



CMA Rocket Club

Family Handbook

360 Command View
Colorado Springs, CO 80923
719-321-9435

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Our Collaborative Relationship

Family Partnerships are crucial to success for your children! Let us know how we can support you at home! We love ideas and input!

Communication

Daily Communication

Rocket Club Childcare highly values your parent input, expertise, and voice in the care of your child during their time with us. We see the parent and educator as true partners who work together in the absolute best interest of the child. Strong and clear communication is vital to the success of early childhood development. During program hours, our focus is on the children. We will do our best to respond to emergency texts or phone calls. Otherwise, the director will respond to you as soon as possible.

Admission & Registration

Children's Records

The following information is required prior to the child's first day of care:

1. Completed and signed registration form including health info & who may or may not pick up child
2. Immunization records – submitted to school nurse and up to date.

If you are not the parent or if there are custody issues, legal paperwork must be submitted to document guardianship.

Registration Procedures

All forms and contracts are subject to renewal every year and must be kept up-to-date according to state law. The Parent Handbook may change without notice and you will be given a new copy immediately when that occurs.

Code of Ethics

Rocket Club Childcare and personnel follow the NAEYC Code of Ethical Conduct and Statement of Commitment. The Code may be electronically reviewed on the following website: https://www.naeyc.org/positionstatements/ethical_conduct. Staff is trained annually on the Code of Ethical Conduct.

Hours of Operation & Schedule Payment Options

Operating Hours

During the school year Rocket Club Childcare is open Monday through Friday from 6:00am-8:30am and 3:20pm-6:00pm.

Summer hours: Open Monday through Friday from 6:00am-6:00pm.

Summer and School Holiday Schedules & Payment

Weekly – full-time (5 days per week)

\$449 per month / \$120 per week – paid in advance

Drop-in (24 hour notice required)
\$55 per day – paid in advance (if space is available)

School holidays – care may be available for an extra charge. Availability will be announced in the CMA Briefing.

Late pick-up (after 6 PM) is \$1 per minute you are late. No exceptions.

School year Schedules and Payment

See chart for sliding monthly scale. Proof of income required for discounts.

Weekly is \$70 - Payment in advance only

Drop-in rate \$35 per day

Payment can be made in our front office with a credit card or you may bring a check when you bring your child. **There will be a \$35 fee for returned checks.**

We have set our rates low to accommodate our CMA & Orton Academy families, therefore we cannot accommodate missed or cancelled days.

Due to our already-deep discounts, I-CAP or other subsidies are not accepted.

Advance Payments Only

All care must be paid for in advance. If your payment has not occurred or arrangements have not been made, your child will not be allowed to stay in Rocket Club. You will be called to pick up your child.

Attendance & School Schedule

Communicating Absences

If your child will be absent, please let Rocket Club Childcare know about planned absences (family trip, doctor's appointment) as soon as possible. If the absence is unplanned (illness), please contact Rocket Club Childcare by 8:00pm the night before, or no later than 7:00am the morning of the absence.

Meal planning happens both weekly and daily, so an accurate count of children is important. Please let the Rocket Club Childcare know as soon as you know your child will not be in attendance.

2020-21 Rocket Club Closures

Holiday	Day and Date
Spring Break	March 22-26, 2021. Closed for the week.
1st week summer vacation	Monday, June 7-11, 2021

Memorial Day	Closed
Labor Day	Closed
Thanksgiving Day & Day after	Thursday, November 26 Closed, Friday Open
Christmas Holiday	December 24th-25th Closed
News Year Eve	December 31 Open

Inclement Weather Closures

If School District 11 close due to any inclement weather-related reasons, Rocket Club Childcare will most likely close for safety reasons. If Rocket Club Childcare is going to be closed, educators will add updated information to the website, send out an email, and send a text message to the phone number provided for each family as soon as possible. The best way to receive information about a school closure is checking our website at www.ColoradoMilitaryAcademy.org or by news channel scrolls at the bottom of the screen.

In the event Rocket Club Childcare is open and the weather becomes unsafe prior to pick-up time, parents/guardians will be asked to pick-up their child as soon as possible.

