



1st Choice Before and After School Kare (A.S.K.) Policies and Procedures for School-Age Child Care Programs

As of 05-14-19

1. Purpose and Philosophy of 1st Choice A.S.K.
 - A) Mission is to create more family time. We do this by making sure most, if not all, homework is done and completed by the time parents pick up their child.
 - B) Set the standards in the industry and encourage all after school/child care companies to hire certified teachers to help with after school homework to increase academic scores.
 - C) To raise funding to help financially challenged families afford top quality before and after school care for their children.
2. Ages of children
4yrs to 18yrs
Children 4 years of age, who will turn five on or before October 15th of the current calendar year may attend the program.
3. Services offered for Special Needs Children
An interview process will be required with the parent(s) or guardian(s) and child. All efforts will be made to accommodate the child's needs in accordance with the American's with Disabilities Act, and to integrate the child with his/her peers. Once admitted into the program, if it has been determined the child will need individual attention (for their safety and success) A.S.K. will notify the parent that tuition will increase to twice the posted amount of regular rates in order to offer the best care possible. Parents understand that A.S.K. Director's and staff are not trained for Special Needs Children.
It is important that our employees are prepared in case an emergency should arise which is why we have an emergency plan set in place and practice it on a monthly basis. For children with disabilities it is even more imperative that our teachers have a plan of action set in place and is geared towards the child's needs. We will work with the parents/guardians to make sure our teachers are prepared and aware of the different types of disabilities they will be working with by identifying, communicating transportation needs, supplies, and accommodations that meet the special needs of these students.
4. Hours of service
Before Care Hours: 6:45am or 7am to start of school, varies per school.
After Care Hours: School release time to 5:45-6pm, varies per school.
Early Release Days: Before care will be offered (if available) After Care will not be provided unless specifically noted. Call for specific details on times for each program per school.
Camp Hours: 7am to 6pm M-F (when camps are offered.)

5. Inclement/Excessively hot weather or if a natural disaster occurs
 - A.S.K. will host activities in-doors if the weather is too hot or cold outside.
 - If there is a fire, all children will be taken outside to the safest area.
 - If there is a tornado, all children will be lead to a hallway where there are no windows until weather has passed and it is deemed safe to exit.
 - Fire and Tornado drills will be performed once every other month, or as stated in the Director & Staff Responsibilities document.
6. Admission, Registration and Itemized fee schedule
 - A pre-admission interview (either by phone or in person) will be held with the child's parent(s) or guardian(s) to determine whether the services offered by 1st Choice A.S.K. will meet the needs of child and or parent(s) / guardian. See Enrollment Link for registration details. Immunization records must be included with enrollment package on a form that we provide. Health information must be turned in at time of registration and updated annually.
7. Identifying location of Children at all times
 - No child will be out of the sight of the director or program leader at any time.
 - The program will be located in a designated classroom, cafeteria or playground.
 - General Activities after school is released, will be, but not limited to: Start with snack time; then each school will vary according to the day and time slotted for their homework, specialty event instructor or play time.
8. Discipline Procedures
 - A. The child will be separated from the situation in a calm manner and the staff member will discuss the desired behavior. We let them know that we love them, it is the behavior that is not acceptable.
 - B. A.S.K. Children will never be subjected to physical, emotional harm or Humiliation.
 - C. Staff will never use, or permit another child to use, corporal or harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening methods of discipline.
 - D. Discipline will never be associated with food, rest, or toileting. These basic needs will never be denied or forced upon a child as a disciplinary measure.
 - E. Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within hearing and vision of a staff member.
 - The child will never be isolated in a locked room, bathroom, or closet.
 - F. Verbal abuse and derogatory remarks about any child are not permitted.
 - G. Authority to discipline will never be delegated to other children, and 1st Choice will never sanction one child punishing another child.
9. Notifying parents for injuries, illnesses, accidents
 - If a child requires medical attention, the parent(s) or guardian(s) will be notified, and necessary medical care will be sought from a licensed physician or medical facility. A responsible staff member will be present

or within visual and aural distance of any ill child. If considered not to be a serious injury, illness or accident the staff will properly administer first aide to the child and still notify parent/guardian of incident.

10. Lost child -- emergency procedure

After an extensive search of the entire school and its perimeter, if a child is lost for more than 10 minutes, the police and the Parents/Guardian(s) will be notified. If we cannot reach parents, A.S.K. staff will call every person on the "authorized for pick-up sheet".

If a child gets lost while on a field trip all activities will be canceled until the child is found. All procedures previously stated above will apply. At no time will a staff member leave a child until all issues are resolved. Within 48 hours of a lost child incident, the Colorado State Dept. of Child Services will be notified.

11. Transporting Children

For our sites that use 1st Choice After School Kare Bussing services they are to complete a transportation log stating both start and end locations along with school site and signature of parent/guardian stating they have read and understand our transportation policies.

During special camp weeks, transportation for all field trips will be done using 1st Choice After School Kare Program's bus services.

All children will be supervised and must remain seated while in vehicles.

To the extent there are seat belts, all children will be required to be buckled.

If there is a medical emergency while in route, driver will pull to a complete stop, director will call 911, then parents; a report will be sent to the State Dept.

12. Field Trips

Field Trips will be during Camp Weeks only, unless notified differently.

There will be a 1:10 adult/child ratio at all times. Children will be actively supervised at all times. An itinerary of field trips and children/staff names will be posted at the headquarter location. The director will have the children's files with them at all times in case of emergency.

Swimming Field Trips: All requirements stated above apply along with; A certified lifeguard on site.

If there is a video or television movie/show watched, it will be G rated.

Children will be supervised the entire time of viewing by directors.

