

# Extended Hours Program

School Age Care & Summer Day Camp

PARENT HANDBOOK

updated June 13, 2026

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# EXTENDED HOURS PROGRAM

The Extended Hours Program is licensed through the state of Colorado. This program will offer parents the convenience and safety of a first-rate childcare program on the elementary school campus.

Before and after school childcare is available for Kindergarten through 5th grade students at the elementary school.

Hours of operation vary at each location. Please see page 13 for specific school information on hours and programming.

The Extended Hours Program also offers parents the opportunity to utilize the program services on Teacher Work Days, Teacher Planning Days, Teacher In-Services Days, Holiday breaks, and Parent/Teacher Conference Days. Please see the calendar on our website for specific days open for the current school year. The hours for full day supervision are 6:30am– 6:00pm. The Extended Hours Program offers children a variety of activities encompassing arts and crafts, science, reading, group games, time in the computer lab, games in the gym, and homework help.

## **PROGRAM PHILOSOPHY & PURPOSE**

The purpose of the Extended Hours Program is to provide a comfortable, safe, and interesting environment for children. The program is designed to meet the needs of children who will be or have already spent a challenging day in school. The program offers children an opportunity to be with their friends, enrich their day through special activities and classes, work on homework assignments, and to relax. The staff makes every effort to meet individual needs while building a happy, cohesive group.

The design of the program recognizes educational enrichment as a primary means by which children pursue their own social, emotional, intellectual, and physical growth. The program includes activities from many areas including art, math, science, athletics, drama, literature, and technology. The staff plans open-ended activities that allow children to explore ideas and solve problems independently. Center based programming allows the children freedom of choice in before and after school care.

## **WHO WE SERVE**

The Extended Hours Program serves children in Kindergarten through 5<sup>th</sup> grade.

The Extended Hours Program does not discriminate against anyone because of a disability or special need. We will work with each family's needs on a case-by-case basis. It is the parent or guardian's responsibility to alert the Director and the office of the Executive Director when the child they are registering requires extra attention; may it be emotional, physical, social, behavioral, or mental needs. The Extended Hours Program requires a face-to-face interview with the Director of the program the child will be attending, and possibly the Executive Director of the Extended Hours Program, in any case of a special need or disability. We do our very best to meet the needs of all children and their families in our program while understanding we have limitations due to staff to student ratios and non-specific knowledge and training of certain needs and disabilities. Extended Hours Program happily accepts any child with a special need or disability provided that our Executive Director and staff believe they can do an outstanding job of caring for the child with a special need or disability while also maintaining outstanding care of the other children in our care. Once all mentioned steps are taken the Executive Director will determine acceptance into the Extended Hours Program. Parent or guardian communication is essential in deciding if the Extended Hours Program can meet the needs of each child.

## **RATIOS**

The Extended Hours Program follows CDHS guidelines for the State of Colorado. The Extended Hours Program has a 1:15 ratio for school age childcare and summer camp. A 1:10 ration is in effect during swimming. The Extended Hours Program strives to run programs at a ratio lower than required. The Extended Hours Program CANNOT in any circumstance offer a 1:1 or anything less than a 1:10 ratio of staff to child.

## **REGISTRATION**

The registration form is available on our website, [www.ExtendedHoursProgram.com](http://www.ExtendedHoursProgram.com). Our registration is only available through our website. A registration fee of \$55 per household account is due at the time of enrollment for a school year registration. An activity fee of \$55 per child is due at the time of enrollment for a summer camp registration. Registration fees and activity fees are all NON-REFUNDABLE. All areas of the registration form must be completed and submitted with payment information, immunization records, calendar of anticipated attendance, registration fee, and other applicable health and or medical forms before the child is admitted into the Extended Hours Program.

Once all information related to your child is received by the Extended Hours Main Office, there is a processing time of up to 10 business days before your child is allowed to attend. You will be notified of the approved start date for care through email or phone call once your child's registration is complete, processed, and ready for your child to begin attendance with the Extended Hours Program.

The registration process must be completed for each child at the beginning of each summer and each school year regardless of past registration history.

Due to HIPPA laws, the Extended Hours Program is unable to receive any of your child's personal information from the school district. You are required to provide the Extended Hours Main Office with all information regarding your child.

### **SERVICE WITHDRAWAL POLICY**

Parents are asked to let the Extended Hours Program know immediately if their child is no longer going to attend the Extended Hours Program. During our summer camps we require two weeks written notice per our mandatory calendars in order to avoid being charged for that two-week session.

