



NATIVITY

FAITH & REASON

900 W. Midway Blvd.

Broomfield, CO 80020

(303) 466-4177

Extended Care Program Policies and Procedures 2018-2019

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VISION STATEMENT

The fall of 2018, Nativity will offer a high-quality, caring, safe, fun, and faith-filled before and after school environment. Children will be under the protection of the Nativity: Faith & Reason Extended Care Staff, Jesus, the Blessed Mother, and guided by the Holy Spirit.

Nativity: Faith and Reason believes the parents are the primary educators of the child, and thus we seek to accompany the parents in helping the child grow socially, emotionally, and spiritually.

SCHOOL MISSION

The mission of Nativity: Faith & Reason is to continue the ministry of Jesus within the tradition of our Catholic heritage, with the goal to educate the total child of the families we partner with: spiritually, intellectually, physically, socially, and emotionally.

ADMISSION

School Age children must be enrolled in grades Prek-8th to be eligible for Before/After Care. For admission to be complete, application forms, a medical form, and proof of immunizations must be submitted. The medical form includes updated immunizations, completed physical exam (signed by a physician).

The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. Specifically:

- We will not exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- We will make *reasonable modifications* to our policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
- We will provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- We will generally make our facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*.

HOURS OF OPERATIONS

Before/After School Extended Care Program (OPEN to Pre-K THROUGH GRADE 8 STUDENTS)

Before School Care 6:30 am - 7:50 am Ryan Hall **After School Care** 3:15 pm to 6:00 pm Ryan Hall

Activities: Include snack, supervised play, homework help, centers, occasional videos, and outdoor play whenever possible. Children may attend afterschool clubs with Parent/Guardian permission. (Permission Slip is required for each club.)

EMERGENCY OR DROP-OFF CARE

Drop –in Care and Emergency Care is available based on Licensing Capacity as well as Teacher/Child Ratio and is not guaranteed. Parent/Guardian must check availability each time they are requesting care. Please contact the Extended Care Director at (303) 466-4177 ext. 132 if and when you are in need of drop-in or emergency care. We will do our best to meet your needs however, you should always have back-up care.

BIRTHDAYS

We will not celebrate birthdays in Extended Care Program

CALENDAR

Before /After care will begin on the first full day of school and end on the last full day of school.

CLOSED DATES

The following are days which parents will need to make alternative provisions for their child:

- Labor Day
- Fall/Thanksgiving Break
- Christmas Vacation (varies year to year)
- Martin Luther King Day
- President's Day
- Easter Vacation/Spring Break (varies year to year)
- Memorial Day
- Summer break
- Archdiocese of Denver specified student non-contact days, i.e. staff development, teacher planning, in-service days etc.

In order to assist family planning, the Nativity: Faith & Reason calendar will be available at the beginning of school year, indicating all days of closure for the academic year.

DISCIPLINE POLICY

We will be clear and concise about rules from day one and continue to talk about them as often as needed. Prevention first and foremost, Intervention and Redirection are the methods we prefer. We will have a cozy corner for calming down. We will ask them for some alone time to think about what happened and their actions. We will then talk about better choices and what we could do different next time. Then we discuss these options before returning them to their group. See also—**Nativity: Faith & Reason School Discipline Policy.**

DRESS CODE

School Uniforms must be worn during Care. Except for School Non-Uniform Days.

DROP-OFF AND PICK-UP

Before School (AM) drop off will be in Ryan Hall, parents/guardian sign children in with morning Extended Care staff. Extended Care Staff will dismiss children at 7:50 am to Ryan Hall/Gym as other school students arrive.

After (PM) pick-up will be in Ryan Hall. Extended Care staff will sign all children in at Ryan Hall for the remainder of the day. Parents will be asked for identification until staff is familiar with families. Parent

- Parent/Guardians will be notified if the location of care in the school in the event of other school or church functions in Ryan Hall.

LATE PICK-UP

If you pick up after 6:00 p.m. you will be charged **\$1 per minute** that your child remains at care, we will make every attempt available to contact you but, if your child is not picked up by 6:30 pm then the Department of Social Services and the Broomfield Police Department will be notified.

