

# Adventures in ChildCare, LLC



## **PARENT MANUAL**

Located at Marshdale, Parmalee, Rocky Mountain Academy of Evergreen and  
West Jeff

Main: 303-697-4252

Marshdale: 720-299-6088, 303-982-5160

Parmalee: 720-427-6605

RMAE: 303-912-6794

West Jeff: 303-241-0320

[adventuresinchildcare.com](http://adventuresinchildcare.com)

**PURPOSE:** ACC provides licensed, professional, year-round child care for our participants in a safe, convenient environment at an affordable cost. An emphasis is placed on honesty and companionship among all the children attending ACC. There is also an 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 assure that the people you have trusted with your children can not only entertain them, but can think on their feet and they will always consider your child's safety first. In short, your kids will be safe, entertained and have fun!

### **GENERAL INFORMATION**

Colorado State Child Care Licensed and Insured  
Ages range from 5 to 12 years  
Ratio: 1 to 15 staff/participant ratio, per licensing requirements  
Safe environment supervised by experience and qualified professionals.

### **HOURS OF OPERATON**

Before and After School Program (Monday – Friday)

6:30 – 9:00 a.m. and 3:30 – 6:30 p.m.

Early Release (half) Days

1:00 – 6:30 p.m.

Non School Days/Summer Camp

6:30 a.m. – 6:30 p.m. (Monday – Friday)

Children may attend one day or every day, depending on individual family needs.

**-We staff according to the number of children who are scheduled to attend a given session. Please notify ACC ASAP if your child is scheduled to attend and will not be attending-**

**PLEASE NOTE:** ACC follows the Jefferson County School District Calendars. Our program is closed New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. (There may be additional dates that the district facilities are closed, requiring ACC to close as well.)

**ACC will close if the school is closed due to inclement weather.** If the school day is cut short by the weather and your child/children are scheduled to be with ACC for the afternoon session, ACC will close as well. Arrangements will need to be made for you child/children. Credits will be applied accordingly.

### **FEES**

Fees for all locations:

Before School from 6:30 a.m.	\$10.50, per child/session
After School as late as 6:30 p.m.	\$12.50, per child/session (includes snack)
Early Release (Half Days) dismissal – as late as 6:30 p.m.	\$20.00, per child/session (includes snack)
Non School Days/Summer Camp 6:30 a.m. – 6:30 p.m.	\$37.00, per child/session (includes snack)

Discounts:

There will be a 5% discount offered for those who register/sign-up for 10 or more days at a time, 5 or more days for families with multiple participants. Ask your Site Director about other discounts and promotions.

### **CREDITS AND REFUNDS**

1. Credits can be issued if ACC is given advanced notice of not less than one day prior to the needed change or cancellation. The only exception would be in the case of illness or an emergency circumstance. In the case of illness or emergency, ACC must be notified of the circumstances that day in order to qualify for a credit. The school does not notify ACC in the event of illness or emergency, this is the responsibility of the parent. A credit will not be issued if ACC receives no communication from the parent on or before the date of the child's absence as to the reason their child will not be attending.
2. Credits are issued for the full amount.
3. Credits must be arranged and approved through the Site Director.
4. Refunds are granted by the Site Director only and may take 2 or more weeks to process depending on the circumstances. Refund checks will be mailed to the parent.

## **POLICIES**

### **Injury or Illness:**

ACC is not liable for any injury received while participating in our activities or programs. When a child gets injured while in ACC's care, a quick evaluation will be made as to the extent of injury. ACC staff will make a decision regarding the need to contact parents or emergency personnel. If the Site Director is not on site, they will also be contacted. ACC will follow the same procedures for children who become ill while attending our program. Children who are believed to be contagious or develop a fever will be separated from the group and parents will be asked 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. Any child dismissed for the day due to a fever will need to wait to return until they have been fever free, without the use of fever reducing medication, for a minimum of 24-hours.

### **Children with Special Needs/Challenges:**

Children with special needs/challenges are accepted in our Before/After School Program as well as Summer Camp. We do however, reserve the right to exclude anyone from the program who has needs beyond our present capabilities to accommodate them appropriately. Each situation will be evaluated on the following criteria; the needs of the child, staff capabilities and the child's ability to safely participate with the group given our accommodations. We do not have the capability to accommodate children who are wheelchair bound due to transportation limitations.