The Extended Hours Program reserves the right to expel any student from attending the Extended Hours program for violent, disrespectful, or unsafe behavior by the child or the parent. (Please see our discipline policy). We reserve the right to suspend or cancel services for unpaid accounts.

### **TUITION**

#### **SCHOOL YEAR PROGRAMS**

The Extended Hours Program requires all care to be prepaid or have account set up for weekly auto-payments. ALL accounts are required to have a payment method on file.

The party responsible for payment listed on the child's registration form is required to pay for the child's attendance before the child attends or payment will automatically be processed on the next business day following the end of the school week for any unpaid balance. We reserve the right to refuse services if the payment policy is not followed.

- **Registration fee-** \$55.00 per household for the school year (**this is nonrefundable**)
- **Before School-** \$14.00 (see rate chart on page 7)
- **After School-** \$ 14.00 (see rate chart on page 7)
- **Before and After School Combined Rate -** \$26.00 (Not applicable to Early Release Fridays) (see chart on page 7)
- **Early Release-** \$19.00 maximum charge (see rate chart on page 7)
- **Full Day Program-** \$45.00

We are requesting families in need of drop-in care for before and/or after school, give the staff of the program a minimum of 24 hours notice so that appropriate staffing can be arranged.

#### **SUMMER DAY CAMP TUITION**

The Extended Hours Program is a pre-paid program. The party responsible for payment listed on the child's registration form is required to pay for the child's attendance before the child attends. We reserve the right to refuse services if the prepayment policy is not followed.

- **Activity Fee** - \$55 per child for the summer (this includes the registration fee and is **nonrefundable**)
- **Full day** - \$47 daily rate.
- **Late Payment Fee** - \$5 per day that payment is past due.

\*\*\*All fees for transportation, swimming, field trips, camps, snacks, and special activities are included.

#### **REFUNDS**

All requested refunds will be made by July following the end of the school year.

#### **LATE PICK UP CHARGES**

Children not picked up by 6:00 p.m. will be assessed a late fee of \$1.00 per minute after 6:00 p.m. This late charge is due at the time you pick your child up.

#### **SUMMER DAY CAMP CALENDARS**

**Full Summer Calendar is due upon registration.** Payment for Activity Fee is due upon registration. Payment for 1<sup>st</sup> two weeks of camp is due by May 12. Schedule changes or cancellations and payments are due 2 weeks at a time in accordance with the Cancellation Deadline schedule. Cancellation and Payment deadline schedule is available on Summer Tab of Extended Hours website. Once the deadline has passed, we will be unable to switch one day for another or credit days missed due to illness or absence. **THERE WILL BE NO EXCEPTIONS!!**

If we do not receive a payment per the date listed on each calendar, a late payment fee will apply for each day payment is past due. Your child may lose their spot and services maybe refused if payment is not received in a timely manner.

### **PAYMENT OPTIONS**

We offer a variety of ways to pay your account. You can pay by cash or check on location. (Please be sure you are provided with a receipt). We accept Credit Card payments thru our main office. We offer online payment capabilities through Procure.

### CCCAP

We accept CCCAP (Colorado Childcare Assistance Program). You must have approval and verification at the time of registration or before your child begins attending our programs. It is the responsibility of the authorized parent or guardian to check child in and out DAILY using the ATS kiosk to ensure that the Extended Hours Program is reimbursed for the days the children attend. Failure to use ATS daily will result in immediate dismissal from the program. If you have reserved care on a non-school full day and do not attend or cancel after our required date, you will be privately charged for that day. Any charges or attendance fees that are not covered by CCCAP are private pay charges and are the responsibility of the parent/guardian. ALL PARENT FEE PAYMENTS ARE DUE ON THE 1<sup>ST</sup> OF EACH MONTH.

### RECEIPTS & TAX INFORMATION

Receipts are available after making a payment by check or cash at the schools and should be kept for families' records. Extended Hours Program childcare payments may be a tax deduction. Statements are emailed in January. The Tax ID # is 84-1549596. You may contact the Extended Hours main office at 970-241-3603 or [office@extendedhoursprogram.com](mailto:office@extendedhoursprogram.com) to request a copy of your tax statement.

### PROGRAM HOURS & RATES

**HOURS OF OPERATION:** Extended Hours runs Monday through Friday excluding major holidays. Please see our calendar.

- **BEFORE & AFTER SCHOOL:** Before school programs open at 6:30 am and run until the beginning of the school day. After school programs begin at the ending of the school day and close at 6:00 pm.
- **FULL DAY PROGRAMS:** open at 6:30 am and close at 6:00 pm.
- **SUMMER CAMP PROGRAM:** open at 6:30 am and close at 6:00 pm.

