



Running Creek  
ELEMENTARY SCHOOL  
Kids Club

**Running Creek Elementary School Kids Club:  
Parent Handbook**

**Welcome to the Running Creek Elementary School Kids Club!**

Please read through all the information enclosed in this handbook.

Feel free to visit our [website](#) found on the Running Creek Elementary webpage under "programs/activities" or contact us if you have any questions.

***Program Director***

Erin Rhoades  
erhoades@esdk12.org

***Address***

900 South Elbert St  
Elizabeth, CO 80107

***Classroom #1***

**303-646-6732**

## **Kids Club Program Description**

Running Creek Kids Club is before and after school care program designed to meet the needs of the children of Running Creek Elementary School families in Kindergarten through fifth grade. In order to be eligible for the RCE Kids Club, children must already have started Kindergarten and be currently enrolled at Running Creek Elementary School. They are welcome through the summer after their 5<sup>th</sup> grade year.

We offer a mix of structured and unstructured time for children before and after school. Kids Club is also available during school breaks and summer as a full day program. This full day program can include 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, develop individual potential, and prepare 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 their 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 offers individualized and developmentally appropriate activities in a safe environment.

## Kids Club Program Policies

### 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 are closed for the following holidays: *(please note that these may not be the only days that Kids Club is closed)*

\* Martin Luther King Day

\* President's Day

\* Memorial Day

\* Fourth of July (two to three days)

\* Labor Day

\* Thanksgiving- 2 days (day of/after)

\* Christmas Eve/Christmas Day

\* New Years Eve/New Years Day

### Scheduling

\* Families registered with our program need to submit a preplan of their children's anticipated attendance by 5pm on the Friday prior to their anticipated attendance.

*Example: The preplan for the week of September 5<sup>th</sup>-9<sup>th</sup> needs to be turned in by 5pm on Friday, September 2<sup>nd</sup>*

Any family that has a **consistent** weekly schedule can submit one preplan at the beginning of the year. The parents/guardians of these families need to remember to notify the Program Director of any changes that may occur during the course of the school year. The digital preplan has an option to provide a full year schedule by selecting the first option that says "**permanent schedule**" under "**Week of...**"

There are two ways that families can preplan:

- Use the "[Digital School Year Weekly Preplan Form](#)" by clicking the link found on the RCE Kids Club webpage and fill out the Google Form for the desired dates and time slots.

- Alternatively, a hardcopy preplan sheet is available and can be furnished upon request.

Please refrain from emailing the Program Director weekly preplans (unless it is a pdf or jpeg file of the hardcopy) as it causes disorganization and confusion among the staff.

In case of unexpected schedule changes or emergencies, definitely feel free to email the Program Director, call the classroom, or call the school office as early as possible to make changes to your family's plan.

If you do not preplan, your family may be denied attendance and you will be called to pick them up. Students will wait for their ride in the school office. If they have not been picked up by the time the school office closes (approx. 4pm) and we have not received any communication from the parent or guardian, the Elizabeth Police Dept may be called.

The preplanning policy is in place to insure that we always have our program legally and safely staffed according to the number of expected children each day. Failure to have adequate staff jeopardizes the safety of the students in our program and can affect our licensing status along with our ability to provide the best care.

\* You are required to pay for all the spaces you reserve. You will be billed for any extra days used.

\* Refunds may not be given due to change of schedule unless the classroom/Program Director is notified by a parent/guardian of the schedule change with a 24+ hour advanced notice.

\* Please make checks payable to RCE Kids Club. We also accept cash and money order. You can pay online with a credit or debit card at MyProcure.com

\* The program closes at 6:00 pm sharp! If your child is picked up late you will be charged a late fee of \$1.00 every minute past 6:00pm. This charge is applicable per child.

## Attendance

Parents or other responsible parties that have a valid state ID and are 16 years or older, must sign a child in and out of the childcare center for safety. The staff keeps a record of attendance that records the arrival and pick up time for each child for each day. Children will be released from the program only to those 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.

