



## Welcome to Running Creek Elementary Kids Club!

Kids Club is a before and after school program located at each elementary school.

We also offer a full day program during school breaks and summer.

We accept Running Creek students currently attending kindergarten through the summer after their 5<sup>th</sup> grade year.

We are pleased to have you and your child with us!

Please read through all the information enclosed in this handbook.

Feel free to contact us if you have other questions.

### ***Program Coordinator***

Erin Rhoades

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## **Kids Club Program Description**

Running Creek Kids Club is designed to meet the needs of children in kindergarten through fifth grade. We offer a mix of structured and unstructured time for children before and after school, school breaks, as well as a full summer program including bus field trips, walking field trips, arts and crafts, and science and math activities. We work within the ADA standards to make every effort to meet the needs of all children; however, our setting may not work for every child.

Our program is a multi-age grouping of children.

*Children enrolled in the program must be able to function independently as well as part of the group.*

### **Elizabeth School District Mission Statement**

To provide our students with excellent and diverse learning opportunities that inspire a passion for learning, develops individual potential, and prepares them for a successful future.

### **Running Creek Kids Club Program Belief Statement**

Children are capable learners; therefore, adults should have high expectations for them.

Children learn through active exploration.

Children should be allowed the freedom to come into his or her own being by exploring, manipulating, discovering, and relating to the world.

Children's engagement in activities should support the Elizabeth School District K - 12<sup>th</sup> grade continuum in literacy, numeracy, exploration (science, social studies and health), and technology.

Our curriculum should emphasize the integration of all areas of development including: language, fine motor, gross motor, cognitive (literacy, numeracy, problem solving), social and emotional, and self-help skills.

Our programs offer individualized and developmentally appropriate activities in a safe environment.

### **Positive Behavior Support**

Kids Club participates in the Positive Behavior Supports (PBS) initiative sponsored by CDE. Major components of PBS include: positively stated expectations for all students and staff, procedures for teaching these expectations to students, students are recognized for displaying positive behaviors. Kids Club uses the acronym PAWS for helping students retention of these expectations.

- P = Positive Attitude
- A = Act Responsibly
- W = Willing to Participate
- S = Safe Choices

Running Creek Kids Club also integrates the *Leader in Me* program utilized by Running Creek Elementary School in order to support the framework and attitude set forth in each child's classroom.

## Tuition and Payment Policies

Annual, non-refundable registration fee: **\$50.00 per child**

- \* Before school      **\$11 per day\*** (*sibling discount 15%: \$9.35*)
- \* After school        **\$13 per day\*** (*sibling discount 15%: \$11.05*)
- \* Full day             **\$38.00 per day\*** (*sibling discount 15%: \$32.30*)  
(plus any applicable activity fees , no more than \$30.00/week)

**\*\*Please note, all tuition rates are subject to change. \*\***

***The director/coordinator will provide a minimum of one month notice prior to any and all rate changes.***

- \* ***Field trip or activity fees must be paid in cash separate of tuition payment and must be paid a week in advance to ensure a spot for your child***
- \* ***Tuition is paid on Friday for the upcoming week***

## Scheduling

- \* Each family is required to reserve their child's weekly space in advance of their attendance. Preplanning sheets are available at the sign in and out parent desk and the RCE office. If you do not see a preplanning sheet to use please ask a staff member. In case of unexpected schedule changes or emergencies, please call the classroom or the school office as early as possible to preplan your child. If you do not preplan, your child may be denied attendance and you may be called to pick up your child. Students will wait in the school office to be picked up. If they are not picked up by the time the school office closes then child protective services may be called. This is to assure that we have adequate staff on site for the number of children expected to attend on any given day. Failure to have adequate staff jeopardizes the safety of students in our program and can affect our licensing and our ability to provide care.
- \* You are required to pay for all the spaces you reserve. You will be billed for any extra days used.
- \* No refunds will be given due to change of schedule unless the classroom is notified by parent before the schedule change with a 24 hour notice.
- \* Please make checks payable to RCE Kids Club.
- \* The program closes at 6:00 pm sharp! If your child is picked up late you will be charged a late fee of a \$1.00 every minute past 6:00pm. This charge is applicable per child.
- \* Due to the limited number of available spaces, full time children are given first consideration. Part time spaces will only be given when they are not needed by full time families. Spaces are filled by the program coordinator.