### **HOLIDAY CLOSURES:**

**Extended Hours Program will be closed on the following days or Holidays:**

Labor Day  
Thanksgiving – (Closed Wednesday thru Friday of Thanksgiving Week)  
Closed December 23<sup>rd</sup> thru December 27<sup>th</sup>  
New Year's Day (or the day honored)  
Martin Luther King Jr Day  
Closed March 26  
Closed May 14<sup>th</sup> & May 26 - 28  
Memorial Day  
Closed July 2 & 5 for Independence Day

Extended Hours Program will offer full day care for most days school is not in session. Care will be offered for a portion of Thanksgiving Break, a portion of Winter Break, and a portion of Spring Break.

Please see a copy of our calendar on our website for all days Extended Hours will be in full day operation when school is not in session.

### **BAD WEATHER/SNOW CLOSURES AND DELAYED STARTS:**

- **SCHOOL CLOSURES:** If the District cancels school, Extended Hours will also be cancelled.
- **DELAYED STARTS:**
  - If the District delays school start time, Extended Hours will not be open until after the new start time.  
i.e., School start times are delayed 2 hours due to driving conditions. Your child's school now starts at 10:50am.  
Extended Hours will not run their morning program and will only be open for after school care.
  - If the District delays school start time after Extended Hours has already opened and accepted children, Extended Hours will only care for the children until the school's normal start time. At this time, care will be turned over to the school administration.
- **EARLY CLOSURES:** If the District closes school early, Extended Hours will also be closed at that time. i.e., The District has decided the weather is becoming increasingly unsafe to have students at school and students need to be picked up at 1:15pm. Extended Hours will also ask for students to be picked up by 1:15pm and our after school program will not run.

## **PROGRAMMING**

**BEFORE SCHOOL PROGRAM** – Begins @ 6:30am until the beginning of school. Our before school program is a great place for children to be! We work on any homework that needs completed, play quiet board games and work on simple projects. If children need breakfast, they can sign up for breakfast through the District 51 Lunch Program. We release the children to breakfast or to morning recess at approximately 8:30am.

**AFTER SCHOOL PROGRAM & EARLY RELEASE** – Begins @ the end of the school day and runs until 6:00pm. Our after school program is a safe, enriching environment for children! We work on homework, arts and crafts, simple science experiments, and free choice centers. Our program allows the children more time with their friends and support from staff in completing homework. After check-in, the children are offered recess time, snack time and then onto centers and homework!

**FULL DAYS (NO SCHOOL)**: Each Full Day is themed and packed with activities for children ages 5 through 11. We provide added enrichment opportunities that are left open for all the children's enjoyment and enrichment including cooking, building, arts and crafts, drama, music, and a variety of other planned activities.

Hours are 6:30am – 6pm on the days specified on our calendars. Full Day programs are hosted at four convenient locations throughout the valley. Please see your Extended Hours staff member to make your reservations and to obtain more details. Each child must bring their own lunch. Extended Hours will provide a morning and afternoon snack.

**SUMMER DAY CAMP PROGRAM**: Our Summer Day Camp Program is packed with fun for children ages 5 through 11. The Summer Day Camp Program will be open 6:30 am – 6:00 pm. Monday through Friday at sites determined prior to the registration of summer camp. The Summer Day Camp Program will consist of weekly thematic units. The weekly units will include arts and crafts, science activities, field trips, hiking, swimming, outdoor fun, athletics, games, drama, and reading. For planned weekly themes and field trips, please see our website. [www.ExtendedHoursProgram.com](http://www.ExtendedHoursProgram.com)

# **RATES**

## **2026 - 2027 – School Year**

Our rates begin and end with the time that each school starts or ends their day. This will include Early Release.

