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### INTRODUCTION

Welcome to Preschool Enrichment Program. This program provides an environment where children can learn, take part in supervised recreation, and build strong, positive relationships with responsible, caring adults and with their peers. The Preschool Enrichment Program gives parents and guardians the peace of mind and security of knowing that their children are engaged in safe, educational, and constructive activities. This program strives to provide children with a safe and nurturing environment while promoting physical, emotional, and intellectual development.

Enrichment 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 program director.

### 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.

### ECS PROGRAM CONTACT INFORMATION

SchoolCare Works Questions.....[schoolcareworks@cherrycreekschools.org](mailto:schoolcareworks@cherrycreekschools.org)

### AGES ACCEPTED

Cherry Creek School District Preschool Enrichment programs are open to children ages 4 - 5 years. Children may not attend before they are enrolled with Cherry Creek School District. All participants must be age 4 by October 1 of the current school year.

\*3-year-olds are accepted at limited sites.

### PRESCHOOL ENRICHMENT PROGRAM DESCRIPTION

The Preschool Enrichment Program provides childcare and enrichment for preschool children Monday through Thursday on regular school days from either 8:00 am until Pre-Kindergarten begins or after Pre-Kindergarten ends to 2:45 pm. 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.

### HOURS OF OPERATION

Preschool Enrichment follows the CCSD calendar for the current school year. The Preschool Enrichment Program is open from 8:00 am –2:45 pm every day that school is in session.

**HOLIDAY CLOSURES**

Preschool Enrichment follows the CCSD calendar.

**ADMISSION AND ENROLLMENT**

All children must be fully enrolled before attending any ECS program. To enroll, parents or guardians must verify and complete child information in SchoolCare Works. Annually, parents will update information prior to entering the new school year. Changes that occur during the school year are updated through the SchoolCare Works portal, accessed through the [my.cherrycreekschools.org](http://my.cherrycreekschools.org) portal.

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.

Enrollment is based on a first come, first served basis. Since programs have a licensed capacity, it is possible to be placed on a waiting list.

**STATEMENT OF HEALTH STATUS**

At the time of admission, the parent or guardians must provide the center with a statement of health status signed and dated by a health care provider who has seen the child within the last 6 months. The statement must include when the next visit is required by the health care provider.

The center has the right to refuse to admit a child if a statement from the health care professional is not submitted.

Statements of health status of children over 2 years must be updated in accordance with the American Academy of Pediatrics recommended schedule for routine well-child exams.

**IMMUNIZATION REQUIREMENTS**

At the time of admission, the parent or guardians must provide the center with documentation of immunization status or exemption as required by Colorado Department of Public Health and Environment.

If the immunization record submitted is not up-to-date, parents will be notified by the nurse and will have 14 days to obtain the required documentation. After this period, the child may be excluded from the program until adequate documentation is submitted. Please note that at any time, there may be children attending an ECS program who are not fully immunized.

Parents/guardians seeking non-medical (religious or personal belief) exemptions for prekindergarten children attending childcare or preschool must submit non-medical exemption forms at each age when required vaccines are due: 2 months, 4 months, 6 months, 12 months and 18 months of age. 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.

**ANNUAL REGISTRATION FEE**

A \$100.00 non-refundable annual registration fee is required with enrollment to the Preschool Enrichment Program. Enrollment into the program will not be accepted without the annual registration fee.

**SCHOOLCARE WORKS FAMILY PORTAL**

Online registration and payment by credit card is completed using SchoolCare Works Family Portal. Parents can view or pay billing statements online using this secure payment process.

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

Instructions and FAQ are available on the District's ECS website. Please refer to "ECS Program Contact Information" section for the website address.

**PAYMENT USING SCHOOLCARE WORKS FAMILY PORTAL**

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

Childcare payments are made using the SchoolCare Works Family Portal. Parents can go online to SchoolCare Works Family Portal using a Visa, MasterCard or Discover credit card. Once payment has been processed, a payment confirmation email is sent. 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.

