



*Dedicated to Excellence*  
Cherry Creek Schools

# ECS Family Handbook

## Cherry Creek School District Extended Child Services

- Before & After School Programs
- Full-Day Programs

2023-2024

[www.cherrycreekschools.org/Page/1740](http://www.cherrycreekschools.org/Page/1740)

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## INTRODUCTION

Welcome to Extended Child Services (ECS). Cherry Creek School District Extended Child Services includes Before and After School programs and Full-Day programs.

Each Cherry Creek School District elementary school has quality, affordable 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, enriching and constructive activities. ECS programs strive to provide school-age children with a safe and nurturing environment while promoting physical, emotional, and intellectual development.

Activities include, but are not limited to homework assistance, creative expression, science, technology, indoor/outdoor recreational games, health and nutrition, music appreciation, dramatic play, communication skills, cognitive reasoning, building, and engineering, fitness and appreciation of diversity. Additionally, these programs offer a variety of activities that promote life skills such as teamwork, problem-solving, creativity, leadership, sportsmanship, and community service.

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 Early Care and Learning. 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.

## ECS PROGRAM GOALS

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

## AGES ACCEPTED

Cherry Creek School District 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. 4-year old participants may not attend the summer full-day program, prior to the start of the school year.

ECS programs do not accept early entrance kindergarteners or children once they have started 6th grade.

Challenge School ECS program is open to students in grades K – 8, or ages 5 – 14. Challenge School does not accept early entrance kindergartners or once students have started 9<sup>th</sup> grade.

**ECS PROGRAM DESCRIPTIONS****Before School Program:**

The before school program is available 6:30 am to the start of school, Monday-Friday on regular school days. This program provides childcare at Cherry Creek School District elementary schools. Activities include, but are not limited to homework assistance, creative expression, science, technology, indoor/outdoor recreational games, health and nutrition, music appreciation, dramatic play, communication skills, cognitive reasoning, building and engineering, fitness, appreciation of diversity and free choice. Children attending the before school program may utilize the school's breakfast program at the regular school fee. Children are dismissed from the ECS program at the start of school.

**After School Program:**

The after school program is available from the end of school until 6:00 pm, Monday-Friday on regular school days at all Cherry Creek School District elementary schools. Activities include, but not limited to homework assistance, creative expression, science, technology, indoor/outdoor recreational games, health and nutrition, music appreciation, dramatic play, communication skills, cognitive reasoning, building and engineering, fitness, appreciation of diversity and free choice. Additionally, this program offers a variety of activities that promote life skills such as teamwork, problem-solving, creativity, leadership, sportsmanship, and community service.

**Full Day Program:**

Full day programs provide care from 6:30 am to 6:00 pm when regular school is not in session on school holidays, non-contact days, and breaks when enrollment is sufficient. Students participate in enriching activities, guest speakers and field trips. Students have the opportunity to explore creative expression, science, technology, indoor/outdoor recreational games, health and nutrition, music appreciation, dramatic play, communication skills, cognitive reasoning, building and engineering, fitness, appreciation of diversity and free choice.

The school's cafeteria is closed 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.

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

**HOLIDAY CLOSURES****All ECS programs are CLOSED on the following days:**

- September 4, 2023 – Labor Day
- November 23, 2023 – Thanksgiving
- November 24, 2023 – District Closure
- December 25, 2023 – Christmas Day
- December 26, 2023 – District Closure
- January 1, 2024 – New Year's Day
- January 2, 2024 – District Closure
- May 27, 2024 – Memorial Day
- July 4, 2024 – Independence Day

**PROGRAM ADMISSION AND ENROLLMENT**

All children must be fully enrolled before attending any ECS program. Families may enroll with the before & after school programs at any time throughout the school year and summer.

To enroll, parents or guardians will initiate the process using [my.cherrycreekschools.org](https://my.cherrycreekschools.org). Click on the tile, *New Families Enroll Here for CCSD Before & After School Programs*.

The parent or guardian will create their own account in SchoolCare Works, complete personal information and enroll with the applicable before & after school program. Once these steps are completed, the registration is submitted for approval at the enrolling school. An email will be sent when the submitted registration is approved.

