip Fee (see page 5)	\$10.00 per trip	N/A
Kindergarten Enrichment (see page 4)	\$270.00 Monthly	\$243.00 Monthly
KE Late Payment Fee	\$25.00	
BAS Late Pick-up Fee (see page 10)	\$1.00 per minute after 6:00pm	
KE Late Pick-up Fee	\$1.00 per minute after 3:30pm	
Late Registration Fee (see page 8)	\$5.00 per Session \$10.00 Field Trip Day	
Late Calendar Fee (see page 4)	\$10.00	

Make checks payable to CCSD ACE ECS.

Payment must be made by check or money order. Cash is not accepted.

There is a \$25.00 service charge on all checks returned for insufficient funds.

### ECS BOOKKEEPER

The ECS programs have a bookkeeper to complete the financial tasks associated with the program, including, but not limited to billing, receiving payments and collections. The bookkeeper at Aspen Crossing is available Tuesday mornings. If you have any questions about your account, please contact the bookkeeper at 303-503-9905 during this time.

### REFUNDS

Refunds are not available unless a child departs the school district with a credit on the account. If this occurs, the ECS bookkeeper will submit the refund request to the District Accounting Office.

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### **CREDITS**

Credits for Before & After School Program are not available.  
Credits for Kindergarten Enrichment are not available.

### **CREDITS FOR WEATHER AND BUILDING EMERGENCY CLOSURES**

Parents will not receive a credit for the first and second day, within a school year, when the building is closed due to weather or building emergencies. Parents will receive credit for weather or building emergency closures starting with day number three (3), within a school year.

### **DROP INS**

If a child is enrolled with the program, but not specifically registered for a particular day, he/she is considered a drop-in and is not permitted to attend any ECS programs. All students must be pre-registered and pre-paid before they attend. Please refer to the section, "Late Registration".

Because of safety and ratio requirements, if an unregistered child is present during attendance, a staff member will call the child's parents and/or emergency contacts to pick him or her up immediately.

### **LATE REGISTRATION**

Late registration is permitted if space is available. Parents must speak with the program director directly before **3:00 pm**, prior to the session to ensure availability. Parents must pay an additional \$5.00 late registration fee. On full day programs, when there is a field trip, the late registration fee is \$10.00.

If the director permits the child to attend, parents must pay for the session and the late registration fee within one week of attending.

### **ABSENCES**

To report an absence:

Before and After School Program	720-886-3742
Kindergarten Enrichment Program	720-886-3739

Please call when your child will not attend.

Program staff members expect all children to be present if they are registered. Staff members take attendance at the start of each session. If a child is absent and we have not received a call from his or her parent, a staff member will check the main office attendance list then call the child's home and/or cell numbers or parent's place of employment. If the staff member cannot reach the parent he or she will call the authorized pick up people listed on the *ECS Enrollment Form*. This is a time consuming process, which takes a staff member away from working with the children.

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### **WEATHER CLOSURES AND WEATHER-RELATED DELAYED STARTS**

Closure of the school district due to weather conditions will automatically cancel all ECS Programs, including the Before and After School Program, Full Day Program, and Kindergarten Enrichment.

Parents will not receive a credit for the first and second day, within a school year, when the building is closed due to weather or building emergencies. Parents will receive credit for weather or building emergency closures starting with day number three (3), within a school year, for weather or building emergency.

On delayed start days and early dismissal due to weather, the Before and After School Program operates regular hours for registered students only. Kindergarten Enrichment will follow the weather delay schedule.

If the Colorado State Highway Department issues a traveler's advisory, all scheduled ECS field trips will be canceled.

For emergency and closure information please refer to the district's web site at:  
[www.cherrycreekschools.org](http://www.cherrycreekschools.org)

For school and program related weather closure information, parents can also listen to the message on the Cherry Creek School District Snow Delay and Closure Line at 720-554-4701 by 6:00 am on the morning of any potential closure.

### **SIGN IN AND OUT**

For security purposes, parents or authorized individuals must sign students in to each morning session and out of each afternoon session.

Only individuals who are listed on the *ECS Enrollment Form* or have written parent authorization are permitted to sign children in and out of the program. Verbal permission is not acceptable authorization. Staff members must ask for a picture ID and consult the authorized pick up list if they are unsure of an adult's identity.

Parents may provide written authorization for a child to sign himself or herself out of the program when the child is accompanied by a sibling who is at least 12 years old. Parents may obtain an "Older Sibling Sign out Authorization" form from the program director.

Before school, parents will sign their child in. Staff will sign the children out to go to school. After school, staff will sign the children in when they arrive. At the end of the day parents will sign them out of the after school session.

The program is not responsible for the children before they are signed in or after they are signed out from the program.

