

ADVENTURES IN CHILD CARE

PARENTS MANUAL

At Parmalee, Marshdale, Deer Creek, Rocky Mountain
Academy of Evergreen, & West Jeff

Celebrating 20+ years of service

303-697-4252

adventuresinchildcare.com



PURPOSE: ACC provides licensed, professional, year round child care for our participants, in a safe and convenient environment at an affordable cost. An emphasis is placed on honesty and companionship among all children attending ACC. There is also emphasis on physical activity through the use of the school's facilities and other facilities in the area. Common sense is a requirement for all ACC staff members. You can rest assured that the people that you have trusted with your children can not only entertain them but can think on their feet. In short your kids will be safe and have fun.

GENERAL INFORMATION

Ages: Ages range from 5 to 12 years.

Ratio: 1 to 15 staff/ participant ratio. Colorado State Day Care Licensed.

Safe environment supervised by experienced professionals.

Hours of Operation

Children may attend one day, several days or every day. Please notify ACC ASAP if your child will be absent.

Before and After School Program:

6:30-9:00 a.m. and 3:30-6:30 p.m.

No School Days:

6:30 a.m. to 6:30 p.m.

Please note: Program is closed New Year's Day, Christmas Eve, Christmas Day, Thanksgiving Vacation, 4th of July, Memorial Day, and Labor Day.

Please see monthly calendars for exact days and location where care will be offered.

Inclement Weather (Snow Days):

ACC will be closed if the school is closed by inclement weather. If the school day is cut short by the weather, ACC will offer its normal service from the time school is let out. If your child is registered for that PM session, they will be expected to come to the ACC class room when school is dismissed. Charges will be assessed accordingly.

Fees

Fees for all Jeff. Co. Schools...	
Before School from 6:30 a.m.	\$9.50
After School as late as 6:30 p.m.	\$ 11.50
No School Days: 6:30 a.m. - 6:30 p.m.	\$35
Half days From 1:20 to 6:30	\$18

Fees for Deer Creek...	
Before School from 6:30 a.m.	\$ 8.50
After School as late as 6:30 p.m.	\$ 10.50
No School Days: 6:30 a.m. - 6:30 p.m.	\$35

Discounts

There will be a 5% discount for those who register for 10 days or more at a time. Ask your director about other discounts and promotions.

POLICIES

Special Needs Policy:

Children with physical and mental disabilities are accepted in the Before and After School Program. We reserve the right to dismiss anyone from the program who has needs beyond our present status for child care. Each registration will be evaluated as to the individual needs of the child, staff capabilities, and the child's ability to blend with the group.

Personal Belongings Policy:

We do not accept personal items or money for safekeeping. ACC does not accept responsibility for items belonging to our program participants that are lost or stolen.

Transportation Policy:

Periodically children attending ACC on no school days will be transported to may change. Parents will be notified of any changes as they drop off their children.

Movies:

As a general rule ACC will show one movie per week. We will never watch any movie with a rating higher than P.G. during regular ACC hours. Kinder-Care movies are rated G, and will be shown as many as two times per week depending on the weather.

Locating Children Policy:

A schedule of events and their locations is given to parents at registration.

Lost Children:

This is a subject that is in the back of our minds most of the time, but it is important. It is our policy to, first determine that the child is really missing. After a brief search of the school and play ground, the parents will be notified and asked to come to the school. One staff person along with whatever help is determined necessary will continue the search until the child is located.

Field trips:

All children should arrive at ACC by 9:00 on every day in which a field trip is planed. If you should arrive after the group is gone for the day without prior arrangements to meet the group, it is your responsibility to arrange for other care on that day. In the event that the weather is too hot or cold our destination may change. Parents will be notified of any changes as they drop off their children.

OTHER EMERGENCIES:

If an emergency should arise, the staff of ACC will ask whatever school help is available at the time to assist in taking care of the group while the emergency is handled.

Injury, Illness Policy:

ACC is not liable for any injury received while participating in our activities or programs. When a child gets injured or arrives injured at ACC a quick determination will be made, as to the extent of the injury. ACC staff will make a decision as to the extent of the injury. Parents, rescue personal, or the director may be called depending on the extent of injury. ACC will follow the same procedure for children who become ill while attending our program. Children who are believed to be contagious will be separated from the group and parents will be ask to retrieve their child as soon as possible. Children who are running a fever when they arrive will not be admitted to the program that day.

Policy of Confidentiality:

1. ACC shall maintain complete records of children and personnel as required for licensing the center in accordance with Minimum Rules and Regulations for School-Age Child Care Centers.
2. The confidentiality of all personnel and children's records shall be maintained. Personnel and children's records shall be available, upon request, to authorized personnel of the State Department of Social Services. All records regarding children and all facts learned about children and their relatives shall be kept confidential.