Transitions

Daily transitions can be challenging for both parents and children. It can be difficult to leave your child in a new environment, and it is very normal for your child to be upset when you leave. It is their way of saying, “I like spending time with my parent/guardian”. Usually the morning emotions of the child settle as they move into their routine at school. Here are a few suggestions to establish a solid drop-off routine for both parent and child:

- Be excited for your child, and talk about the positive pieces on the way to school
- Be consistent at drop off time
- Pick a simple three step routine for drop off, and make time to do this every day (hug, high five, and walk away)
- Try saying the same thing each morning to provide comfort. For example, “I am going to work now. Have a great day at school and I will see you later”
- Do not turn around and come back if you see your child crying. This can be very difficult and confusing for the child and it does not make the separation easier when the parent really has to leave
- Give the adjustment period time and be consistent
- If you as a parent are struggling with this time of the day, please reach out to me directly and we can come up with a team solution

Pick-up

Our staff loves connecting with parents and Caregivers at the end of the school day. If you would like to hear about the day's events, or have a question for them, please arrive by 5:30pm so we have a few minutes to talk before 6pm. If a child has not been picked up by 6:15pm and we have not heard from the parent/guardian, we will begin contacting the listed emergency contacts. If no one can be reached within 30 minutes of closing, the teacher will contact the local authorities/social services to pick-up the child.

If you need to adjust your contractual drop-off or pick-up windows, please communicate at least 24 hours in advance.

Late Pick-up

Our staff looks forward to their family time after work, just as you do. They may have personal commitments or appointments after 6 PM. **Late pick-up results in a \$1 per minute charge, beginning at 6:00pm.** Payment will be added to your next payment. If your child has not been picked up within 30 min after closure of normal daycare hours (hours that were agreed upon) and we have not heard from you, we will begin to contact the emergency contacts on your enrollment form. If no one can be located within 30 minutes, we will then contact local authorities/social services to pick up your child. This rule is subject to potential extenuating weather circumstances like a blizzard, or something of an extreme nature.

Sign-In & Sign-Out

All children must be signed in and out on a daily basis upon arrival and departure from our premises, per licensing regulations. Any person picking up a child must be approved as a pick-up person in writing and show proper identification upon request. You acknowledge and agree that for the safety and security of your child(ren), we may refuse to release your child(ren) to anyone failing to show proper identification or whom you have not specifically authorized to us in writing.

If someone who is not authorized attempts to pick up a child, the parent(s)/guardian will be contacted immediately. If the child's parents are divorced/separated or if a parent is legally not allowed to pick-up their child, copies of official court custody and/or visitation documents are required by Rocket Club Childcare for compliance.

If any person arrives to pick up a child and appears to be under the influence of drugs or alcohol, or appears incapacitated, Rocket Club Childcare will call emergency contacts. If said incapacitated person persists in attempting to pick up said child, Rocket Club Childcare personnel will immediately call 911.

Termination & Withdrawal

Withdrawal of your child from the program requires at least 30 days prior notice in writing. Rocket Club Childcare may terminate this contract at any time and for any reason. However, we will do our best to give notice.

Dress Code

Summer – Full Day Program

Summer dress code is t-shirts, jeans and tennis shoes. There can be no objectionable writing or pictures on the T-shirts. Flip-flops are not allowed as they do not provide adequate foot coverage for safety on the playground.

Before & After Care – School Year Program

Normal school attire is to be worn for before and after care, unless there is specific dress stipulated for a special occasion.

Life at Rocket Club Childcare

Daily Agenda – Full-day Program

Rocket Club Childcare provides a safe and educational growing environment for children. A daily schedule filled with developmentally appropriate indoor and outdoor activities will be posted on the classroom notice board. Children thrive with predictable routine, so the flow of most of our days will be similar. Here is a glance at one “Day in the Life at Rocket Club Childcare”

Parents will need to sign a permission slip for scheduled field trips and activities as well as the occasional unplanned excursions. Parents will be notified in writing of any field trip or scheduled activity. Each parent will be provided with a staff cell phone number so they can call or text at any time.