Annually, parents are required to update information prior to starting the new school year.

Changes to parent and guardian information such as phone numbers or email address that occur during the school year are updated through the [my.cherrycreekschools.org](https://my.cherrycreekschools.org) portal.

An annual \$25.00 non-refundable enrollment fee per child is required with enrollment. This covers the period from the first day of school or enrollment through the last day of summer.

In order to complete registration, all previous balances must be paid in full with a \$0 balance. 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.

**SCHOOLCARE WORKS FAMILY PORTAL**

Online registration and payment by credit card is completed using SchoolCare Works accessed at [my.cherrycreekschools.org](https://my.cherrycreekschools.org). Parents can complete enrollment, schedule attendance, view or pay billing statements online using this secure payment process.

SchoolCare Works employs industry standard security measures to protect confidentiality of user information. All SchoolCare Works systems are regularly audited to identify potential security vulnerabilities. The application uses a 256-bit SSL Secure Certificate to encrypt data.

In-district families with a CCSD Parent Account and student ID access the SchoolCare Works link at [my.cherrycreekschools.org](https://my.cherrycreekschools.org). All other families can access SchoolCare works at: <https://ccsdfamily.SchoolCareworks.com/login.jsp>.

This secure site is accessible 24 hours a day / 7 days a week from anywhere with an Internet connection.

Instructions and FAQ are available on the District's ECS website, <https://www.cherrycreekschools.org/Page/2715>

If you have any questions about SchoolCare Works, email [schoolcareworks@cherrycreekschools.org](mailto:schoolcareworks@cherrycreekschools.org)

**PAYMENT USING SCHOOLCARE WORKS FAMILY PORTAL**

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

Registration is completed in SchoolCare Works Family Portal using a Visa, MasterCard or Discover credit card. There are no processing fees to use credit cards or SchoolCare Works Family Portal. Credit card payments are not accepted over the telephone or by ECS program staff members.

Once processed, a payment confirmation email is sent to the email address provided on the payment screen. SchoolCare Works will not allow parents to complete registration without paying the full balance due.

Once parents have checked out of SchoolCare Works Family Portal, there are no credits or refunds given for schedule changes or sessions not attended. Parents cannot 'trade' or 'switch' for days or sessions not attended.

**BEFORE AND AFTER SCHOOL PROGRAM REGISTRATION**

Scheduled attendance in SchoolCare Works Family Portal is accepted on a first come, first served basis. Since programs have a licensed capacity, it may be possible that attempts to schedule childcare may not be successful.

Sessions can be added at any time on SchoolCare Works up until 12:00 pm (noon) the day prior to care. Registration is permitted only if space is available. The session is full if the session box is missing from the scheduling calendar on SchoolCare Works.

Once parents have checked out of SchoolCare Works Family Portal, there are no credits or refunds given for schedule changes or sessions not attended. Parents cannot 'trade' or 'switch' for days or sessions not attended.

**FULL DAY PROGRAM REGISTRATION**

Registration for full days is part of the before and after school program registration process in SchoolCare Works Family Portal. Information about activities and field trips will be included on the site and distributed by the ECS Director. Full day program may include extra fees ranging from \$8.00-\$15.00 for field trips to cover the cost of admission and District-approved transportation. On occasion, there may be a higher fee for an extraordinary trip, but will be published in advance of the trip. If registered for a day that includes a field trip, identified by a red asterisk on the SchoolCare Works scheduling calendar, parents will be charged this fee. Written parent permission is required any time the program leaves school grounds.

Lunch is not available on full days unless otherwise noted on the scheduling calendar.

**LATE REGISTRATION**

Only in an emergency, same day registration in the Before & After School program is permitted if space is available. Parents must speak directly with the program director before 2:00 pm. ECS programs can no longer accept same day registration after 2:00pm.

**DROP INS**

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

If a child is enrolled with the program, but not specifically registered for a particular day or session, he/she is considered a drop-in and is not permitted to attend any ECS programs.

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. The child will wait in the front office until an authorized person arrives to pick up the child.

