

Aspen View Academy

Before and After School Enrichment

THE WOLF PACK

Parent Handbook

Revised 07/10/2020

Mission

Aspen View Academy will succeed through academic excellence in a challenging and stimulating learning environment that emphasizes math, technology, and language arts, enabling our students to become critical thinkers, responsible citizens, strong community members, and future leaders.

Vision

We recognize that an education is incomplete without fostering the arts, sports, nature, and character. Together, with our students, faculty, parents, and community, we will develop civic and personal responsibility, intellectual passion, and differentiated instruction in a safe, orderly, balanced, and nurturing environment.

Policies and Procedures

Enrollment

ENROLLMENT OVERVIEW:

Enrollment into AVA Before & After School Enrichment Program is on a first-come, first-served basis. Enrollment is limited. Aspen View students aged 4-15 are eligible to attend the AVA Before and After School Enrichment Program.

APPLICATION:

Parents must request enrollment into the program by completing the Before & After Care online registration form. Submittal of this form does not guarantee enrollment for the potential student, nor does it legally bind families to participate in the AVA BASE Program. Links to our enrollment [registration](#) is found on our [website](#), by clicking on [Before and After Care/Camp](#). School Year Registration is \$35 per child. Summer Registration is \$50 per child.

SCHEDULES AND FEES:

Schedules are entered on a weekly basis during the school year and a bi-weekly basis for summer camp. The weekly schedules are due by the Sunday the week before care is needed and are submitted via the [parent connect portal](#). Payment is due at time of scheduling.

The fee schedule is as follows:

Before Care	\$ 8.00 daily / \$11 Drop In
After Care	\$12.00 daily / \$15 Drop In
Camp – On Site	\$35.00 daily / \$45 Drop In
Camp – Field Trip	\$45.00 daily / \$55 Drop In

Drop-In must receive prior approval from the director. In addition, no refunds or exchanges are granted after the calendar's due date.

Attendance/Absences

If your child will not be able to attend AVA Before & After School Enrichment Program on a day that he or she is registered, please notify before/after-care staff as soon as possible. Although Aspen View cannot offer refunds or day exchanges for absences, **children who do not come when scheduled will be considered “missing” and missing child protocols will begin. Families will also incur a \$5 no show fee for each occurrence.**

Wolf Pack Arrival and Dismissal

BEFORE SCHOOL ARRIVAL:

All students enrolled in Before School Care will be escorted in to the modular BASE building by the adult dropping them off. The adult must sign their student in each day. Children must never enter or leave the building unaccompanied.

BEFORE SCHOOL DISMISSAL:

Wolf Pack students will be walked into the main building by a BASE Teacher. Students will be dismissed to their classrooms from there 15 minutes before the start of class. Children in Kindergarten and PreK will be walked to their classrooms by a BASE Teacher.

AFTER SCHOOL ARRIVAL:

After school, students will report to the cafeteria to be checked in by a Wolf Pack staff member. Kindergarten and PreK students will be picked up directly from their classroom and walked to their classroom by a BASE Teacher.

AFTER SCHOOL DISMISSAL:

Students will be picked up from the cafeteria or the modular BASE building. Only adults listed as approved by parents to pick up students will be allowed to sign out students from after care.

Sessions

Before school: 6:30AM until the beginning of the school day

After school: end of the school day until 6:00PM

Camp Days: 7 AM until 5:30 PM

The AVA Before & After School Enrichment Program is in operation only on days that Aspen View Academy classes are in session. After-care is not provided on school-scheduled half-days. Full days of Camp will be offered on Professional Development Days. Full days of Camp are also offered during our Summer Program. The schedule is subject to change, and parents will be notified in advance of any changes to the schedule.

Teacher/Student Ratio

The Department of Human Services requires an adult/student ratio of 1:15 if over 5 years old and 1:12 if 4 years old. Aspen View Academy's Before & After School Enrichment Program always operates within that requirement.

Late Pick-Up Procedure

All children must be picked up by the closure of the program they attend. A charge of \$1.00 per minute thereafter will be added to the child's account. This will automatically be added to the family account and processed with the next scheduled payment.

Phoning ahead is important if you are running late and enables the staff to reassure your child of your safety as they do worry. It also allows the remaining staff to alter their own commitments as well. We understand that circumstances beyond your control may occur and we encourage you to arrange to have a designated emergency contact that you can call on short notice to pick up if traffic, weather, or other circumstances are keeping you from arriving on time. Reoccurring late pick-ups may result in dismissal from the program.