Teachers will maintain a sign-in/out book and check at end of each session that all children have been accounted for. The sign in/out book will be taken to each location the group moves to including the playground. Staff will also do a walkthrough of all areas before leaving for the day. Teachers are also responsible for a head count every 15 minutes and every time they transition to a new location.

TIMES:

School Days

6:30 - 7:50am

3:15 - 6:00pm

FEES:

Before School:

First child: \$10 per day

Second+ child: \$5 per day

After School:

First child: \$20 per day

Second child: \$15 per day

Third+ child: \$10 per day

WITHDRAWALS

If for any reason, you need to withdraw your child from the care program, please give the teacher at least a two-week notice.

TRANSPORTATION

The Extended Care program does not offer transportation at this time. In case of an emergency child will be transported by ambulance.

VIDEO VIEWING/TELEVISION

On rare occasions such as early release or ½ days, staff may show only programs with a G rating.

HEALTH/SAFETY

Nativity: Faith & Reason Extended Care program aims to protect the health of each child as well as the health of the entire group. Therefore, each child needs to have all paperwork filled out and turned into the Director prior to the first day of attendance. Forms are found on the Nativity: Faith & Reason website under the Extended Care Tab.

Parents/guardians are requested not to send their child to Extended Care if within the preceding 24 hours he/she is showing signs of illness such as a rash, fever, vomiting, diarrhea, sore throat, harsh cough, or a temperature above 100 degrees. If a child appears ill upon arrival at Extended Care he/she will be sent home.

When your child is absent for any reason, please call the school (303) 466-4177 ext. 132 to inform staff of absence.

STAFF HEALTH TRAINING REQUIREMENTS

All teaching staff receive CPR and First Aid certification as required by the Colorado Department of Human Service, Child Care Division. In addition, they use safe/proper procedures learned during Standard Precautions and Medication Administration training when dispensing medication, and tending to children's physical needs.

DISEASE AND INCUBATION

Parents should also notify teachers when a child has had any exposure to contagious diseases outside the school, such as chicken pox or measles.

Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep throat)

Vomiting, diarrhea, cleared for 24 hours

Frequent coughing, excessive nasal discharge resolved

Pain (earache, cramps, headaches, etc.) resolved

When a child appears to need immediate medical attention, the following steps are taken: The parent/guardian will be contacted.

If the parent/guardian cannot be reached, the child is transported to the hospital that is indicated on the emergency paperwork. If necessary the child's doctor or dentist may be contacted.

Return to school:

- Chicken pox (14-21 days) - not less than 6 days after the first sore appears or after the last sore is scabbed over.
- Diarrhea/vomiting (2 hours-3 days) - when recovered from acute illness.
- German Measles (14-21 days) - when rash is faded.
- Head Lice (immediate) - When hair and scalp are free of nits and eggs.
- Measles (10-21 days) - when rash has faded, and there has been no fever for 24 hours.
- Mumps (10-21 days) - when swelling is gone.
- Pink eye (2-3 days) - when redness of eye has disappeared, or on medication for a 24-hour period. Ringworm (10-14 days) - when sores are healed.

HEALTH

For the protection of your child and his/her classmates, it is advised that children be kept at home if the following symptoms are present:

- Skin rash or sores
- Diarrhea
- Stomachache or nausea or vomiting
- Ear ache
- Coughing
- Flushed face
- Fever of 100° or more
- Inflamed eyes
- Heavy nasal discharge
- Chills
- When taking an antibiotic for less than 24 hours

If a child becomes sick at school, the parent will be called. It is expected that the parent, or other designated adult, will pick up the child within the hour. A child with a fever may return to school when they have been free of the fever (without medication) for a 24-hour period and recovered from their symptoms.

CHILD ABUSE AND NEGLECT

Colorado State law requires that any and all incidences of suspected child abuse and/or neglect of a child be reported to: Broomfield County Department of Abuse and Neglect: **(720) 887-2271**. It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) occurred in such a case. Nativity Preschool strives to build a partnership with parents/guardians to provide the most suitable environment possible for children. We have many resources and referrals available to parents upon request. It is important, also for parents to be aware of Colorado law as it pertains to suspected child abuse and /or neglect.