**ABSENCES**

To report an absence, please call the ECS program directly 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 Information Record*. This is a time-consuming process, which takes a staff member away from working with the children.

Once parents have checked out of SchoolCare Works Family Portal, there are no credits or refunds given for schedule changes or sessions not attended. Parents cannot 'trade' or 'switch' for days or sessions not attended.

**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 and deposits. Parents who wish to utilize this discount must give the program director a copy of the authorization letter from Food Services. Discount will begin once letter is received. 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.

**COLORADO CHILD CARE ASSISTANCE PROGRAM (CCCAP)**

The low-income [Child Care Assistance Program \(CCCAP\)](#) helps eligible families with the costs of childcare for children from birth to age 12 while the parents work toward self-sufficiency. Families should contact their county's *Department of Human Services* for eligibility requirements and application process.

After a family has selected an ECS program to provide childcare, the parent(s) notify their CCCAP county worker, who sets up an authorization between the provider and the county. The agreement explains provider responsibilities and establishes the reimbursement rate the county will pay.

Parents may be required to pay a portion of childcare costs, or parental fees. The fee is established by the county based on income and number of people in the household. Parental fees are paid using SchoolCare Works at the beginning of each month. Failure to pay parental fees will result in benefit termination.

Parents are responsible to schedule their child's attendance using SchoolCare Works Family Portal. When checking out, their balance will only include the parental fee and any field trip fees included.

The parent must electronically sign their child in and out of care in order for provider to be paid. Failure to do so may result in no payment from the county to provider and full payment from parent to provider may be required.

Parents are responsible to obtain a new authorization when attending a new school's ECS program.

**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 of the same program. 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 and registration fees.

Students who receive the free/reduced lunch discount are not also eligible for the sibling discount nor will the 4:30 pick-up rate be further discounted. Please note there is only one discount per family permitted.

**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. Parents who are continually late to pick-up their child by 4:30 will no longer be able to register for the discount.

Parents who register the day of the session are not eligible for the 4:30 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.



## 2023-2024 BEFORE AND AFTER SCHOOL PROGRAM RATES

Sessions can be added at any time on SchoolCare Works up until 12:00 pm (noon) the day prior to care. Registration is permitted only if space is available. The session is full if the session box is missing from the scheduling calendar on SchoolCare Works.

Only in an emergency, same day registration is permitted if space is available. Parents must speak directly with the program director before 2:00pm. ECS programs can no longer accept same day registration after 2:00pm.

Once parents have checked out of SchoolCare Works Family Portal, **there are no credits or refunds given for schedule changes or sessions not attended.** Parents cannot ‘trade’ or ‘switch’ for days or sessions not attended.

REGISTRATION RATES	1 <sup>ST</sup> CHILD	SIBLINGS
AM - Before School	\$9.00 Daily	\$8.10 Daily
PM 4:30 – After School / 4:30 Discount	\$17.00 Daily	\$17.00 Daily
PM 6:00 – After School	\$19.00 Daily	\$17.10 Daily
FULL – Full Day Program	\$40.00 Daily	\$36.00 Daily

## PAYMENT TYPES ACCEPTED

Visa, MasterCard and Discover credit cards are accepted using SchoolCare Works Family Portal. Credit card payments are not accepted over the telephone or by ECS program staff members.

There are no processing fees to use credit cards on SchoolCare Works Family Portal.

Payment can be made by check or money order. Make checks payable to *Cherry Creek Schools - ECS*. The parent/guardian will be responsible to schedule attendance in SchoolCare Works after the check has been processed and credited to the account. There is a \$20.00 service charge on all checks returned for insufficient funds.

Cash is not accepted.

## SEPARATE ACCOUNTS

Families may request an exception to the regular practice of accounting for childcare in Extended Child Services. If families elect to have separate accounts, Extended Child Services will agree to allow separate accounts as long as both parties requesting separate parent financial accounts for a single child or siblings create separate accounts in SchoolCare Works, to indicate financial responsibility for each account. The enrolling parent, as indicated during the enrollment process, is considered to be financially responsible for the child’s account and will have ultimate responsibility for ensuring payments are made for continued enrollment.