If a child is not picked up within 5 minutes of the closing of the program and a parent is unable to be reached, staff will begin calling the child's listed emergency contacts. If parents or emergency contacts are not able to be reached or cannot pick-up said child, the before & after care staff will be required to alert local authorities.

Media

Scheduled and unscheduled times are provided for television, video viewing, and computer use within the program. The staff will approve all programs and videos in advance. Generally, G- and PG-rated movies are acceptable, with parent permission.

School Closings

AVA Before & After School Enrichment Program will follow DCSD/AVA closings for emergencies or inclement weather. In accordance, the program will also open 90 minutes later when a delayed start of 90 minutes is called. This time may vary depending on the district's announcement. When an early release is called, all after school programs are cancelled for safety reasons and therefore, After Care will not be available.

The Douglas County School District website is the best resource in the event of delay and closure. Changes and closures will be reported by high school feeder areas on local media outlets.

Snow Make-Up Days

If necessary, AVA Before & After School Enrichment Program sessions will be held on all Aspen View Academy snow make-up days. If no make-up day is necessary, no additional adjustments in time or tuition will be made.

Food at Wolf Pack

Children must bring re-fillable water bottles EVERY day.

Students enrolled in the before school program are welcome to bring breakfast to enjoy while they are here. Please keep in mind that we do not have access to a kitchen.

Students attending After School are encouraged to bring a snack from home to enjoy. We do not provide food except on special occasions or as part of an enrichment activity.

Please refrain from sending peanut/nut products as well as gum or candy.

Dress

Students are expected to stay in uniform unless they need to change for an after-school activity. Full-Day sessions are dress of choice. Efforts are made to keep your child clean, but please understand the children play outside and participate in craft activities that may get messy.

Weather

Children should be adequately and appropriately dressed to go outside every day. All children will go outdoors with exceptions made for extreme temperatures. On excessively hot days, the staff will provide alternate activities indoors and children will be encouraged to increase their intake of water on these days. On winter days children should come to school with adequate coats, hats, boots and gloves. Should the wind-chill outside fall at or below 20 degrees, the children will remain indoors. If the temperature nears either of these extremes, adjustments will be made in the length of time the children will be allowed to remain outside.

Aspen View Academy is equipped with adequate heat and air conditioning. If for some reason, the system fails while the temperature outdoors has risen above 95 degrees or falls below 35 degrees, AVA will close until the situation can be remedied. If any maintenance problems arise that would prevent us from operating safely and in a healthy manner, we will close until the problem is remedied. There will be no tuition adjustments in the event of adverse weather or emergency closures.

Blizzards

In the event of a blizzard occurring during the hours your child is at the center, proper protection, and communication will be established until you can be reunited with your child. If needed, overnight arrangements will be made to the best of our ability.

Child Abuse

Our staff undergo Criminal Background Checks: This is a fingerprint-based criminal history record check through the Colorado Bureau of Investigation and the Federal Bureau of Investigation to determine if the applicant has been convicted of any criminal offenses that are identified in the Colorado Child Care Licensing Act. Our staff also completes a Child Abuse and Neglect Records Check.

It is required by the state of Colorado that we make parents aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. In turn, it is the agency's responsibility to investigate each reported case. If you believe your child has been abused, you should seek assistance from your local Department of Human Services.

Children with Special Needs

AVA will make every effort to accommodate any special needs your child might have, as long as our staff is qualified to accommodate those specific needs and those needs do not affect our staff-to-child ratio. It is important to schedule a time to discuss all special needs with the director so that we can insure that we are equipped to serve your child to our best abilities. Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) provide that no otherwise qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the AVA Before/After School Enrichment programs or activities.

Non-Discrimination Policy

It is the intention of AVA to be fair and equitable to all potential students. AVA will not discriminate against any student based on race, creed, color, gender, national origin, religion, ancestry, disability, or socioeconomic status.

Location of Children

The individual programs may require that the children move to various locations on the property. When the whole group leaves their regular spot, a note explaining their current location will be placed on the Front Door of their usual classroom.

Transportation and Field Trips

The AVA Summer Camp program provides bus transportation for field trips. We use Douglas County School buses, with district-hired drivers who have been adequately trained and licensed for operating these buses. Students ride “seat-to-seat and back-to-back” while they are on the bus. We maintain a 1:15 adult to student ratio on the bus. If an emergency should occur while on the bus or at a field trip destination, we will follow the DCSD Transportation emergency protocol for notifying local authorities and reach out to parents for reunification with their child.

The AVA Summer Camp program does not have additional staff to provide care for students who have missed the bus or who do not wish to participate in the field trip. No refunds can be issued for families who have missed the bus’s departure. Please arrive by 8:45am on field trip days to assure that your child does not miss the bus.