### **Personal Belongings:**

ACC staff does not accept personal items or money for safekeeping. We encourage participants to leave their personal items at home when at all possible. ACC does not accept responsibility for ANY items belonging to our program participants that are lost or stolen.

### **Transportation:**

Periodically, children attending ACC on Non School days will be transported to a different site. Parents will be notified of the need for changes as they drop their children off.

### **Movies:**

As a general rule, ACC will show only one movie per week. We will never watch any movie with a rating higher than PG. However, during periods where our activities are impacted by weather, we may watch more than one movie in a week.

### **Field Trips:**

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

### **Locating Children After School or During Summer Camp:**

Children must report to the ACC classroom immediately after school. If a child is scheduled for any activities outside of ACC after school but will be attending ACC prior to or after their scheduled activity, a schedule must be provided to the Site Director at your child's site, so they know whether or not to expect them directly after school. During summer camp, a schedule of events and locations will be made available to the parents. If different arrangements for drop off or pick up are needed on a scheduled field trip day, arrangements must be made prior to the day of the field trip, with the exception of emergency circumstances.

### **Policy for Lost Children:**

This is a subject that no one wants to imagine would happen, it is in the back of our minds most of the time, but it is extremely important. It is our policy to first determine if the child is really missing. After a brief search of the school, playground or field trip location, the parents will be notified immediately and asked to come to our location. After determining that the child is really lost/missing, ACC staff will also contact Law Enforcement and the Site Director. The child's parents, along with their personal knowledge of the child, will be very helpful in determining where the child may have gone. One person along with whatever additional help is determined necessary will continue the search until the child is located. ACC staff must keep at least a 1:15 ratio at all times.

### **Policy in Other Emergencies:**

If an emergency situation should arise, medical or otherwise, ACC staff will ask whatever additional resources there might be at the school to assist in taking care of the group while the emergency is handled. In the event of an emergency requiring the group to leave a location or be locked down at a location, parents will be notified as quickly as possible and provided a plan for pick-up if needed.

## Policy of Confidentiality:

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

## Miscellaneous Policies and General Information:

1. All children should dress appropriately for activities and weather conditions both in summer and during the school year. Parents need to send warm clothing for outdoor activities when the weather is cooler outside.
2. Shoes must be worn at all times. Sandals or Flip-Flops are not recommended. Tennis shoes or sneakers are required in the gym.
3. Counselors or Site Directors should be notified if your child/children are going to be absent. Contact for before care should be made by 8:00 a.m. and for after care by 2:30 p.m. Calls will be made to your cell, home or work phone in the event that a child does not arrive for after care and we have not heard from you. Credits for child care cannot be considered if you no-show/no-call, this also applies to children being ill.
4. Children are required to bring swimsuits and towels only on scheduled swim days.
5. A copy of emergency cards for each child will be taken on every excursion.
6. The use of skateboards, roller blades, razors, hee-lies and bicycles during the program on site is prohibited. The only exception to this being for skateboards, roller blades or razors when the C6 kids are scheduled for a trip to a skate park. They will be required to have and wear all of their protective gear and helmets to participate in this activity. A lack of appropriate gear will exclude them from participation.
7. Children must bring a back pack to keep their personal belongings in when attending the ACC program. This applies during the school year and during summer camp.
8. Generally only parents, guardians and those that have the approval of the Site Director will be allowed to visit our program. These guests must check in with a Counselor upon arrival and sign our visitor log.
9. In addition to parents or guardians signing in their children each morning, role will be taken prior to leaving ACC for classes. In the afternoon, children will be checked in after classes and role will be taken whenever changing locations. Rosters will be checked at the end of each day and an inspection of the premises will be completed if necessary to ensure that all of the children have been picked up.
10. During the school year, ACC does not typically take field trips on Non School days. During the Summer Camp program, field trips will be taken each week. A release will be required if your child is attending during the summer and a list of dates, activities and locations will be provided to the parents.
11. Complaints about child care should be brought to the attention of the Site Director. Even small concerns are important to us so appropriate action can be taken to correct a problem if need be. If you feel your concerns have not been addressed, they may be brought to the attention of The Colorado Department of Human Services, Division of Child Care: 303-866-5958.