A separate registration fee is required for each account. The accounts are based on the overall care of the child and the child cannot attend if either party has a balance.

**ECS BOOKKEEPER**

The ECS programs have a bookkeeper to complete the financial tasks associated with the program, including, but not limited to billing and receiving payments. If you have any questions about your account, please contact the bookkeeper assigned to your school.

**REFUNDS**

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

**CREDITS**

Once parents have checked out of SchoolCare Works Family Portal, there are no credits or refunds given for schedule changes or sessions not attended. Parents cannot 'trade' or 'switch' for days or sessions not attended.

Credits are not available except for exceptions listed below and extenuating circumstances such as extended illness (3 or more consecutive, excused absences from school) or a death in the family. To receive credit for an extenuating circumstance, parents must submit a request, in writing, within one week after the absence.

Credits will be available if a child is excluded from the program involuntarily.

If a credit occurs, it must be used within the current school year or will be forfeited.

**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.

**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 and Full Day Program.

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.

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

If classes are going to be delayed or cancelled, the information is posted on the District's website, [www.cherrycreekschools.org](http://www.cherrycreekschools.org), sent to families via Blackboard Connect phone calls, and sent to local media outlets. Families can also call the District's Weather Hotline at 720-554-4701.

**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 Information Record*. Verbal permission is not acceptable authorization.

If the program has a reasonable belief that the authorized individual is under the influence of drugs or alcohol, and the authorized individual leaves with the child, the program must immediately report such to police and social services pursuant to 12 CCR 2509-8 7.701.53(b).

**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.

Authorized individuals have the ability to sign their child in and out of the program using an electronic keypad called SchoolCare Works Insight. Each individual authorized to pick up your child must have a unique PIN to identify who is picking up or dropping off the child. This PIN has been assigned for primary guardians by SchoolCare Works. If you would like to add individuals authorized to pick up your child listed on the *ECS Information Record*, please speak to the program director. This PIN should not be shared between individuals authorized to pick up. They must use their unique PIN. As a Division of Early Care and Learning requirement, SchoolCare Works creates a daily log of who is signing the child in and out.

Only individuals who are listed on the *ECS Information Record* 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.

**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 Information Record*. 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.

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.

Excessive abuse of late pick-up may result in 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 daily attendance report 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.

**LOCATION OF CHILDREN**

The location of each ECS program is specified in the *ECS Program Information* section of the ECS Family Handbook. In addition to their primary location, children may also be in the media center, gym, computer lab, lunchroom, and outside playground. To locate a registered child during program hours, parents can check the classroom or cafeteria, tracking system, or ask a staff member.

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

**FIELD TRIPS AND SPECIAL ACTIVITIES**

Parents will receive a monthly activity calendar. It will provide parents with activity and field trip information, including destinations, times, and special instructions. Written parent permission is required any time the program leaves school grounds.

Field trips may include additional fees associated to cover the costs of transportation, admission and additional staffing. These fees vary from \$8.00 to \$15.00 depending on the 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 Information Records* and the daily roster on all field trips. In case of schedule changes, the program director will inform all families participating. Program employees carry first aid kits and children's medications on all field trips. Students may be asked to wear program shirts to identify them during a trip.

During field trips parents may call the ECS program cell phone in case of emergency.

Family members or visitors on field trips must abide by the volunteer guidelines and pay their own admission fee and other expenses included with the trip. Please refer to "Volunteers" section.

**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. Written parent permission is required any time the program leaves school grounds. Field trip shirts and/or swim shirts may be required for safety purposes to identify program children.

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 alternative childcare for the day.

**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.

**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 a *Non-Program Activity Permission Form*, available from the program director. Each child must check in with the program immediately after school and sign out of the program to attend the school-sponsored activity. Each 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 the 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 or authorized school personnel will contact the police, the child's home, the parent's place of work, and the emergency contact person, in that order. This procedure will be followed in as brief a time period as possible. This procedure will also be followed on field trips.

**EMERGENCY PROCEDURES**

ECS directors in the Cherry Creek Schools have received Readiness Emergency Management for Schools (REMS) 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), Programs and Services, Safety and Security.