Personal Belongings

All school-related items brought from home should be clearly marked with the child’s full name. Remember, many other children with similar items and clothing attend our program. Although we make every effort to keep close track, things do get misplaced. If you love it, label it!

Students are not to bring any toy or non-school-related item to school unless otherwise specified by the teacher, the calendar, or newsletter. This includes mobile phones; should parents or children need to communicate with each other during before or after school hours, please call 303-888-3040. This wireless phone is available at all times. In addition, please do not allow children to bring money to school. AVA will not be responsible for lost or misplaced items.

Lost and Found

Lost items will be placed in the designated Lost-and-Found area in the modular building. Once a month, items in this location will be moved to Aspen View Academy’s Lost and Found bins. Wolf Pack staff should be notified immediately if an item is lost, so that it may be set aside until the next school day.

Emergency Preparedness

Scheduled and unscheduled fire, tornado, and lockdown drills will be conducted throughout the center and school building. Procedures for exit from the building will be posted near the main exits. The staff will guide the children from their classrooms in an orderly and expedient manner following the direction indicated on the “EXIT Procedure.” Should a parent be in the process of dropping off/picking up a child during one of these events, they are asked to remain with the group until the “all clear” is given and all students are accounted for. In the event of an actual premise evacuation, we will go to New Hope Presbyterian Church.

Visitors and Building Security

Unfamiliar visitors will be required to present photo identification and sign in. They will then be escorted to the proper area. Only those pre-approved will be allowed access to the specified child or allowed to remove them from the premises.

Returning to Classrooms

Children will not be allowed access to the regular classrooms before or after school, as the rooms are kept locked by classroom teachers when school is not in session. Parents, teachers, and AVA Before & After School Enrichment Program staff can work together to remind students to gather all of the belongings that they will need outside of school.

Lost Child

To ensure the safety of your child, “head counts” will be taken throughout the course of a day in correlation with the numbers and names of children listed on the Attendance Record. It is of extreme importance that you sign your child in and out daily to ensure safety. In the unexpected event a child should become lost, every effort will be made by the AVA staff and all other available adult staff to find the child. The parents, as well as the proper authorities, will be contacted without hesitation and within a reasonable time frame.

Program Format

Wolf Pack Schedules

Before School

6:30: Welcome, Wash Hands
6:30 – 7:35: Free Choice / STEAM Activities
7:40 – 8:00: Outside ~ Weather Permitting
7:50 – 8:00: Wash Hands, Dismissed to Class

After School

3:30 – 3:45: Check In, Wash Hands and Snack
3:45 – 4:15: Outside or Homework Club if needed
4:15 - 5:15: Choice of STEAM or Outdoor Activities
5:15 – 5:45 Choice of STEAM or Center Activities
5:45 – 6:00: Wrapping Up Activities

Discipline

Ava Before & After School Enrichment Program aligns with Aspen View Academy's discipline policies, which are found in the AVA Parent/Student handbook.

Suspension/Dismissal by AVA

AVA reserves the right to suspend or discontinue services of the AVA Before & After School Enrichment Program on the following criteria:

- Incomplete or outdated information in the child's file (i.e. physician's reports, immunization records, parent emergency contact numbers, etc.)
- Failure to abide by policies/procedures stated in the Parent Handbook.
- Failure to abide by terms stated in the contract or in any written or verbal payment agreement.
- Documented, repeated failure, on the part of the child, to adhere to the behavioral expectations of the program.
- Failure, on the part of the parent, to provide support to the staff in regards to the children.

School and Parent Communications

Change of Information

Parents are asked to notify the BASE office immediately if there is any change of information including, address, phone, email, or medical information. In the case of emergency, updated records are of the utmost importance.

Change of Pick-Up/Emergency Contacts

Parents must list all individuals permitted to pick up their child from AVA Before & After School Enrichment Program or who can be contacted in the event of an emergency. This information will be provided during registration. Any changes to this list must be made in in the [parent connect portal](#) before they may be adhered to. State Issued Identification is required to pick up.

Newsletters

Please check the school's weekly newsletter, as well as the AVA Before & After School Enrichment Program website periodically for updates, and other pertinent information.

Conferences and Parent Communication

Should a situation arise where a parent needs to discuss a situation with a staff member and would like to speak in detail about their concern, the parent should speak with that staff member privately and in the absence of children. Appointments may be set up for this purpose. A staff member's attention should never be taken away from the supervision of the children for any reason. You may also speak with the Director regarding any concerns that you may have.