13. Releasing Children

Children will only be released to the names of the people provided on the "Authorized for Pick-Up Sheet". No child will be authorized to leave with anyone that is not on the Pick-Up sheet. Children may sign themselves out only if parents have given written consent.

If a parent is not allowed to pick up their child, there must be a written custody court order in the child's file stating as such.

14. Late Pick-up/Drop off procedure

If a parent or authorized pick up person has not arrived by the designated closing time, A.S.K. staff will call parents and/or everyone on the "Authorization for Sign Out sheet" and will stay with the child until an authorized person arrives to pick up.

Once all emergency contacts have been called and still no response the director on site will be responsible for calling the police to report it after 30 minutes. This will be followed by a call to Larimer Child Protection Services.

A "Late Pick-up" form will need to be completed and signed at time of pick up and additional fees for late pick will be applied.

If a child arrives late to the program they will be admitted unless the group has already left on a field trip. Once the group has left, the doors will be closed and locked. Staff will not be available to provide care. The parent will be required to transport the child to the field trip or make other arrangements.

15. Medication Delegation and Administration

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written consent from a prescribing practitioner and parent/guardian's consent. All medications must be provided by the parent/guardian and kept in the original container clearly marked with the child's name. Controlled medications will be locked and accessible to delegated staff only. The center may, with written parental/guardian consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff will be aware of which children have asthma and who may use their own inhalers as needed. Center will administer medications for chronic health conditions or emergency situations by Medically Delegated Staff. If a child has a communicable illness, they will be separated from the other children until a parent or guardian picks them up. Sunscreen lotion must be supplied by the parent and will only be administered by a staff member or supervised by a staff member if the child prefers to apply it themselves. Please note, if the company supplies the sunscreen, it will have an SPF of 40 or more. See the "Medical Information Sheet" for more details.

16. Children's personal belongings and money

The school and company are not responsible for lost items or money.

1st Choice A.S.K. will do everything possible to help the children keep all their belongings in a neat and orderly fashion.

17. Meals and Snacks

1st Choice does NOT provide food. Water is provided at all times. If the child(ren) would like to bring a snack they may do so at any time. Children will wash hands before all snacks or when needed. Must be

USDA approved.

18. Visitors

Parents/Guardians must provide documentation to A.S.K. staff of a visitor in advance.

All Visitors must provide their name, address, purpose of the visit and a photo I.D. Visitors will sign in and out at the time of their arrival and departure.

19. To file a complaint

To file a complaint about this facility, please contact:
The Colorado Department of Human Services
Division of Child Care
1575 Sherman Street, Denver Co. 80203 or call (303) 866-5958 or
1-800-799-5876
Fire, Health and Inspection Reports are available upon request.

20. Child Abuse

If any of our staff suspects that a child is the subject of child abuse, they will report it to Larimer Co. Human Services Division 844-CO4-KIDS or if in Weld County, Human Services Division 970-352-1551.

21. Dates and Times Services are Offered

Parents will be notified by flyers, website-links and written material, the dates and times of before & after school care as well as camp weeks.

22. Notification of Cancellation of Students

Parents are required to give a 2 week notice of cancellation if they intend on withdrawing their child from the program.

1st Choice A.S.K. will give a two week notice to parents if services at a specific facility will no longer be provided for any reason.

23. Volunteers

Volunteers must sign in and sign out as per the visitor policy. Specialty instructors will follow the same policy. If a volunteer volunteers for more than 14 days per school year and they are counted in the staff to child ratio, they must have an FBI fingerprint and TRAILS background check.

Volunteers are not allowed to be left alone with the children at any time. The Volunteer's function is to help supervise, educate, play and maintain the safety of all the children. They must be directly supervised by a director or program leader and must read and understand the policies and procedures of the center.

24. Policy on Withdrawing a Student

1st Choice A.S.K. teachers on site must document all behavior and report to the child's parent/guardian. The parent/guardian is to sign off on the document stating they have read and understand the programs policies. After three reports have been documented, a meeting is to be set up between parent, teacher and executive director to discuss in further detail. We will provide options and work with the families to do everything we can to make your children succeed in our program. After three write-ups and discussion with parents, it is our last resort to withdraw the child from the 1st Choice A.S.K. program.

25. Emergency Disaster Plan

In case of an emergency when the building is to be evacuated I give authorization to bring my children to the designated destination for each school stated below:

<u>School Name</u>	<u>Designated Location for Pick-Up</u>
Truscott Elementary School	Garfield Elementary School: 720 Colorado Ave, Loveland, CO 80537

Laurene Edmondson Elementary School	Stansberry Elementary School: 407 E 42nd St, Loveland, CO 80538
Loveland Classical Elementary School	Truscott Elementary School: 211 W 6th St, Loveland, CO 80537
Windsor Charter Academy Elementary School	Mountain View Elementary School: 810 3rd St, Windsor, CO 80550
Liberty Common Elementary School	Department of Human Services: 1501 Blue Spruce Dr, Fort Collins, CO 80524
Ridgeview Classical Elementary School	Building R2 1900 South Lemay Fort Collins, CO 80525

****School Closure Policy****

If your child's school is closed, closes early or cancels all after school activities for any reason, 1st Choice A.S.K. will not be in operation. The schools need to evacuate all people from the building as soon as possible to protect the children, staff and all people involved.

We cannot operate on-site when the school building is closed and ask that you have a backup plan for your child(ren) to be picked up.

Please keep in mind we have prorated and discounted your fees in advance in anticipation of 5 emergency closure days per school year. If more than 5 we will prorate you back the credit, if less, that is on us, you will not be charged.

I acknowledge that I have read the 1st Choice After School Kare (A.S.K.) Policies and Procedures and agree by signing below.

Child(s) Name: _____

Parent Signature: _____

School Name: _____

Date: _____