Since Kindergarten Enrichment occurs during the regular school day, parents may give written permission for the KE staff to sign the children in and out.

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### **RELEASE OF CHILDREN**

Children will only be released to a parent or an authorized pickup person. Children must be signed out by their parent or authorized person according to the procedure described in the section above. Failure to follow this procedure may result in dismissal from the program. Program staff must have written authorization from the parent or guardian to release a child to an individual not listed on the *ECS Enrollment Form*.

### **LATE PICK UP**

Parents should have a back-up plan in case they are unable to pick up their child on time.

If a parent or an authorized person does not arrive to pick up a child within ten minutes after the program closing time, the staff will attempt to contact the parent at home and at work. If the staff member is unable to speak with the parent by phone, they will contact the authorized person listed on the *ECS Enrollment Form*. If the authorized person cannot be contacted by phone, the ECS staff member or authorized school staff member may notify the police. Children will never be left unattended at the school or taken home with a staff member.

The after-school program will begin to assess late pick-up fees one minute after the closing time of 6:00 pm. The fee is \$1.00 for each minute per child.

Kindergarten Enrichment Program will begin assessing late pick-up fees beginning at 3:30. The fee is \$1.00 for each minute. Because of safety and ratio requirements, afternoon KE students are not allowed to attend the Before and After School Program unless they are pre-registered and pre-paid. Before and After School program late registration is permitted if space is available. If a parent wished to register their child into the Before and After School program, they must speak with the program director directly before 3:00 pm, prior to the session to ensure availability.

On days when the weather is bad or driving conditions are hazardous, ECS staff members may make an exception regarding late pick up. Program staff will expect parents to phone to let them know they will be late.

After the fourth late pick up in a school year, students may be subject to termination from the program.

### **AFTER SCHOOL CLOSING PROCEDURES**

To ensure that all children are picked up before the staff leave, staff members will check the sign out sheet to confirm all children have been picked up and signed out. If a child was not signed out, the staff member will phone the parents to get verbal confirmation that the child was picked up.

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### **LOCATION OF CHILDREN**

The Before and After School program children are located in the cafeteria. Children may also be in the gym, Intersession (room #433), KEP (room #407) and outside playground. To locate a registered child during program hours, parents can check the cafeteria, the "tracking board", or ask a staff member. Kindergarten Enrichment children are located in room #407.

The program director will notify the school's office if the group leaves the site. When appropriate, staff will leave a note on the door of the primary location explaining where the children are and when they will return.

### **SCHOOL-SPONSORED ACTIVITIES**

Children may participate in school-sponsored activities while attending the ECS program, such as choir, foreign language, teacher helper, or boy scouts. Parents must complete an *After-School Activity Permission Form*, available from the program director. Your child must check in with the program immediately after school, and sign out of the program to attend the school-sponsored activity. Your child will report back to the program immediately following the activity and sign back in. While attending the activity, the ECS program is not responsible for your child. The ECS programs will not release a child to any school-sponsored activity without parent permission.

### **LOST CHILDREN**

A child is lost when staff members are not able to determine his/her whereabouts and cannot guarantee the child's safety. Staff members will make every reasonable effort to search the immediate building and grounds. If, after a search, the child's whereabouts are still undetermined, a staff member will call the child's home, the parent's place of work, and the emergency contact person, in that order. If the child is still not located, an ECS staff member or authorized school staff member may contact the police. This procedure will be followed in as brief a time period as possible. This procedure will also be followed on field trips.

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### **EMERGENCY PROCEDURES**

ECS directors in the Cherry Creek Schools have received Emergency Response and Crisis Management (ERCM) training and have developed emergency response plans and procedures that align with the school district, State and Federal Homeland Security Emergency Management and the National Incident Management System. The District has improved communications with our community agencies, trained key staff to provide for the response to a crisis that might involve students and staff, and provided materials and crisis response kits for our programs.

The Cherry Creek School District website gives parents needed information about school safety and related issues. The website explains the district's efforts to provide for both the physical and psychological safety of our children, and gives parents links to excellent on-line resources. This section of the district website continues to be under construction and materials will be updated as needed. You can view the information by going to [www.cherrycreekschools.org](http://www.cherrycreekschools.org), District Departments, Safe Schools.

For more information about your school's crisis planning, please contact your school's principal. For further information about ERCM planning in the schools, please contact the Office of Safety and Security, 720-554-4489 or the Intervention Coordinator, Safe Schools Design Team, 720-554-4406.

In case of emergency, program staff will follow the school and district emergency procedures. Students will never be automatically dismissed during emergency conditions, but will remain in the building. In an extreme situation where the building is determined unsafe, staff will follow the established evacuation procedure and immediately contact parents or emergency contacts located on the *ECS Enrollment Form*.