## Hours of Operation

- \* Kids Club opens at 6:30 am 5 days a week
- \* Kids Club closes at 6:00 pm 5 days a week

We close for the following holidays: (*please note that these may not be the only days that Kids Club closes*)

- \* New Year's Day (three days)
- \* Fourth of July (two to three days)
- \* Martin Luther King Day
- \* Labor Day
- \* President's Day
- \* Thanksgiving- 3 days (before/day of/after)
- \* Memorial Day
- \* Christmas - we will notify you at the time

## **Kids Club Program Policies**

### **Absences**

Please make sure your child's program leader is aware when your child will not be attending school. If you know in advance, a written note to the program director will be sufficient. You may call the program in the morning in the case of illness or an emergency. The phone number is listed in the beginning of the handbook. In order to adequately staff our program, please remember that tuition will not be pro-rated for absent days, sick days or vacation days.

### **Attendance**

Parents or other responsible parties that have a legal driver's license must sign a child in and out of the childcare center for safety. Each leader will keep an attendance list that will record the drop off and pick up time for each child for each day. Children will be released from the program only to those for who have been listed on the advanced authorization form (included in the registration packet) or the KIDS CLUB staff has written authorization. We also ask that you preplan your child at least a week in advance giving us the opportunity to staff appropriately.

### **Birthdays**

You are welcome to bring a snack for your child's birthday. However, because some children have specific food restrictions, you must check with the program coordinator for suggestions prior to sending in any food items. Birthday celebrations are held during the scheduled snack time and should be low key.

### **Child Abuse**

If you suspect that your child has been abused, you should seek immediate assistance from the Elbert County Department of Social Services; their phone number is 303.621.3149. In addition, Colorado law requires that child care providers and schools report all known or suspected cases of child abuse or neglect. The Colorado Department of Human Services licenses this program.

To file a complaint, you may contact the department at:

*1575 Sherman Street  
Denver, CO 80203-1714  
303.866.5958*

Kids Club works with ESD and the Elbert County Early Childhood Council to provide support to families and students who may need access to an Early Childhood Mental Health consultant or other specialist. Kids Club also works closely with elementary school psychologists and counselors to provide support for students and families.

### **Emergency Procedures**

Emergency exit procedures are posted in every classroom. Teachers receive in-service training regarding emergency procedures and emergency drills are held on a regular basis to familiarize the children with exit locations and proper procedures. Each building has a crisis plan. These plans are housed in the building principals' office and are open to inspection.

## **Severe Weather**

Kids Club follows ESD's Standard Response Protocol (listed on the district website) in all emergency situations. In the case of severe weather Kids Club is a part of the Code Red notification system and will shelter in place as needed. All closures and delays follow district decisions and you will be notified via the district auto call system.

## **Discipline Policy**

The Kids Club staff believes in a positive approach to discipline. Our goal is for all children to learn appropriate school behavior and to behave constructively while showing respect to staff, other students, and school property. We use the following guidance methods: redirection; planning ahead to prevent problems; positive reinforcement; encouragement; consistent and clear rules explained to children; and natural, logical, and fair consequences. We allow each child the freedom to use the classroom materials safely in his or her own way without definition of use on our part. However, the child is not free to hurt themselves, other children, or property. Parents will be informed of any behavioral problems their child is having and, if necessary, a behavior plan will be set up with the family.

If a behavior problem including, but not limited to endangering the safety of the child, other children, or adults; or if any other disruptive, inappropriate, or disrespectful behavior occurs against the statute of Kids Club rules; the child may be given a behavior write up by a Kids Club staff member, which may lead to being suspended, and potentially dis-enrolled from the program. We will be enforcing a behavior write up system when the director/coordinator feels it is necessary based on behavior that has had to be continuously addressed and/or other strategies- including speaking with guardians- have failed to work. If your child receives 3 write ups, a one day suspension from the program will be the consequence. If 1 additional write up is received, a 1 week suspension from the program will be enforced. If a 5<sup>th</sup> write up occurs, the actions that have led up to that point will be reviewed at the school administrative level and the child may be dis-enrolled from the program.

Kids Club is a district program and as such will remain in contact with each school's administration on child attendance. If a child is restricted from attending his/her regular class schedule due to behavior (suspension), illness, or injury that child will also be restricted from attending Kids Club until such time that the school allows the child back into class.

## **Field Trips**

Field trips can be a great learning experience as well as just plain fun! We will plan trips during breaks from school throughout the year. Adequate staff ratios will be maintained at all times. Parents will be notified in advance of each trip and must submit written permission for their child to attend. An additional fee will be charged to cover the cost of the bus as well the cost of the trip. All children who attend on field trip days will be expected to participate. No staff will be available to stay behind.

Parents will be notified in writing should their child's field trip privileges be revoked and may respond in writing if they feel the need.

If your child arrives late to the program and their class is away on a field trip, you will be required to drive them to the field trip.

## **Lost Children**

If a child becomes separated from the group away from school the program leader in charge will conduct a search of the area, if the child is not located within five minutes the program leader in charge must contact the child's emergency contact and the authorities and report a missing child.