Miscellaneous Policies and General Information:

1. All children should dress appropriately for activities.
2. Shoes must be worn at all times. Sandals and thongs are not recommended. Tennis shoes are required in the gym.
3. Please notify the counselor if your child is going to be absent. Deadlines for contacting ACC for before/after day care is 8:00 a.m. for before, 2:30 p.m. for after. Calls will be made to work and home if your child does not arrive when expected.
4. Children are required to bring swimsuits only on scheduled swim days.
5. A copy of emergency cards will be taken on all excursions.
6. The use of skateboards, roller blades, Heeles, and bicycles during the program is prohibited.
7. Children must report to the ACC classroom immediately after school.
8. Parents who register their children for before and after school programs need to send warm clothing for outside activities.
9. Children must bring a back pack in which to keep their personal belongings when attending the ACC program.
10. Complaints about child care should be brought up to the Director. Even small concerns are important to us and appropriate action will be taken. Concerns about ACC may be brought to the attention of the Colorado Dept. of Human Services, Division of Child Care: 303-866-5958.
11. Generally only parents, guardians, and those who have the approval of the Director will be allowed to visit our program. These guests must always check in with a counselor on arrival.
12. In addition to the parents' signing in their child in the morning, role will be taken before classes start. In the afternoon role will be taken after classes are out and whenever the group changes locations. Rosters will be checked at the end of each day, and an inspection of the premises will insure that all the children have been picked up.
13. During the school year ACC does take field trips on no school days. During the Summer Camp program ACC will take field trips each week. A release form will be required if your child is attending in the Summer, and a list of dates and destinations will be provided to parent

PROCEDURES

Procedure for Late Pick-ups:

1. A Fee of \$10.00 is charged for every 15 minutes after 6:31 p.m.
2. If ACC has not been telephoned by parents or guardian by 7:30 p.m., the police will be notified and an "Abandoned Child" report will be filed.
3. If parents notify ACC of a problem, police will not be contacted and counselors will wait until parents arrive. However, the late fee will still be charged starting at 6:31.

Procedure for Release:

1. Parent(s)/authorized adult must sign the sign-in sheet each time the child is dropped off at the program. Only those children with written permission may sign themselves in.
2. Parent(s)/authorized adult, or child authorized by release, must sign out before leaving the program.
3. A release form must be filled out by the parent if authorization is given to another responsible adult to pick up or drop off a child.

Application Procedure - Pre-Admission and Registration:

1. A pre-admission interview is required (either by telephone or in person) with child's parent(s) or guardian(s) and the Day Care Director.
2. Parents shall be given an explanation of the policies, procedures, and fee structure as explained in the parents' manual and an explanation of the day care activities as presented in the monthly calendar.
3. Before registering, parents must fill out all forms. These forms include immunization, health, emergency card and medical permission. These forms must be filled out completely and be approved before any child may be enrolled in the program.
4. Registration is recommended 2 days before the child participates in the program. **NO SAME DAY REGISTRATION!**
5. The number of children cared for at the center shall at no time exceed 50 children. Registrations will not be accepted after the maximum number is reached.

Special note concerning before and after school program: Children who are not registered may attend our program. HOWEVER, a \$10 day of-registration surcharge will be added to the regular registration fee. This should be used only for emergency child care and we should be notified of the situation.

Exceptions List:

The exceptions list is intended to help out parents who have a changing schedule. To get on the exceptions list you must have prior approval from the director and a \$40 fee is required. Once you are on the exceptions list you may call in to have your child put on the following day's roster and you may pay when dropping off your child on the same day. This option is not available in the Summer.

WITHDRAWING FROM THE PROGRAM:

If, for whatever reason you decide to withdraw your child from the program, please let us know as soon as possible.

HEALTH CARE

1. ACC must have a washable mat and blanket and a first aid kit to isolate a sick child. A responsible staff member shall be present or within hearing distance of any sick child.
2. If a child shows signs of severe illness or contagious disease, the child shall be isolated from other children and parents shall be notified to pick up their child, or a doctor or medical facility should be consulted as to their child's treatment. All items used by the sick child shall be properly disinfected before being used by any other person.
3. When communicable diseases occur in day care, parents and staff members shall be notified and advised of what protective measures are available for the particular disease.
4. Known or suspected communicable diseases shall be reported to appropriate health authorities.
5. Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. When no longer needed, medications shall be returned to parents/ guardians or destroyed.
6. The giving or application of prescriptive or non-prescriptive medication for eyes and ears, all oral medication, medication for breaks in skin or severe burns or an individual special medical procedure shall be provided only on written order or a prescription from a physician to child's parents/guardians or to the Day Care Center, with knowledge and written consent of parents/guardians.