In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the practice drill or emergency is over.

In case of a tornado, students will move to designated safe areas inside the school building and wait with the staff until the danger has passed.

Practice drills are performed and recorded on a regular basis.

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### **ILLNESS OR INJURY**

All ECS staff members hold current certificates in First Aid and CPR.

If a child is injured while attending the Before and After School program or Full Day program, staff will quickly assess the injury. A District nurse is always available to the staff for phone consultation.

If an injury is severe, the staff member will immediately call 911 and the parents. If an injury is moderate, the employee will call the parents to pick up the child as soon as possible. If an injury is minor, the staff member will report it to the parents when the child is picked up. Program staff members are not permitted to apply antiseptics to wounds.

ECS programs do not provide care for ill children. If a child becomes ill while attending the program, a staff member will call parents or emergency contact person and ask them to pick the child up as soon as possible. Staff will isolate the sick child from the other children and have him or her lie down on a clean blanket until he or she is picked up. Program staff will also follow these procedures on field trips. Please use the attached "Illness Guidelines – How Sick is Too Sick: When to Keep your Child at Home" to help you determine whether you should keep your child at home or not.

Since Kindergarten Enrichment takes place while the school nurse is on site, he/she will assist with medication, illness and injury that may occur while children participate in these programs.

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### **MEDICATIONS**

The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Cherry Creek School District Board of Education policies and Section 12-38-132, C.R.S., of the "Nurse Practice Act."

Medication should be given to children at home whenever possible.

Only ECS staff members who have completed the Medications Administration Training course are authorized to give medications to children while they attend an ECS program. The school nurse monitors all medications administration.

#### **Medication requirements**

1. All medication must be in the original container, labeled with the student's full name, the name of the medicine, the dosage, time, the doctor's name, the expiration date, and the name of the pharmacy.
2. The doctor must provide written instructions on the official district forms.
3. The parents must provide written permission on the official district form.
4. The program manager or school nurse must store all medication in a clean locked container according to the pharmacy instructions.
5. The person giving the medication to the child must record when the medications were given on the official district form.

Trained staff may give over-the-counter (non-prescription) medication supplied by the parent in the original container with the parent and doctor's signed notes. The dosage will be that recommended by the manufacturer. The medical doctors order will over ride the manufacturer's directions.

Students should not bring unlabeled medications to the programs.

Staff will return unused medications to the parent. If the medication has expired and/or is not picked up, the nurse or principal will dispose of it.

### **SUN PROTECTION**

Parents should apply sunscreen to their children prior to attending the program, especially in warmer months when children spend more time outdoors.

If the parent supplies the sunscreen, it must be in the original container, in a sealable bag, and have the child's full name labeled on the outside. The ECS program may provide the sunscreen if the parents provide written, signed permission.

Children, over the age of four years, may apply their own sunscreen under the direct supervision of a staff member. With written parent permission, ECS staff members may apply sunscreen to a child.

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### **CHILDREN WITH DISABILITIES**

Aspen Crossing's ECS programs provide care for children with disabilities as long as their needs can be reasonably accommodated. Before the child attends there will be a meeting with the program director or specialist, principal, parents, and classroom teacher. Discussion at this meeting will center on specifics about the child's needs, classroom and recreation time strategies, and any additional information that parents consider important for program staff to know.

After the child attends the program, if staff has difficulty meeting the needs of the child due to a disabling condition, a second meeting may occur. Staff will then use agreed upon alternative strategies for a reasonable amount of time. If problems persist, a meeting will be held to determine whether the program can continue to reasonably accommodate the child.

### **COLD AND HOT WEATHER**

When the weather is extremely hot or cold, activities will take place indoors. The program director will follow school's guidelines when determining when to restrict outdoor activities. Please dress your child appropriately for the weather conditions.

### **CLOTHING AND PERSONAL POSSESSIONS**

Students should always wear washable, practical clothing, including appropriate footwear and outerwear. All items must be clearly labeled with the child's name. Children should not bring expensive items to the program such as MP3 players or iPods. The ECS program is not responsible for lost or stolen property or money.

### **SNACKS AND MEALS**

On regular school days, program children are offered the choice of utilizing the school's breakfast program at the regular school fee. After school snack is provided. On full days, children should bring a lunch and two snacks unless stated otherwise on the program activity calendar. All lunches and snacks should be nutritious and non-perishable.

Kindergarten Enrichment students use the school lunchroom facilities. Students may bring their own lunch from home or purchase lunch from the cafeteria with lunch credits. These credits may be purchased from the cafeteria personnel with either cash or a check made payable to Aspen Crossing Food Services. Each month a menu will be sent home listing the lunch choices for each day.