MEDICATIONS

The only medication that will be given at Extended Care is Epi-pens for emergencies only, and inhalers for asthma related emergencies. All medication regulations will be followed, and parents with a child who needs these specific medications must consult with the Extended Care Director at registration time. **Since we operate for short time periods, parents are asked to give medication to their child before they are signed into the Extended Care Program.** Other special needs will be discussed with the Extended Care Director and decided before enrollment.

Extended Care staff may not dispense aspirin or other oral medication to students. Medication prescribed by a physician must be dispensed by the parent. Any medication which must be brought to school must be taken to the office where it can be locked up according to child care licensing regulations. A written order from the student's licensed prescriber must accompany all prescription medicine. Parents must have an "Authorization and Permission for Administration of Medications" form on file.

SUNSCREEN POLICY

Increased exposure sunlight may increase my child's risk for skin cancer later in life. UV rays are most intense between the hours of 10:00 am and 4:00 pm. Parent/Guardian understands that they are expected to apply or use sun protection on their child daily before school. They will acknowledge this action by signing the Sun Protection permission form.

If the parent/guardian is unable to supply a form of sun protection, they give permission for the Nativity: Faith & Reason Extended Care staff to apply Rocky Mountain Sunscreen on their child. In addition, sunscreen will be reapplied as directed by the product label to children attending longer than 3 hours. Sunscreen will be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs.

EMERGENCY INFORMATION ON FILE

It is important that the school have on file emergency phone numbers where parents or guardians can be contacted should an emergency arise. The names of persons other than the parents or guardians who might be contacted in an emergency should also be on file. This information must be documented on the registration paperwork. Please update us if changes occur.

Should any phone numbers be changed in the course of the school year, it is important that this information be shared with the Extended Care and School staff as soon as possible.

Responding to Emergencies: Fire, Tornado, Earthquake, lost child and Evacuation Drills

Once every other month, Extended Care will participate in a scheduled fire, lock down, and tornado drill practice.

In the case of a lost child, we do an all call and begin a search, if child is not found on premises then 911 and parents are called immediately.

In case of lock down (shelter in place) or community threat- Parents will not be admitted into the building until the all clear sign has been given by the office.

In the case of Emergency:

Reference Extended Care Emergency Plan

PARENT HELPERS/VOLUNTEERS

Please note that all volunteers are required to complete the Diocese of Denver called to Safe Environment Training, before you can spend any time in the classroom.

Visitors- All visitors will be asked the reason for their visit, to be determined entrance to the building. We are in a constant state of lock out to all, for the safety of our children and staff. Visitors must show ID and sign in.

PARENT STAFF CONFERENCES

Parent conferences will not be held for Extended Care. If you have any concerns at any time please feel free to schedule a time to meet with Extended Care Director.

SCHEDULE

Before Care 6:30 a.m.-7:50 a.m. Monday-Friday (All full and half day's school is in session)

After Care 3:15 p.m.- 6:00 p.m. Monday-Friday (All full days' school is in session)

SCHOOL CLOSINGS

In the event that classes are to be canceled because of weather or other emergencies, the announcement can be heard on KCNC (Channel 4), KMGH (Channel 7), or KUSA (Channel 9). This information will also be messaged to all parents through Fast Direct. Please do not call the school, the teachers, or the Parish Center to request closure information. Once school is in session, classes will not be dismissed before the regular time because of weather. However, if adverse weather conditions exist, parents may always elect to pick up a child(ren) early.

SNACKS

A snack is given during after care only, by providing a nutritious snack at our Extended Care Program, we set the stage for a social atmosphere in which children learn the importance of healthy food habits. If your child is on a special diet, or has any food allergies please indicate on your child's paperwork.

PERSONAL BELONGING

Nativity: Faith & Reason Extended Care is not responsible for lost or stolen items. Please check the lost and found if your child is missing personal items. Children are solely responsible for making sure they take home all personal items on a daily basis.