Medication:

Colorado Social Services requires a written permission from the child's doctor authorizing staff to administer any type of medication including acetaminophen. Parents whose children are required to take medications must sign a Medical Permission form (see forms).

ACC gives medications in compliance with the Nurse practice act. All medications will be stored in a locked box accessible to trained staff only. Procedure for handling illness and injury: Children will not be accepted into the program who are running a fever or who are vomiting. When children are left in these conditions, **parents will be called to pick up their children immediately.**

Nutrition and Snacks Regulations:

1. ACC does not provide lunches. Children should bring a sack lunch and drink during full day care situations. Please do not send glass containers or microwave foods.
2. Snacks are provided in the afternoon session of the Before and After School Program.
3. Parents should be aware of potentially non-hazardous foods. ACC staff shall evaluate to see if the lunch the child is provided contains perishable items and if the lunch is adequate to meet one-third of the child's daily nutritional needs. If you or your child forgets a lunch, ACC will try to find one for them. A charge of \$6 will be due when the child is picked up.
4. ACC does not provide a refrigerator or microwave for use of the children

DEALING WITH DIFFICULTIES

Guidelines for Suspected Child Abuse:

Every ACC employee is required to report any suspected cases of child abuse that are observed. Failure to report these incidents is serious and may possibly result in a legal offense and fine. Child abuse may be physical abuse, neglect, latch-key, or sexual abuse. The State of Colorado does not have a designated age for which a child may legally stay at home without an adult. Typically, 12 years is acceptable.

Can Certain Information That a Child Reveals Be Privileged?:

NO. Counselors are mandated and required to report. They should explain to the child that if they tell private information which is harmful or hurtful to them, the counselors are responsible to tell someone else in order to assist the child.

Discipline:

Discipline will be handled in one or more of the following ways. We may talk with the child, talk with the parent, use "time out", or file a misconduct report which could result in suspension or termination from the program. ACC counselors may take any reasonable action which does not harm, humiliate, isolate, or deny the child food in order to correct behavior that is inappropriate. **Communication Between Parents and counselors In Dealing With Difficulties:** It is the responsibility of all day care participants to observe the regulations established by the Day Care Center. We feel this is necessary for the proper operation of the Center and to ensure the safety and enjoyment of the program for all. Violations of these regulations may result in disciplinary action. Parents shall be notified at first offense. Counselors and parents will agree on a plan to correct behavior. The written report will be filed in the individual's personal file. If conduct is so severe that the child must be removed from the program, parents will be notified immediately to pick up their child. However, generally after three misconduct reports have been filed, the child will either be suspended or removed from the program. This shall be the decision of the Director.

CREDITS AND REFUNDS

1. Credits and refunds must be requested one week before date of registration with no credits or refunds after date or registration except for illness. Physician statement is required.
2. Credits are issued for the full amount.
3. Credits are arranged through the Director.
4. Credits must be used within the current session.
5. Refunds are granted by the Director only.
6. A \$3.00 fee will be charged for all refunds.
7. Refunds may take 3-4 weeks to be processed. Checks are mailed to parents.

Odds & Ends

Lost Child Policy: After determining that the child is really lost, ACC staff will contact the following people:

- * The child's parents
- * The Director
- * Law Enforcement

The child's parents, along with personal who have knowledge of the child, are very helpful in determining where the child may have gone. ACC staff will must keep at least a 1:15 ratio at all times.

Procedures for Natural Disasters:

Floods- Staff should be aware of evacuation centers in the area. These are designated by the Fire Department.

Blizzards- ACC staff should be prepared to offer overnight care in case of a blizzard and road conditions preventing parents from reaching us. The center should provide blankets, mats, and food. Parents should be contacted as soon as possible. Staff should be prepared to maintain a 1:15 ratio until parents arrive. ACC will be closed on days that school is canceled due to snow or other emergencies.

Tornados: ACC staff will gain access to the school where we will go to an inside wall for cover.

Excessively Hot Weather: In the summer when the temperature goes up ACC may change our field trip destinations in order to keep your Children safe and conformable in the heat.

Procedures for Releasing Children:

Children are only to be released to parents or persons designated in writing by the parents.

Children may sign themselves out only after 6:30 PM and only if there if written permission from the parent.

Only with verifiable verbal permission of the parent may someone other than those persons designated in writing sign out the child. Unless these are met the child is not to be released and you should notify the Director immediately.

Closing Procedures:

Before leaving, ACC staff will must check through the sign out sheet and make sure each child has been signed out.

This will insure that every child has been picked up by an appropriate person. If a child has not been signed out, ACC staff will call the parent at home to make sure the child was picked up and remind them of the importance of signing out. If we believe the child has not been picked up and cannot locate them, then we will follow the lost child procedures.