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### **PROGRAM CURRICULUM**

Each day, the program provides a variety of developmentally appropriate activities for the children to choose from. The curriculum incorporates activities from the following curriculum categories: reading and writing, math and reasoning, arts and crafts, science, construction, drama, music, multicultural, physical recreation and community service in the form of fun and exciting projects and activities. Children are encouraged to participate in activities that fit their interests. Lesson plans are available to parents at any time.

### **HOMEWORK ASSISTANCE**

Extended Child Services is committed to supporting busy families by offering homework assistance after school on Monday through Thursday. Children are supervised in a separate, quiet area and provided with supplies, such as pencils, paper, rulers, calculators, scissors, etc. Homework assistance is provided by program staff. Please specify to the program director if you would like to require homework time for your child. Extended Child Services is not responsible for the completion or accuracy of homework assignments and will not sign any homework that requires a parent signature. Students who are disruptive and/or unproductive during homework time will not be allowed to participate.

### **MOVIES, MUSIC, & SOFTWARE**

Program staff may occasionally show G-rated movies to the children.

Music provided by the program staff is screened to ensure that it is appropriate for school-age children. Children may not bring inappropriate music from home.

Use of school electronic networked resources and computer systems is subject to district policies and procedures. All non-network software used by children is either rated "E" for everyone or is screened by the program director to ensure that is appropriate for school-age children.

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### **DISCIPLINE**

ECS programs operated by the Cherry Creek School District are subject to policies governing student discipline. In accordance with school district policies, we reserve the right to suspend or dismiss any child who is a threat to him/herself or others in the program.

The goal of the Aspen Crossing Extended Child Services staff is to provide a safe, fun, and enriching environment for all participants. Program staff members expect all children to show respect for one another and the adults. Conduct, which disrupts the operation of the program, interferes with the rights of others, endangers the safety of any person, or damages property, will not be tolerated.

When unacceptable behavior is observed, a staff member will give the student a verbal warning and a time out. If the unacceptable behavior continues, the student will receive a conduct report and a staff member may call the student's parent.

Students who leave school property without permission may be subject to automatic dismissal from the program.

### **WITHDRAWING YOUR CHILD FROM THE PROGRAM**

To adjust for planning and staffing requirements, parents/guardians are expected to provide two weeks notice to the program director if withdrawing their child from the program.

### **VISITORS**

Visitors during the school day must sign in at the school's main office and wear a visitor's badge. Visitors after school, when the school's office is closed, must check with the program director prior to the visit. They must also sign in and wear a visitor's badge. Visitors may not interfere with program operations or distract staff from their responsibilities. All visitors must follow procedures in accordance with School Board policy KI, "Visitors to Schools" and ECS procedures.

### **NOTICE OF NONDISCRIMINATION**

The Cherry Creek School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs or activities. Any person having questions concerning the school district's compliance with the regulations, the implementation of Title VI or Title IX or Section 504 is directed to contact Dr. Tera Helmon, Cherry Creek School District, 4700 S. Yosemite, Greenwood Village, CO 80111, 720-554-4527, who has been designated to coordinate the district's efforts to comply with these regulations.

## Aspen Crossing Parent Handbook 2011-2012

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### **REPORTING CHILD ABUSE**

Colorado law and School Board policy JLF, "Reporting Child Abuse/Child Protection" require that child care providers report all known or suspected cases of child abuse or neglect.

If there is an incident where you believe your child as been abused, you may seek immediate assistance from: Department of Social Services, Arapahoe County, 303-636-1750.

### **COMPLAINTS**

Complaints about the program should be directed to:

Before and After School Director	720-886-3742
Kindergarten Enrichment Specialist	720-886-3736

The director, and specialist are supervised by the school's principal who can be reached at 720-886-3700.

Unresolved complaints about the Aspen Crossing Extended Child Services programs can be directed to:

Colorado Department of Human Services  
Office of Child Care Services  
1575 Sherman Street  
Denver, CO. 80203-1714  
(303) 866-5958

## Aspen Crossing Parent Handbook 2011-2012

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### CHERRY CREEK SCHOOL BUS RULES

1. Follow the bus driver's directions the first time they are given
2. Be in your seat when the bus door is closed
3. Keep your hands, feet, books and other objects to yourself
4. No fighting
5. No weapons or facsimiles of any kind
6. No swearing, rude gestures, teasing or put-downs
7. Use classroom voices on the bus
8. Do not throw anything off the bus or have any part of you outside the bus
9. Do not smoke, chew tobacco, eat or drink while on the bus
10. Do not bring anything alive or dangerous (glass containers, sharp objects etc..) on the bus
11. No skateboards or roller blades allowed on the bus

INFRACTIONS OF THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE SUSPENSION OF BUS PRIVILEGES