For more information about your school's crisis planning, please contact your school's principal. For further information about REMS planning in the schools, please contact the Office of Safety and Security, 720-554-4489.

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 Information Record*.

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. A sign will be posted on the program's main entrance if staff and children have moved to designated safe areas. Practice drills are performed and recorded on a regular basis.

**STANDARD RESPONSE PROTOCOL**

The Standard Response Protocol, or SRP for short, is the backbone of school-based emergency responses. The five actions are what we do within each school to address incidents of all natures and scales. The SRP gives students, staff, parents, security personnel and public safety partners common operating language and procedures for how we respond to and communicate about school-based emergency incidents.

Families are encouraged to become familiar with the five SRP actions listed below:

**Hold** - This safety protocol can be initiated when the hallways need to be kept clear due to a situation inside or outside of the building. They are precautionary in nature and short in duration. Students and staff are instructed to clear the halls and remain securely in a classroom or area until the situation is resolved. Behind classroom doors, it's business as usual, although students may remain in the class longer than the normal dismissal bell. *Examples: A medical emergency, maintenance problem, or safety situation where administrators, maintenance crews, law enforcement, fire, or EMS crews need to address the situation.*

**Secure** – This directive is given when there is potentially hazardous or threatening activity in the surrounding area, not in the school or on school grounds. This is usually precautionary and normally short-lived. School staff move all students and activities inside and ensure the building is locked while learning continues inside the school with minimal interruption or distractions. *Examples: Police activity such as serving warrants in the neighborhood; report of dangerous wildlife, etc.*

**Lockdown** – A school is put on lockdown due to perceived danger inside or very near the building. All students and staff are trained to get behind a locked door - Locks, Lights, Out of Sight. In the rare event that a student cannot get behind a locked door, they are trained in self-evacuation protocols. *Examples: Threat inside the school; emergency or dangerous situation very near the building.*

**Evacuate** – Students and staff are moved to a new or safe location due to a situation in or near the school building that presents a hazard or safety risk. *Examples: Gas leak in the school, a fire alarm, chemical spill in the science lab, etc.*

**Shelter** – Students and staff are instructed to move to safe shelter location due to a situation in or near the school. *Examples: Tornado, earthquake, severe thunderstorm, flashflood, an outside fire, or other natural events.*

**ILLNESS OR INJURY**

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

If a child is injured while attending Before and After School program or Full Day program, staff will provide first aid. If the injury requires care beyond first aid or if the staff require assistance, they have access to a District Nurse who is always available to 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.

A child who is ill upon arrival to any ECS program shall not be admitted per School Board Policy JLCA.

The definitive resource to determine whether a child may attend school with an illness is infectious Diseases in Childcare and School Settings:

<https://drive.google.com/file/d/12NZoSBRjN5s4rFCNKaCu2RCzELeUT5nC/view>

**MEDICATIONS**

The procedure for storing and administering children's medicines by trained and delegated ECS staff is in compliance with Section 12-38-132 C.R.S. of the "Nurse Practice Act" as stated in the Rules Regulating Child Care Centers 7.702.41 and CCSD BOE policy JLCA.

Medication should be given to children at home whenever possible. Students should not bring unlabeled medications to the programs. Only ECS staff members who have successfully completed Medication Administration Training course and received delegation from their school nurse are authorized to give medications. The school nurse is responsible for continued oversight of delegated staff.



**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 and signature on the official district forms.
3. The parents must provide written permission on the official district form.
4. The program director 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.

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.

**IMMUNIZATION REQUIREMENTS**

A compliant immunization record must be on file with the ECS program. If you are enrolling in an ECS program that is not located at your child's school, a compliant immunization record is required with the *ECS Information Record*. Please note that at any time, there may be children attending an ECS program who are not fully immunized and may be exempt from immunizations.

Parents/guardians seeking non-medical (religious or personal belief) exemptions for children in Kindergarten through 12<sup>th</sup> grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of childcare or preschool during a disease outbreak.

**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. Some ECS programs will 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.