If a child does not arrive to Kids Club promptly after school the program leader will report to the school office of a missing child. The office manager will contact school buses and/or call for the child to come to the office via the school intercom system. If the child was in attendance at school yet cannot be located within 5 minutes they will be assumed missing. Parents will be contacted and if necessary the authorities will be called to report a missing child. This is why preplanning is so important, refer back to Attendance.

## **Identifying Where Children Are at All Times**

Children are supervised at a ratio of no less than 1 staff member for every 15 students. Children are supervised at all times including but not limited to: structured activities, unstructured play time, outdoor activities, bathroom breaks, off campus trips, TV and video viewing, field trips, and meal times. Each Program Leader will keep a list of all the children signed into the program that day. All children must be signed in and out of the program daily. Both verbal and visual attendance will be taken at various times during the day. If a child is picked up from the program by a parent or guardian and is not signed out and a program leader did not visually see the child leave with an adult, emergency measure will be taken. Children preplanned for Kids Club that DO NOT arrive in after school care from their classroom promptly will be assumed to be missing. If a parent has not notified the Kids Club program at their school in writing or by phone of a schedule change then the child will be pulled off the school bus and brought to Kids Club. If the child cannot be located on the bus or on school grounds within five minutes the parents will be called and emergency procedures started. See Lost Child for policies on missing children. Before closing Kids Club at the end of the day, the staff member in charge will review the attendance sheet and sign in/out book to ensure that all children were signed out by the adult picking them up. The staff member will visually sweep the Kids Club area(s) to make sure no children are left in the area before locking up.

## **Late Pick Up**

If you know you are going to be late in picking up your child, please contact the Kids Club directly as soon as possible, communication with a child will not be taken as notification. Notification does not absolve the paying of late fees. Please refer to "*Tuition*" for late pick up fees.

In the event that a child is left at the program more than 15 minutes past closing and parents have not made contact, we will begin calling emergency contacts to arrange pick up.

If a child is left at the center for more than one hour without prior arrangements, Social Services, the Elizabeth Police Department and/or the Elbert County Sheriff's Office will be contacted.

## **Licensing**

The Department of Human Services, Division of Child Care, licenses all Kids Club programs. These licenses indicate that the programs have met the required standards for the operation of a school age center. The license is posted on the parent board of each building. If you need additional information regarding licensing, or if you have a licensing concern, consult the Colorado Office of Child Care Services at 303.866.5958.

## **Illness and Injuries**

**Covid-19:** if you or your child or a family member has any of the following, please communicate with the director so we can take precautions for the other students

- \* Fever or chills
- \* Cough
- \* Shortness of breath or difficulty breathing
- \* Fatigue
- \* Muscle or body aches
- \* Headache
- \* New loss of taste or smell
- \* Sore throat
- \* Congestion or runny nose
- \* Nausea or vomiting
- \* Diarrhea

Please respect other families by keeping your child home if she or he has a temperature, diarrhea, severe runny nose, vomiting, or any other illness that is contagious. Kids Club Policy indicates that a child must remain home for 24 hours following any illness symptom free without any medication. If your child contracts a contagious illness such as strep throat, measles, chicken pox or pink eye, inform your child's teacher or the front office as soon as possible. Families are notified when their child has been exposed. Please be advised that at this time, the local health department may also be notified of any communicable illnesses.

A parent will be notified immediately when a child becomes ill or injured at school and needs to return home. The child will remain in the director's office or other suitable space, until transportation can be arranged.

Children may not return to the program until they have been symptom-free for 24 hours without medication, or have been on prescription medication for 24 hours.

When a child's injury or illness warrants medical attention, the school nurse will be notified. The school nurse will determine whether or not further medical attention is necessary and parents will be notified of this need. In extreme cases, 911 may be called. If the school nurse is not available, the program leader will make the determination of need for further medical intervention. When an injury is light and requires no medical attention from the program leader, nurse or other medical professionals, parents will be informed of the injury when the child goes home for the day. All program leaders and directors are regularly trained in First Aid and CPR.

If your child has a medical condition that requires a health plan or has medication kept at school either in the health office or self-carries, Kids Club must be notified. Copies of the health plan and/or self-carry forms must be given to the Kids Club Director. Parents must provide Kids Club with all medication that their child requires. Kids Club does not have access to the health office before or after school hours. Please ask your doctor for an additional prescription for Kids Club to keep on site. Over-the-counter medicines also require a doctor's prescription or permission for medication form signed by your physician.

If you have any questions, contact the program coordinator.

## **Medical Requirements**

Upon enrollment all children will need a completed health status form and up-to-date immunizations. Immunization cards will be furnished with your enrollment forms, along with a health status form. You must provide proof of immunizations or a signed exemption form. These are on file with your school health assistant but Kids Club must still have their own copy for state files. Please ask your school health assistant to make you a copy for Kids Club.