## PROCEDURES

### Application Procedure, Pre-Admission and Registration:

1. A pre-admission visit or phone call with the Site Director is encouraged prior to registering your child or children. This helps to answer any questions you may have as well as gives you an opportunity to see firsthand how our program is managed.
2. Parents or guardians shall be given the Parent Manual which provides an explanation of policies, procedures and fee structure in addition to an explanation of day to day activities and monthly schedule.
3. There is no registration fee for our program. However, prior to signing a child up for any care, all required paperwork must be completed and provided to ACC staff. A copy of immunization records must be included for each child being registered. Prior to finalizing registration, all paperwork must be reviewed and approved by the Site Director.
4. Registration for a given day or week is recommended 2-3 days before the child participates in the program. This allows for us to staff appropriately. Payment is required prior to your child attending. **SAME DAY REGISTRATION MUST BE APPROVED BY THE SITE DIRECTOR PRIOR TO YOUR CHILD'S ARRIVAL BUT IS NOT EVER RECOMMENDED! WE MAY HAVE TO TURN YOUR CHILD AWAY IF ADDING THEM WILL PUT US OVER REQUIRED LICENSING RATIOS AND WE HAVE NO TIME TO STAFF APPROPRIATELY!** \*A Special

*Note concerning our before and after school program: Children who are not already registered for a given day may attend our program providing we are within appropriate ratios of 1:15. However, a \$10 day of registration surcharge will be added to the regular sign-up fee.*

5. The number of children at the center shall at no time exceed the maximum capacity that the center is licensed for. Registrations will not be accepted after the maximum number is reached.

#### Procedure for Releasing Children:

1. A release form must be filled out and signed by the parent or guardian to give permission to an authorized adult to drop off or pick up their child/children, this includes emergency circumstances. Any authorized individual outside of a parent or guardian that is not directly known to ACC staff will be required to provide ID before leaving the premises with a child or children in our care.
2. Parents, guardians or an authorized adult must sign the sign in sheet when dropping children off and the sign out sheet when picking them up. Only those children with written permission may sign themselves in.

#### Procedure for Late Pick Ups:

1. The Site Director or Counselor will assess a Late Fee of \$10.00 for every 15 minutes after 6:30 p.m.
2. If ACC has received NO communication from the parent or guardian by 7:30 p.m., law enforcement will be notified and an "Abandoned Child Report" will be filed. If the parent or guardian notifies ACC of a situation or problem causing them to be late, law enforcement will not be contacted, and the Site Director or Counselor will wait for them to arrive, but the late fee will still apply.

#### Dealing with Difficulties:

1. It is the responsibility of all childcare participants to observe the rules and regulations established by ACC. We feel these rules are necessary for the proper operation of the childcare center and to ensure the safety and enjoyment of the program for all participants. Parents or guardians shall be notified at first offense. Counselors and parents or guardians should discuss and agree on a plan to correct the behavior. The written misconduct report will be filed in the child's personal file. Generally, after three misconduct reports have been filed, the child be suspended from the program. If the conduct is severe and continues, dismissal from the program may be considered. If this occurs, parents or guardians will be notified immediately to pick up their child. Dismissal will be the decision of the Site Director.
2. Violations of ACC rules and regulations may result in disciplinary action. Discipline may be handled in one or more of the following ways; talking with the child, using the "time out" method, talking with the parent, or as a last resort; filing a misconduct report. Parents are required to read and sign our discipline policy, which further explains the misconduct report process. ACC Counselors and Site Directors will take responsible action when disciplining a child, which means it does not harm, humiliate, isolate or deny the child food.

#### Guidelines for Suspected Child Abuse

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

#### Can Certain Information That a Child Reveals Be Privileged?

NO. By law, Counselors or Site Directors are mandated and required to report any concerning or suspicious information shared by a child. If appropriate, it should be explained to the child that because they shared information which could be harmful or hurtful to them, it is required to share this information in order to get the child appropriate assistance.