Complaints

Our license indicates that the facility has met the regulations for operating a childcare facility. We make every effort to provide a safe environment for the children. In addition, our staff's goal is to build an interpersonal partnership with parents to provide the most suitable environment for their child.

Our program philosophy seeks to improve and enhance the parenting experience, including a strong teacher-parent-child relationship. Please address program concerns with the program staff first. In the unlikely case that an amiable and timely solution is not found, the director should be contacted.

If there is an outstanding problem which concerns you at our center, a report may be made to the Colorado Department of Human Services in writing or by phone at 303-866-5958. To report suspected abuse or neglect - 1-844-CO4-KIDS

Health Information

Illness Policy

Many communicable diseases are contagious before symptoms appear. For this reason, parents should keep their children home whenever they appear to be ill, even with a common cold. However, parents are urged to consult a family physician for professional advice in such matters. Parents will be contacted under the following conditions: temperature of 100 degrees or more, vomiting, serious injury, and other questionable concerns. If students are sick with a fever, please wait a minimum of 24 hours from the time the fever subsides before allowing them to return to school.

COVID-19 Precautions: We follow all the Colorado State Licensing guidelines. Please click here for details [Child Care Covid-19 Guidance](#)

Please do not bring a sick child to school, as you may be asked to take the child home. Additionally, please keep your child home for any of these reasons:

- Fever of 100 or above (or has had one during previous 12 hours)
- Heavy nasal discharge, not clear
- Taking an antibiotic for less than 24 hours
- Rash with fever
- Diarrhea
- Vomited within the past 12 hours
- Shows signs of unusual tiredness
- Poor feeling
- Persistent crying or irritability
- Breathing difficulties or persistent coughing
- Yellow skin (jaundice)
- Symptoms of communicable disease (These are usually sniffles, coughing, rash, reddened eyes, sore throat, headache, abdominal pain, or a fever)

Please call and let the school know if your child is out due to illness. Please notify the office staff at once if the child does have a communicable disease so that we can alert other parents of the possibility. Children will be observed upon arrival for signs of illness.

Immunization Requirements

Colorado State Immunization Law requires all students to submit a Certificate of Immunization or Exemption to attend school. Colorado now requires DPT, Polio, MMR, Varicella and/or chicken pox verification, and Hepatitis immunizations – the number depends upon the age of the child. If shots are not up-to-date, only 14 days are given to provide documentation that the required immunizations have been completed before exclusion will occur. Statement of Exemption is allowed for medical, religious, and personal reasons when properly documented and signed.

Medication

Prescription and non-prescription (over-the-counter) medications for any reason including all oral medications, topical medications including eye/ear drops, inhaled medications, and certain emergency injections can be administered **only** with a “**Medication Permission**” form signed **by the physician and parent**. All medication must be signed in at the BASE office by a staff member. We do not have access to medications stored by the school, therefore, separate medication must be kept here in the BASE office.

Students with allergies or medical conditions that require specific treatment or protocol are required to have a **Health Care Plan signed by both the physician and parent**. Forms can be obtained through the front office.

If a child is to be given any (prescription or non-prescription) medicine, we must have:

- “Medication Permission” form completed by the parent and **physician’s office**.
 - medications must be in their **original containers**
 - labeled with the child’s name
 - signed in on the Medication Log in the BASE office. Medications being picked up are to be signed out as well. Medicines left past the end date may be destroyed.
- Nebulizers require a “Nebulizer Treatment” form, and adequate time must be allowed for nurse training before program staff may administer the nebulizer. *If your child has been prescribed a medication to be taken three or more times a day, be sure that you give the children the appropriate first dose before drop-off.*
- Topical preparations such as petroleum jelly, rash ointments, sunscreen, bug sprays, and other ointments may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.
- Self-Carry Forms are required if a child is carrying their own medication that they will administer themselves.

Injuries/Emergencies

Should a child receive a minor injury at school, parent’s will be informed when picking up their child. Should the injury be of a more serious nature, the parent will be called and advised of the injury and an Incident Report will be completed. The parent or guardian will determine if the child should be seen by a physician. Should the injury require immediate emergency attention, both paramedics and parents will be contacted. Parents should advise the center if any injury results in a visit to the doctor or hospital.

How to install the InsiteConnect APP

Download from your phones app store **InsiteConnect**

Authentication Code: 3023

Use the same Username and Password that you already use online for the [Parent Connect Portal](#).



This app is primarily used to check your child in and out of care from your phone.

THANK YOU FOR CHOOSING US TO CARE FOR YOUR CHILD!