Sample Time and Activity for Summer Rocket Club	Details or Examples
Check in 6:00 -7:00 8:00-9:00 am Breakfast	
9-9:30am Free explore of learning choices	Dress up, dolls, puzzles
10:00-10:30am Story/circle time	Good morning song Story Goals for the day
10:30 Whole group activity (based on current theme/project)	All activities based on Colorado Early Learning Standards
10:30am Movement	Examples include; silly songs, dancing songs, animal yoga, balancing games
10:30-11:00am Free play inside or outside play	Depending on the weather

11:30am Wash hands	Self-Care learning
11:30-12:30pm Lunch	
12:30pm Lunch clean-up/shared chores	Simple short activities such as wiping down where you ate or collecting the cloth napkins for the laundry
12:30pm Books and/or quiet activities	Free choice “reading” or exploring books
12:30pm-2:pm Emergent literacy/math/science for ages 3-5	
3:15pm Clean up	
3:30pm-4:00pm Outdoor play	Depending on weather
4:00pm-4:30pm Snack	
4:30pm-5:30 Art/Projects	Playdough, crafts, coloring
5:30pm-6:00pm	End of day clean up
Please note that this schedule is intended as a general reference; please refer to the posted schedule for how the day is currently scheduled.	

Daily Agenda – Before & After School Program

Rocket Club Before and After Care provides a safe and educational growing environment for children before and/or after the school day at Colorado Military Academy or Orton Academy (at CMA). Activities include homework time, outdoor fun, and snacks. Here is a glance at a sample schedule.

Sample Time and Activity for Before / After Care	Details or Examples
Open – 6 AM	Attendance Taken
AM – Breakfast available through CMA cafeteria 7:30 AM to 8:00 AM	See CMA Handbook for more information.
After School – 3:20-3:40 PM	Self-care: wash hands, put personal items away, take attendance
3:40 PM-4:00 PM	Brain break – outside (weather permitting) and snack

4:00-5:00 PM	Homework, reading or “20 Questions”
5:00-5:30 PM	Planned activity, STEM challenge or craft project
5:30-6:00 PM	Quiet activity – board games, puzzles, coloring sheets, etc.
6:00 PM	Final time for pick-up. \$1 per minute late fee.

Visitor & Volunteers

Visitors must check in through our front office. We do instant background checks using the Raptor system. We love parents to come visit, grandparents, family ... please just check with us to make sure we are not disrupting the regular schedule as we do often have special needs with kids.

Additional Policies

Behavior & Guidance

Rocket Club Childcare provides positive guidance for young children, encouraging them to develop their problem solving and conflict resolution skills. The purpose of child guidance is to support and direct the growth of these life skills rather than only bringing about the immediate control of inappropriate behavior. Positive guidance builds self-esteem, nurtures the process of working together, and models socially acceptable coping skills.

If Rocket Club Childcare sees that there may be a development issue or learning complication, there will be a notification to the parent of the child with a meeting or in a parent teacher conference. There will also be a list of available resources so you and your child have the very best support available to you and we will do everything we can to help give support to you and your family. Parents will need to make sure to check with the Doctor’s to see if a specialist needs to evaluate the child and the potential needs within a reasonable time frame.

Children must be able to follow directions, play safely and get along with others. Repeated defiance may require you to pick up the child or the child may not be able to attend Rocket Club.

Services will be offered for children with special needs in compliance with The Americans with Disabilities Act.

In compliance with The Americans with Disabilities Act, we accept children with special needs and will make any reasonable accommodations for them. Please discuss all concerns/needs with us at the time of our interview and tour, and provide a health care plan if needed.

Storage, loss, damage or theft of the provider’s or child’s personal belongings.

Please do not send your child with high-priced electronics or jewelry that cannot be replaced. It will have to leave with you when you drop them off or it will be confiscated and locked away until you arrive at pick up time. We are not responsible for lost, stolen or damaged items that are brought to the program.

Health and Safety

To protect the happiness, health, and well-being of all, Rocket Club Childcare does not allow children who are ill to enter the facility. Keeping your child at home when they are sick is important to your child as well as to other children being cared for at Rocket Club Childcare.

Rocket Club follows the health procedures and requirements adopted by Colorado Military Academy. Please see the CMA Parent-Student handbook for further information regarding:

- Immunizations
- Illness and return to the program
- Reporting of illness or injury
- Medication use
- Allergies

Staff at Colorado Military Academy and Rocket Club are mandatory reporters. If child abuse is suspected, the appropriate authorities will be immediately notified by Rocket Club Childcare personnel. By law, we must report any suspected form of child abuse including but not limited to neglect, physical abuse and mental abuse. If a parent or guardian arrives intoxicated, the child's emergency contact will be called. If the parent or guardian proceeds to leave with the child while intoxicated, the appropriate authorities will be immediately notified by Rocket Club Childcare personnel.