#### Healthcare:

1. ACC must have a washable mat, blanket and first aid kit to isolate, or care for a sick or injured child. A responsible staff member shall be present and within hearing distance of any sick child.
2. If a child shows signs of severe illness or a contagious disease, the children shall be isolated from other children and parents or guardians shall be notified to pick up their child along with a recommendation to consult a doctor or medical facility regarding their child's condition and treatment needs. All items used by the sick child shall be properly disinfected before being used by any other child/person.
3. When communicable diseases occur in a childcare center, parents, guardians and staff members shall be notified and advised of what protective measures are available for that particular disease.
4. Known or suspected communicable diseases shall be reported to appropriate health authorities.
5. Procedure for handling illness and/or injury: Children who are running a fever or vomiting will not be

allowed to participate in the program for that given day and will need to have been 24 hours without a fever or vomiting prior to returning to the center. **If children are left with ACC in these conditions or come to us after school in these conditions, parents or guardians will be notified and required to pick their child/children up immediately.** When a child gets injured while in ACC's care, a quick determination will be made as to the extent of injury. ACC staff will make a decision regarding the need to contact parents, guardians or emergency personnel. If the Site Director is not on site, they will also be contacted. ACC is not liable for any injury received while participating in our activities or programs.

#### Medication:

Colorado Social Services requires a written order or prescription from the child's doctor authorizing staff to administer any type of medication, including (but not limited to) acetaminophen. Parents or guardians whose children are required to take medications for any reason, must provide a written order or prescription from their physician along with signing a medication permission form in order for a delegated staff member to provide said medication to their child. ACC gives medications in compliance with the Nurse Practice Act. ALL medications will be stored in a locked box accessible to trained/delegated staff only.

1. 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 the child's parents or guardians or properly disposed of/destroyed.
2. The giving or application of prescribed or non-prescribed medication for eyes, ears, all oral medication, medications for breaks in the skin, severe burns or an individual special medical plan shall be provided only on a written order or prescription form from a physician either to the child's parents or guardians or to the Child Care Center, with knowledge and written consent of parents or guardians.

#### Nutrition and Snacks:

1. ACC does not provide lunches for children. Children should bring a sack lunch and drink during full day sessions either during the school year or in the summer. A lunch box with an ice pack to keep food items cool is recommended along with including a full water bottle. Please DO NOT send glass containers of microwavable foods. ACC does not have or provide either a refrigerator or microwave for the use of the children.
2. Snacks are provided in the afternoon during the after care, half day and full day sessions. ACC is unable to provide separate snacks for children requiring a special diet due to food allergies or otherwise. If preferred, parents or guardians may provide their child/children with snacks labeled specifically for them that ACC keeps on site for their use only. During the registration process, ACC must be made aware of any food allergies.
3. Parents or guardians should be aware and not provide foods that require refrigeration. ACC staff will evaluate to see if the child's daily nutritional needs are met. If you or your child forgets a lunch, ACC will provide them with one (to the best of our ability). If we purchase a lunch for them, a charge of \$6 will be due when the child is picked up.

#### Procedures for Natural Disasters:

Floods – ACC 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/or road conditions preventing parents or guardians from returning home or reaching us. The center should provide blankets, mats and food. Communication should occur between ACC staff and the parents or guardians as soon as possible. Staff should be prepared to maintain a 1:15 ratio until parents or guardians arrive.

Tornados – ACC staff will gain access to the school where we will go to a designated safe area in the building.

Excessively Hot Temperatures – In the summertime when the temperature is excessively hot, ACC may change our field trip destination in order to keep children safe and comfortable in the heat.

Lock In, Lock Out, Shelter or Evacuation – ACC staff will follow the same procedures that are designated for their school site and laid out in the emergency management plan. In the event of evacuation, parents or guardians will be notified as quickly as possible with the location for safe pick-up of their children. Children are only to be released to parents, guardians or authorized adults. ACC staff will follow procedures listed under procedures for releasing children. In an EMERGENCY CIRCUMSTANCE ONLY, verbal permission may be given directly from the parent or guardian to the Counselor or Site Director for someone other than those designated in writing to pick a child up. If all the required criteria is not met, the child will not be released and the parents, guardians and Site Director will be notified.