Autopay is an optional feature available to families in Preschool Enrichment. This feature allows the ECS Bookkeeper to automatically process the payment method authorized in SchoolCare Works for reoccurring payments 1<sup>st</sup> of each month.

Monthly payments are due no later than the 5<sup>th</sup> day of each month. If enrolled in autopay, payment is made on the 1<sup>st</sup> of each month. If the Preschool Enrichment payment is not received within 5 days of the established due date, a fee of \$20.00 will be assessed. If payment is not received within 10 days of the established due date, the child will not be able to attend childcare until full payment is made. Payment is required monthly from August to May.

### 2023-2024 MONTHLY RATES

Monthly Rate .....\$400.00  
 PM Late Pick-up Fee.....\$1.00 per minute after program closes  
 Late Payment Fee after 5 days of established due date.....\$20.00

	MONTHLY FEE
August 1	\$400.00
September 1	\$400.00
October 1	\$400.00
November 1	\$400.00
December 1	\$400.00
January 1	\$400.00
February 1	\$400.00
March 1	\$400.00
April 1	\$400.00
May 1	\$400.00

Total tuition for the school year is \$4,000.00 divided into 10 equal payments. Monthly tuition is not dependent upon the number of school days within the month. For pro-rating purposes, the daily rate is \$29 for 4 hours of care. Enrollment is for the school year, August through May, with pro-rated mid-year entry. There is no option to attend part-time.

### 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 or SchoolCare Works Family Portal.

Payment can be made by check or money order. Make checks payable to Cherry Creek Schools - ECS. There is a \$20.00 service charge on all checks returned for insufficient funds. Cash is not accepted.

### 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 SchoolCare Works at [schoolcareworks@cherrycreekschools.org](mailto:schoolcareworks@cherrycreekschools.org).

### FINANCIAL ASSISTANCE

Financial assistance is available for those families who qualify for the free/reduced school lunch program. The discount is 25% off the tuition rate. This discount is not available for additional fees including, but not limited to: registration fees, late pick-up fees and late payment fees. Parents who wish to utilize this discount must give the program director a copy of the approval letter from Food Services. Discount will begin once letter is received. Parents must provide a new approval letter annually by September. Visit CCSD Food & Nutrition website for more information: <https://www.cherrycreekschools.org/Page/4041>

**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 been approved for CCCAP, the parent/guardian will work with their caseworker to set up their approved benefits at the selected childcare location.

Parents may be required to pay a monthly parental fee. 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.

The parent must electronically sign their child in and out of the CCCAP Attendance Tracking System for provider to be paid. Failure to do so may result in the parent being charged for the full cost of care.

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 program. One child is charged the full rate, while the second and subsequent children receive the discount. Please note there is only one discount per family permitted.

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

**REFUNDS AND CREDITS**

Refunds are not available. Credits are not available with the exception of weather and building emergency closures. Refer to section, "Credits for Weather and Building Emergency Closures".

There is no credit or refund for early pick-up or absences.

**CREDITS FOR WEATHER AND BUILDING EMERGENCY CLOSURES**

Parents will not receive a refund when the building is closed due to weather or building emergencies.

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 credits for weather or building emergency closures starting with day number three (3) within a school year of a weather or building emergency.

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

**ABSENCES**

To report an absence, please call the program director.

Please call when your child will not attend with an explanation why your child is absent.

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 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. Credits are not available when children are absent.

**CANCELLATION DUE TO WEATHER**

Closure of the school district due to weather conditions will automatically cancel the child care program.

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.

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.

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

**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.

**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 police may be notified. Children will never be left unattended at the school or taken home with a staff member.

The program will begin to assess late pick-up fees one minute after the closing time. The fee is \$1.00 for each minute.

On days when the weather is bad or driving conditions are hazardous, exceptions can be made. Program staff members will expect parents to call to let them know they will be late.