**CHILDREN WITH DISABILITIES**

Cherry Creek School District ECS programs provide care for children with disabilities, typically at their home school, as long as the program can meet the child's needs with or without reasonable modifications and accommodations. As part of the sign-up process and before the child attends, the ECS may hold a meeting with the program director or specialist parents, and other appropriate staff members such as the classroom teacher or principal. The purpose of the meeting is to discuss the child's individual needs, the program's structure and activities, and any modifications or accommodations that might be needed to assure the student has an equal opportunity to participate. This meeting is a good time to discuss any strategies that work to support the student and any additional information that parents consider important for program staff to know.

If concerns arise about a child's ongoing participation in ECS, the program staff or the parents may ask that an additional meeting be held. When a child with a disability engages in behavior that could lead to the child's suspension or dismissal from the ECS program (as set forth in this Handbook's Discipline section), program staff will initiate a meaningful consultation with the parent/guardian and appropriate ECS and/or District staff regarding possible program modifications or accommodations that would allow the child to continue to participate in ECS program.

Consistent with federal and state law, the ECS program is not required to make modifications or accommodations that would constitute an undue burden or fundamentally alter the program.

Children with disabilities are subject to the same disciplinary procedures as children without disabilities.

**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, but not limited to cell phones, tablets, electronic games, MP3 players, iPads or iPods. The ECS program is not responsible for damaged, lost or stolen property or money.

**SNACKS AND MEALS**

On regular school day mornings, program children are offered the choice of utilizing the school's breakfast program at the regular school fee. After school, children should bring a nutritious snack.

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.

**FAMILY CONFERENCES**

Parent/staff conferences may be held at any time to inform parents or guardians of your child's behavior, progress, and social and physical needs. Parents can schedule a day and time with the director that does not interfere with the staff to child ratio.

**PROGRAM CURRICULUM**

Each day, the program provides a variety of developmentally appropriate activities for the children to choose from. Activities include, but are not limited to homework assistance, creative expression, science, technology, indoor/outdoor recreational games, health and nutrition, music appreciation, dramatic play, communication skills, cognitive reasoning, building, and engineering, fitness and appreciation of diversity. Additionally, these programs offer a variety of activities that promote life skills such as teamwork, problem-solving, creativity, leadership, sportsmanship, and community service.

Lesson plans are available to parents/guardians at any time.

**PROGRAM SCHEDULE**

The program schedule and daily activities are visible to children and families. Scheduled activities provide children with opportunities, experiences and projects that extend over the course of several days. The program schedule allows children to be part of an interest group such as weaving, chess, sports, cooking, drama, choir, foreign language. It also allows children to have varied opportunities to develop skills for social interaction, self-awareness and developing friendships along with time daily for outdoor activities. The program schedule provides time and materials daily for children to select their own activities and provides children with a predictable yet flexible daily routine. The schedule allows children to work and play individually, in pairs, small groups and engage as a whole group.

**HOMEWORK ASSISTANCE**

Extended Child Services is committed to supporting busy families by offering homework assistance after school. 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. 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.

**ELECTRONIC MAIL**

Cherry Creek School District Policy EGA, *Electronic Mail*, provides that confidential student information may be transmitted by electronic mail pursuant to the requirements of the Family Education Rights and Privacy Act ("FERPA"). This policy language allows for teachers and school officials to communicate student record information via email, transmitted over the Internet, with parents/guardians and or eligible students (students who are 18 years of age).

For school personnel to use the Internet email system for transmission of student record information, a signed consent form from the parent/guardian or eligible student must be on file with the school.

Once the signed consent form has been received, teachers and school officials may use electronic mail to communicate about their child to a parent/guardian or with the eligible student. This consent signature is part of the SchoolCare Works registration process.

Cherry Creek School District does not and cannot control Internet access; therefore, the school district is not responsible for any information or material accessed on the Internet by any user, other than the parent/guardian or eligible student. There will be NO solicitation of any kind, and email addresses will be considered confidential for FERPA purposes.

**GUIDANCE STRATEGIES**

The goal of Extended Child Services is to provide a positive, fun and educational environment for all participants. Staff members strive to cultivate positive child, staff and family relationships. They have been trained to create and maintain a socially and emotionally respectful early learning and care environment. Staff implement teaching strategies supporting positive behavior, pro-social peer interaction and overall social and emotional competence in young children.