During the COVID-19 event and following restrictions, CMA and Rocket Club will follow procedures as dictated by CSI (our authorizer) and the El Paso County Health Department. These requirements may change from time to time as government officials adjust the level of restrictions. We will keep you informed of changes as soon as we are advised of them. All precautions will be taken for cleanliness, sanitizing, and protecting the health of our staff and students. For more information, please check with the front office of Colorado Military Academy.

Food and Nutrition

Nutrition and USDA Food Program

All meals and snacks served at Rocket Club Childcare meet the requirements of the USDA Food Program. Rocket Club Childcare serves only nutritious and well-balanced meals and snacks. We encourage families to ask children about what foods they ate each day and engage in conversation, which supports a balanced, colorful diet.

During the school year, breakfast is available through the schools Food and Nutrition program in conjunction with School District 11. Other snacks are purchased by CMA and are intended to be healthy yet fun. All allergies will be considered and adjustments will be made when needed.

Birthdays

During the summer, we want to celebrate the child on their special milestone, and there are many ways to go about this. A parent can come for a lunch visit, or read a special story to the group. Please contact us if you would like to brainstorm ideas. Please talk with us prior to bringing snacks or treats.

Food Restrictions

If a child has any known food allergies or the family has any religious beliefs that require special attention, a parent/guardian should note this during the enrollment process so access to that food can be restricted.

Emergency Preparedness

Emergency Response

Minor scratches and scrapes will be treated with soap and water, rinsed, and covered with an adhesive bandage as appropriate. The parent/guardian will be notified immediately if a more serious injury is sustained while at Rocket Club Childcare. With these more serious injuries, an incident report will be logged. Rocket Club staff is trained and certified in basic first aid and CPR.

For major emergencies that require the services of an emergency medical team, the child will be transported by ambulance. For minor emergencies, parent/guardian will be notified and the parent/guardian will transport the child if medical treatment is needed. If circumstances warrant, and the parent/guardian cannot be reached, personnel will get in touch with emergency contact on file.

Disaster & Emergency Preparedness

The disaster and emergency preparedness procedures are implemented to provide for the safety and well-being of the children in Care. This plan serves to provide for the protection of children and personnel in the event of a natural or human-caused emergency or disaster.

In the event of an emergency, the Rocket Club Childcare will assume responsibility for emergency actions until the arrival of emergency service personnel.

Safety Preparations

- Evacuation plan and procedures are posted on the bulletin board
- Exits open freely, exits are not blocked
- Emergency backpack is fully stocked at all times
- A complete emergency response plan is posted and reviewed annually
- Evacuation plan is practiced monthly
- In the event that the Rocket Club Childcare must be evacuated, the educator will contact the local authorities and licensing agent to report location

Drills

Monthly fire, Tornado or evacuation drills and lock down drills are conducted by CMA. These same procedures will be followed by Rocket Club and documented by the Director to include children and adults in attendance, start and completion time of drill, and notes/changes to be made.

Parent Responsibilities

As a parent of a young child, I recognize and understand that I am responsible for the following:

Health & Safety

- I will return all medical health forms prior to my child's first day of enrollment. I will provide CMA with immunization information and other medically pertinent info. If needed, I will provide thorough information about any prescriptions my child is taking and the reasons for which they are being given.
- I will not bring my child to Rocket Club Childcare or will make immediate arrangements to pick up my child if illness symptoms are present.
- I will provide a copy to Rocket Club Childcare for their records of any court orders preventing an individual from having contact with my child.
- I understand that Rocket Club Childcare is required to report suspected child abuse or neglect the appropriate authorities.

Shared Cooperation

- I understand that for this to be a positive experience for my child, I must work as a team with Rocket Club Childcare personnel.
- I will support Rocket Club Childcare personnel’s use of positive guidance for behavior.
- I will immediately notify Rocket Club Childcare of any change of address, telephone number, employment, or other critical information.

Acknowledgment of Receipt of Handbook

We (I) acknowledge that we (I) have received and reviewed the Rocket Club Childcare handbook and agree to the terms and conditions contained within it. By signing the contract for services and enrollment packs I am affirming that received the handbook and that I agree to follow it.

Parent or Guardian

Date _____

Additional Parent or Guardian

Date _____

Rocket Club Director

Date _____