After the fourth late pick up in a school year, late fees may be increased and parents may be subject to termination from the program.

**CLOSING PROCEDURES**

To ensure that all children are picked up before the staff leave, staff members will check the sign out sheet or iPad 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**

During program hours, children are located in their designated Preschool Enrichment classroom. Staff members occasionally take the children outside to the designated play area or walk the children indoors. If the children leave their classroom, a sign will be posted on the door indicating the location of the children.

**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.



**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.

**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 & 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 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 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.

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 Preschool Enrichment 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.

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 or not a child may attend school with an illness is infectious Diseases in Childcare and School

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

Since the Preschool Enrichment Program operates while the school nurse is on site, he/she can assist with emergencies, illness and injury that may occur while children participate in this program.

If a child cannot participate comfortably in the program and/or compromises the ratio of the program, the parent will be notified to pick up the child immediately. If the child goes home from the program ill, he or she is not allowed to return to the program for 24 hours and/or a note from the child's doctor to authorize the child's return to the program.

**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 completed the Medications Administration Training course are authorized to give medications to children while they attend an ECS program. The school nurse is responsible for monitoring medication 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 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.

**DIAPERING**

The program provides diapering facilities and procedural training as stated in the Department of Human Services, Division of Child Care *Rules Regulating Child Care Centers*. Parents must provide diapers, wipes, and a change of clothing.

**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 a minimum of SPF 15, in the original container, in a sealable bag, and have the child's full name labeled on the outside. The 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 may apply sunscreen to a child.

**CHILDREN WITH DISABILITIES**

Cherry Creek School District ECS programs provide care for children with disabilities 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, parents, and other appropriate staff members. The purpose of the meeting is to have a discussion about 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.

**CLOTHING AND PERSONAL POSSESSIONS**

Children should always wear washable, practical clothing, including appropriate footwear and outerwear. When it is cold, please make sure children wear hats and gloves. Boots are necessary when it is snowy or rainy. All items must be clearly labeled with the child's name.

The ECS program is not responsible for lost or stolen property or money.

**SNACKS AND MEALS**

Regular hot lunches will be provided for the children in the school cafeteria. If your child is on a special diet, you may provide a bag lunch with the child's name clearly marked on the outside.

Parents will provide mid-morning and mid-afternoon snacks. Suggested snacks include fruit, vegetables, whole-wheat crackers, muffins, breads, and nutritional cookies. Cookies should be low in sugar and contain nutritional ingredients such as oatmeal, whole-wheat flour, and raisins.

**PROGRAM CURRICULUM**

Each day, the program provides a variety of developmentally appropriate activities for the children to choose from. Children are encouraged to participate in activities that fit their interests. Lesson plans are available to parents 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 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.

**MOVIES, MUSIC, & SOFTWARE**

Program staff may occasionally show G-rated movies to the children over the age of 2. Television, recorded media, computer, tablet and media device will be limited to 30 minutes per week with the exception of children using personal adaptive equipment for an unlimited amount of time.

Music provided by the program staff is pre-screened to ensure that it is appropriate for the children attending the program.

**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).

In order 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 on the *ECS Information Record*.

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.

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 will 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 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 or guardian or visitor may be asked to leave the premises.

**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. You may, at your convenience schedule a day and time with the director that does not interfere with the staff to child ratio.

**WITHDRAWING YOUR CHILD FROM THE PROGRAM**

Parents/guardians are required to provide two weeks' notice to the program director if withdrawing your child from the program. The last tuition payment will be prorated based on the last day of care. If you wish to re-enroll in Preschool Enrichment Program mid-year, space permitting, you may be subject to an additional non-refundable registration fee.

**VISITORS**

Visitors during the school day must sign in at the school's main office 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.



**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 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 child care 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 Preschool Enrichment Director.

The ECS Preschool Enrichment Director is supervised by the Director of Extended Child Services, who can be reached at (720) 886-8033.

Unresolved complaints about the Extended Child Services Programs 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