Staff members provide individualized social and emotional intervention supports for children who need them, including methods for understanding the child's behavior and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior.

Staff members believe in emphasizing the positive, reinforcing appropriate behaviors, and modeling desired behaviors. Staff will redirect a child to offset potential problems. Staff members believe that misbehavior usually stems from discouragement, fatigue or inappropriate challenges. The program strives to remedy the situation, understand the child, and redirect the activity. Staff will never use physical punishment or "put-downs" as a form of discipline. Program staff have access to nurse and mental health consultants as needed.

Children participating in the District's ECS Programs are entitled to access age-appropriate activities in a safe school environment. ECS programs operated by the Cherry Creek School District are subject to district policies governing discipline. The program director and staff will enforce school district policies and procedures regarding the supervision and management of a safe environment.

**GUIDANCE STRATEGIES CONTINUED**

When behavior occurs which disrupts or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, staff members will respond accordingly using progressive disciplinary steps and techniques, prioritizing those that are constructive or educational in nature. When necessary, staff members will give a verbal warning and attempt to redirect the child. When appropriate, a meeting may be held with the child's parent/guardian and appropriate school officials to address the child's needs and develop strategies or a behavior/safety plan to support the child's attendance in the program.

If unacceptable behavior continues, a conduct report may be issued, and parent or guardian will be notified. Children who receive three (3) conduct reports within a school year may be suspended from the ECS program for 5 days. Children who receive four (4) conduct reports within a school year may be dismissed from the ECS program for the remainder of the school year, including summer full-day programs. Children who leave school property without permission may be subject to immediate dismissal from the program. The program director, in collaboration with Administrative supervision, reserves the right to suspend or dismiss any child who is a threat to him/herself or others in the program without prior warning or intervention.

Credits will be available if a child is excluded from the program involuntarily.

**PARENT/GUARDIAN CONDUCT**

Parents/guardians and visitors are expected to treat staff and children with respect at all times. Intimidating, threatening or hostile behavior will not be tolerated. These behaviors include written, verbal or physical threats, physical contact or inappropriate or offensive comments. If such conduct occurs, the parent/guardian or visitor may be asked to leave the premises and/or have such privileges revoked.

**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 any ECS program. If you choose to reenroll your child in the same school year, space permitting, an additional registration fee will be assessed.

**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.

**PERMANENT ECS PROGRAM CLOSURE**

In the event that a Cherry Creek School District ECS program is no longer able to serve children, families will be notified a minimum of 60 days in advance.

## VOLUNTEERS

Family members are welcome to volunteer in the program as long as they are at least 16 years of age and are able to assist employees with their job responsibilities. Prior to volunteering, the individual must provide two references and complete the necessary paperwork. The ECS Director will provide an orientation. Volunteers are not included in the staff to child ratio and are never left alone with children. All volunteers must follow procedures in accordance with School Board policy KI, "Visitors to Schools" and ECS procedures.

Family members or visitors on field trips must abide by the volunteer guidelines and pay their own admission fee and other expenses included with the trip.

## NOTICE OF NONDISCRIMINATION

Cherry Creek School District does not discriminate on the basis of race, color, ancestry, creed, gender, sexual orientation, religion, national origin, marital status, age, disability, or need for special education services in admissions or access to, or treatment of, or employment in, educational programs or activities which it operates. Any person having questions concerning Cherry Creek School District's compliance with the regulations, the implementation of Title VI or Title IX or Section 504 is directed to contact Kathy Vining, Cherry Creek School District, 5416 S. Riviera Way, Centennial, CO, 80015, 720-554-5033, who has been designated to coordinate the District's efforts to comply with these regulations.

## REPORTING CHILD ABUSE

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

If there is an incident where you believe your child has 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 the ECS Director at your school. The ECS Director is supervised by the building principal.

Unresolved complaints about the Extended Child Services program at your school can be directed to:

Colorado Department of Human Services  
Division of Early Care and Learning  
1575 Sherman Street  
Denver, CO. 80203-1714  
(303) 866-5958