## Special Concerns

Kids Club will occasionally participate in spontaneous activities! (ex: offering popcorn during a movie day because of exceptional behavior by the group) If your child has dietary or physical restrictions due to medical, dental, religious, or parental concerns these must be given in writing to Kids Club to insure that your student is provided with safe and appropriate alternatives if possible. Kids Club cannot provide alternatives based upon a child's statement. To change activities or provide alternative food choices parent requests must be made in writing and given to a staff member in advance. Every effort is made by Kids Club staff to make sure students are provided an opportunity to participate in all activities but, without prior notice of concern, requests cannot be guaranteed.

## Medication and Health Conditions

All prescriptive and non-prescriptive medications and individual special medical procedures are provided only when the doctor or dentist and the parent or guardian has given the program written permission. Only the school nurse or nurse's trained designee dispenses medication. Medications must be kept in the original container which bears the original pharmacy label showing the prescription number, name of medication, date filled, physician's name, child's name and directions for dosage. These medications will be stored in a locked container inaccessible to children.

## Nutrition

Children are required to bring their own snacks, lunches and drinks from home.

Snacks may be purchased from the snack closet for \$0.50 each and prepaid snack cards can be purchased for \$5.00. In the case of a forgotten lunch, your child will be fed a purchased lunch, and you will be charged \$5.00. Lunches will not be refrigerated. Please include a cold pack or frozen water bottle. There is no microwave available to the children. Lunches need to be nutritious and must provide one-third of the child's daily nutritional needs. A water bottle is required every day. Please do not include soda pop or candy.

## Personal Belongings

The Kids Club staff will not be responsible for any lost or damaged personal belongings.

Please leave **all toys, books, stuffies, and other personal belongings** at home. They are a distraction from the activities of the program and cause social complications. If your child wishes to bring ONE special thing with them, please talk with a the program coordinator before allowing them to do so.

Gaming devices, tablets, and computers are only allowed on specially designated tech days during the full day program. Cell phones are strongly discouraged. If your child must bring a cell phone it will be required to stay in their locker. In the event of an emergency call on such phone the child will be asked to talk in the presence of a program leader so that the leader may assist the child/parent with whatever the situation requires. If you need to contact your child in the event of an emergency please attempt to reach them via the classroom phone. Please abstain from texting your child during their time at Kids Club.

## **Releasing Children**

Kids Club will only release children to adults and other individuals with a legal driver's license as designated in writing by the parent. In an emergency, parents can give verbal permission to have their child picked up by someone who does not have written permission. Please let Kids Club staff know immediately if there is any court ordered visitation restrictions or changes in pick-up authorization.

In the event any individual not authorized by the parent or guardian of a child attempts to have the child released to them, the parent or guardian will be called to get verbal approval. In the event that verbal permission is not given, the child will not be released and Elizabeth Police and/or the Elbert County Sheriff will be notified.

## **Snow Days / School Closures**

Local radio and TV stations broadcast school closure information.

All programs are cancelled when the Elizabeth School District is closed.

All programs will open late when the Elizabeth School District calls for a delayed start.

If the Elizabeth Schools are on break (winter break/spring break/summer break) and we need to call a weather closure, we will contact you via email by 5am the day of the closure.

## **Transportation**

All transportation for field trips will be provided by the Elizabeth School District. We will follow their policies for seating, supervision, and emergency procedures on the road.

## **Video Viewing**

Videos are used on days with inclement weather, on Fridays during the school year, and every afternoon during breaks. We view movies that are rated G and some PG only. A written note is required if you do not want your child to view movies. A quiet alternate activity is available.

## **Waiting List**

A waiting list will be kept when the program is full. When vacancies occur, every effort will be made to fill them as soon as possible. Additions to the waiting list will be taken throughout the school year.

## **Weather**

On snowy or rainy days, please send appropriate clothing. We will make every effort to have some daily outside time, a minimum of 30-60 minutes daily, unless it is raining, snowing, or the temperature is unbearably cold or hot. The temperature limits are usually a wind chill below 20 degrees and cloudy or over 90 degrees.

In the case of excessively cold or hot weather, outside time will be limited and water will be provided. Opportunities for gross motor activities will be provided in the gym.

## **Withdrawing Services**

Written notice needs to be given to the Program Director if a child will no longer be attending the program. You will be billed for all reserved spaces until written notice is received by the Program Director. If you wish to re-enroll in the program you may be asked to pay a new registration fee. Parents will be notified in writing if the child is being withdrawn from the program due to failure to follow program policies, as stated in the Parent Contract and Permission Form