## Tuition and Payment Policies

Annual, non-refundable registration fee: **\$50.00 for the first child, \$25 for each enrolled sibling**

	<i>AM</i>	<i>PM</i>	<i>Full Day</i>
<i>Regular Rate</i>	\$10	\$15	\$40
<i>Sibling Discount</i>	\$8.50	\$12.75	\$34
<i>Staff Discount</i>	\$7.50	\$11.25	\$30

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

*The Program Director will provide a minimum of one month notice prior to any and all rate changes.*

- \* Field trip or activity fees (not exceeding \$40/week) must be paid ***in cash separate from the tuition payment*** and must be paid as soon after you preplan your family as possible. If your family is preplanned on a field trip day, they will be expected to participate in the scheduled trip/activity and activity payment will be expected a minimum of 1 week in advance.
- \* Tuition payments are expected by Friday before the upcoming planned week. Please speak with the Program Director if other arrangements are necessary.
- \* In the event that a tuition account reaches \$1000 without communication from the family, the Program Director has the right to withhold care services from a family until at least 50% of the amount due is paid or arrangements have been made.

## Late Pick Up

If you know you are going to be late in picking up your child, please contact the Kids Club classroom 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 program for more than 45 minutes without prior arrangements the Elizabeth Police Department will be contacted.

## Absences

Please make sure the Program Director is aware when your child will not be attending Kids Club. If you know in advance, a written note or email will be sufficient. You may call the classroom in the morning in the event of illness or an emergency. The phone number is listed at the beginning of the handbook. In order to adequately staff our program, please remember that tuition may not be pro-rated for absent days or vacation days if the director hasn't received at least 24 hour notice.

## 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 Director for suggestions prior to sending in any food items. Please only bring store bought treats when sharing with the whole class. Birthday celebrations are held during the scheduled snack time and will be low key.

## Emergency Procedures

Emergency exit procedures are posted in every classroom. Staff receives 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. Our building has a crisis plan. The plan is housed in the principal's office and is 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 automated contact system. During district breaks when Kids Club is operating, closures and delays are determined by the Program Director and notifications will occur via email, Class Dojo, and the RCE Kids Club website.

## **Licensing**

The Department of Early Childhood licenses the Kids Club program. This license indicates that the program has met the required standards for the operation of a school age child care center. The license is posted on the parent board next to the classroom. If you need additional information regarding licensing, or if you have a licensing concern, consult the [Colorado Department of Early Childhood](#) at 303-866-5958.

## **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 Early Childhood 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 the Elizabeth School District and Running Creek Elementary School psychologists and counselors to provide social and mental health support for staff, students, and families.

## **Visitor Policy**

All visitors must report to the Program Director or onsite Program Leader upon arrival and sign the visitor log with the date and time of arrival. The Program Director or Program Leader will supervise the visitor while in the building and in the presence of the Kids Club children; at no time will a visitor be left alone with a child. The visitor will sign out with the time on the visitor log when they leave.

## **Positive Behavior Support**

Running Creek Kids Club integrates the *Leader in Me* program which is utilized by Running Creek Elementary School. Our goal is to support the framework and attitudes set forth in each child's classroom. Leader in Me is an evidence-based, comprehensive model that builds leadership and life skills in students rooted in the 7 Habits:

By utilizing the Leader in Me program, we strive to create a nurturing environment where children feel safe, confident, and supported by our staff. We recognize each child as a leader with unique gifts and talents to share. We believe this social and emotional learning process equips students with the critical life skills to build meaningful relationships and take ownership of their education and choices.

- |                              |   |
|------------------------------|---|
| ★ Be Proactive               | ★ Seek First to Understand, then to be Understood |
| ★ Begin with the End in Mind | ★ Synergize                                       |
| ★ Put First Things First     | ★ Sharpen the Saw                                 |
| ★ Think Win-Win              |   |

## **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 the students
- ✓ natural, logical, and fair consequences

We allow each child the freedom to use the classroom materials safely and reasonably 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 occurs that includes, but is not limited to, endangering the safety of the student, other students, or adults; or if any other disruptive, inappropriate, or disrespectful behavior occurs that violates the Kids Club rules, there are clear steps that will be followed to ensure that there is proper documentation and clear communication between the Kids Club staff and the families. An outline of these steps can be provided by request.

Kids Club is an Elizabeth School District program and as such will remain in contact with the RCE 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.

## **Transportation**

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

## **Field Trips**

Field trips can be a great learning experience and 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 (included in the registration packet) 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.

It is important to remember that field trips are privilege. Children that have repeated behavior problems on field trips may have that privilege revoked. Parents will be notified in writing should their child's field trip privileges be taken away. If a child has lost their trip privilege over the summer, the situation will be revisited weekly to determine if the child has earned back their trip privileges.

If your child arrives late to the program and the group is away on a field trip, you will be required to drive them to the field trip, if you need them to participate.

## **Lost Children**

In the event that a child becomes separated from the group while away from school, the Program Leader in charge and other available staff 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 the school buses and/or call for the child to report to the Kids Club classroom via the school announcement 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 the child missing. **This is why preplanning is so important**, refer to *Attendance, pg 4*.

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

Children are supervised at a ratio of no less than 1 staff member for every 15 students, once we have exceeded 15 students, we maintain a ratio of 1:10. Children are supervised at all times, including, but not limited to: structured activities, unstructured play time, outdoor activities, bathroom breaks, off campus trips, movie viewing, video gaming, field trips, and meal times. Each Program Leader will maintain a roster of all the children signed into the program that day. All children are signed in and out of the program daily. Both verbal and visual attendance is taken at various times throughout 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 measures 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 Director in writing, email, 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 Children, pg 6* for policies on missing children. Before closing Kids Club at the end of the day, the Program Leader in charge will review the attendance sheet and parent 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.

### **Releasing Children**

Kids Club will only release children to adults and other individuals with a valid ID and at least 16 years old as designated in writing by the parent. In an emergency, parents can give verbal (in person or phone call) or emailed permission to have their child picked up by someone who does not have written permission. Please let the Kids Club staff know immediately if there are any court ordered visitation restrictions or changes in pick-up authorization.

In the event an individual that is 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.

### **Special Concerns**

Kids Club will occasionally participate in spontaneous activities, for example- 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, when 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.

### **Movie Viewing and Video Games**

Movies are viewed on days with inclement weather, occasionally on Fridays during the school year, and every afternoon during breaks. We only view movies that are rated G and some PG.

Additionally, our classroom has a Nintendo Switch gaming system. We offer Mario Kart, Super Smash Bros, and Switch Sports. These three games have been selected due to their popularity, accessibility, and because they are age appropriate. On regular school days, the system is only available after 5:30pm and on Thursday mornings. When the weather is unsuitable for going outside and the gym is unavailable, we may turn the system on before 5:30pm. During the full day program, the Switch will be used sporadically throughout the day, but the overall duration of the group's usage will not exceed 3 hours per day. We ensure that the kids take turns and no single child is on the system for longer than 15 minutes in a one hour stretch of time. If you do not wish to have your child view movies and/or play on the gaming system, a written note will be required.

### **Snow Days / School Closures**

The ESD website posts school closures on the [homepage](#). The district also sends out a blast message via text/email/phone calls with news of closures or delays. All programs are cancelled when the District is closed. All programs will open late when the District calls for a delayed start.

If Elizabeth Schools are on break (Fall/Thanksgiving/Winter/Spring/Summer breaks) and we need to call a weather closure, we will post it on our webpage and we will contact you via email and ClassDojo by 5am the day of the closure.

## 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 each day, unless it is raining, heavily snowing, or the temperature is unbearably cold or hot. The temperature limits are below 20 °F-with a windchill and cloudy or over 90 °F.

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

## Nutrition

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

Snacks may be purchased from the snack cupboard for \$0.50 each and a snack credit account can be started for a minimum of \$5.00- cash only, please.

We can not provide refrigeration for any food. 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.

In the case of a ***forgotten*** lunch, your child will be given a purchased lunch, and you will be charged \$5.00. A purchased lunch is not a part of our regular program and is an inconvenience. We will not necessarily automatically have lunches on hand to purchase in lieu of bringing a lunch. ***Do not send your child to the full day Kids Club Program with \$5 instead of a lunch.***

A water bottle is required every day. Access to water is always provided.

**Please do not include any kind of soda (regular or diet), sugary beverage, or candy.**

Unsweetened seltzer water is acceptable.

## Personal Belongings

The Kids Club staff is not 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 the Program Director before allowing them to do so. The exception, of course, is what is necessary in a backpack for a day at school.

## Regarding tech...

- ➡ Gaming devices, tablets, and computers are only allowed on Thursday mornings and on designated tech days during the full day program.
- ➡ Cell phones are ***strongly*** discouraged.
- ➡ If your child brings a cell phone, it must stay in their locker.
- ➡ This rule also applies to smart watches (such as an Apple Watch)- if the child uses the watch to communicate with their parents or friends while at Kids Club, the watch will need to be kept in their locker.
- ➡ In the event of an emergency call on such phone or watch, the child will be asked to talk in the presence of a staff member so that they 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 refrain from exchanging texts with your child during their time at Kids Club.

## Immunization Requirements

Upon initial enrollment, all students will need a completed health status form and up-to-date immunizations. If the Program Director is unable to obtain the immunization record from the Colorado Immunization Information System or immunizations are not current without an exemption on file, the family will be notified of the specific vaccines that are required for their child to continue participating in the Kids Club program. The family will have 14 days after receiving notification to update the immunization record, submit to the Program Director a written plan for obtaining missing immunizations signed by the health care provider, or file a letter of medical/non-medical exemption.



## **Medication and Health Conditions**

All prescription and non-prescription medications and special medical procedures are provided only when the doctor or dentist and the parent/guardian has given the program a medication authorization form. The form necessary for this written permission can be found on the RCE Kids Club webpage. Only the school nurse or a trained and authorized designee can dispense medication and/or perform necessary medical procedures. 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,
- directions for dosage

These medications will be stored in a locked container inaccessible to children.

## **Illness and Injuries**

### ***Covid-19:***

If you or your child or a family member has any of the following symptoms, please communicate with the Program Director so we can take precautions for the other students:

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

Please respect other families by keeping your child home if she or he has a temperature, diarrhea, severe runny nose, severe coughing, vomiting, or any other illness that is contagious. If your child contracts a contagious illness such as strep throat, RSV (respiratory syncytial virus), measles, chicken pox, or pink eye, inform the Program Director and the front office as soon as possible. Families will be notified if their child has been exposed. Please be advised that the local health department may also be notified of any communicable illnesses.

A parent will be notified immediately when a child becomes ill or is severely 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 or Program Director will make the determination of need for further medical intervention. When an injury is minor and requires no medical attention from Kids Club Staff, the nurse, or other medical professionals, parents will be informed of the injury when the child goes home for the day. All program staff and the director are routinely trained in First Aid and CPR.

If your child has a medical condition that requires a health care plan or has medication kept at school in the health office, Kids Club ***must*** be notified. Copies of the health care plan must be given to the Program Director. Parents must provide Kids Club with all medication (***in its original packaging showing prescription details***) that their child may require during their time at Kids Club. Kids Club does not have access to the health office before or after school hours. Please ask your child's health care provider for an additional prescription for Kids Club to keep on site. Over-the-counter medications also require a doctor's prescription or permission. A medication authorization form must also be completed by your child's health care provider for all prescription and over the counter medications that need to be given at Kids Club.

(see ***Medication and Health Conditions*** for more details)

If you have any questions, contact the Program Director.

### **Waiting List**

The RCE Kids Club program maintains two different types of waiting lists. The first is a registration waiting list. Our program is limited to 45 registered students, as determined by our child care license. When we have reached that limit, a waiting list will be started. Families will be accepted into our program on a first come first serve basis. Additions to the waiting list will be taken throughout the school year.

The second type of waiting list is a scheduling list. Our daily capacity is dependent on staffing. We can typically accommodate a maximum of 15 students in the morning and 24 students in the afternoon. A waiting list will be kept when the day to day program is full. When vacancies occur, every effort will be made to fill them as soon as possible.

### **Discontinuing 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 their child is being dismissed from the program due to failure to follow program policies, as stated on the Parent Contract and Permission Form found in the registration packet. If a child is dismissed from the program, the Program Director reserves the right to not allow future re-enrollment and will evaluate each specific situation as it arises before making a final decision.

Running Creek Kids Club Handbook  
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