**School Year Registration Fee PER household account= \$55.00**  
**There are NO REFUNDS OF REGISTRATION FEES**

### **Daily Before School Rates**

**If dropped off between:**

**6:30am – 8:55 am = \$14.00**

### **Full Day Rate (School Year)**

**\$45.00**

### **Daily After School Rates**

**If picked up between:**

**3:50pm – 6:00 pm - \$14.00**

### **Before and After School Combined**

**\$26.00**

**Not applicable to Early Release Fridays**

### **Friday Early Release**

**If picked up between:**

**1:50pm – 3:50pm = \$14.00**

**3:51pm – 4:59pm = \$16.00**

**5:00pm – 6:00pm = \$19.00**

These rates are NOT added together but specific to their pickup time

## **2026 Summer Day Camp Rates**

**\$55.00 Activity fee per child**

**There are no refunds for Activity fees.**

### **Daily Rate:**

**\$47.00**

(No ½ day option available)

### **Late Payment Fee:**

**\$5.00 per day payment is past due after payment deadline.**

## **PROCEDURES & POLICIES**

### **STUDENT ARRIVAL & DEPARTURE:**

- **BEFORE SCHOOL ARRIVAL AND DEPARTURE:** When dropping off a child the parents/guardians are required to put down the time and write their full name in the space provided on the attendance sheet located in the Extended Hours room. We do not begin our liability until the time that your child is signed into us. Children are signed out by an Extended Hours staff member upon release for the school day to either breakfast, recess, or their classroom as the child chooses. Attendance is taken prior to the release of children to be sure everyone was properly signed in.
- **AFTER SCHOOL ARRIVAL AND DEPARTURE:** As children arrive from their classrooms, an Extended Hours staff member will sign them into the Extended Hours Program. As children are picked up, parents/guardians are required to put down the time and write their full name in the space provided on the attendance sheet located in the Extended Hours room. We end our liability at the time your child is signed out. Attendance will be taken as soon as all children are signed in for the afternoon. We will contact either the school office or parents if a child is not in our care that is scheduled to be there. The use of the calendars is so important in our after school program to be sure all children are present that need to be with us. Attendance will also be taken before and after recess.
- **BEFORE AND AFTER SCHOOL SPECIAL CLASSES:** If a child is taking part in a special class on campus for before school, they will be signed out by an Extended Hours Staff member with permission from the parent and walked to the classroom where they need to be. If a child is taking part in a class after school, the child will be responsible for coming from the class and an Extended Hours Staff member will sign them in at the time of arrival. A note or class roster must be on hand from the school.
- **FULL DAY CARE ARRIVAL AND DEPARTURE:** When dropping off a child the parents/guardians are required to put down the time and write their full name in the space provided on the attendance sheet located in the Extended Hours room. We do not begin our liability until the time that your child is signed into us. As children are picked up, parents/guardians are required to put down the time and write their full name in the space provided on the attendance sheet located in the Extended Hours room. We end our liability at the time your child is signed out. Attendance is taken 3 to 4 times in the morning and 3 to 4 times in the afternoon.
- **CCCAP:** Every child approved for CCCAP attendance must be checked in and out daily through the ATS kiosk according to the contract signed through Mesa County. If ATS check in/out are not completed on a consistent basis, it will be cause for immediate dismissal from the program and notification of the caseworker.

Children are not allowed to be signed in or out when off school grounds unless specified.

If on a field trip, we will post our field trip location as well as our arrival and departure times at our site with correct cell phone numbers for contact. Parents will be notified of all field trips and off campus outings prior to the day or through our weekly newsletters.

**CLOSING PROCEDURES:** Before a staff member closes the building, all rooms including bathrooms that the childcare program utilizes will be searched to assure no child is left in the building and playground. The staff will review the attendance sheet to assure all children that were signed in are signed out by an authorized individual. If there are any questions during these procedures staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and well-being of the child.

**RELEASE OF STUDENTS:** Children will be released only to those adults whose name appears on the registration form and are designated as pick-ups. Persons must be 16 years of age to pick up a child in our care. If there is an emergency and special arrangements need to be made for someone other than those designated on the registration forms, please do the following:

- Provide a written note with name, date, approximate time of pick up, and description of the person. This can be emailed into the Extended Hours main office at [office@extendedhoursprogram.com](mailto:office@extendedhoursprogram.com) or can be handed to an Extended Hours staff member at your child's school.
- Call the Extended Hours Program your child attends with the following information: your child's name, your name, approximate pick-up time and the name and description of the person who is picking your child up.

We will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the person will be asked to leave the area, the child will not be released, and parents will be notified. If the unauthorized person refuses to leave, police will be notified immediately along with parents. If at any time, our staff believes that a child is in danger, a lock down of our facility will occur and authorities will be notified immediately.

The Extended Hours Program will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child and the child will be kept in our care. These procedures are for the protection and safety of your child and staff, and for your peace of mind.



**LOCATION OF CHILDREN:** Staff directly supervise children at all times. Attendance is taken throughout each session and staff makes phone calls to account for all children anticipated to attend per parent submissions of anticipated attendance calendars in after school programs. Staff utilizes attendance sheets and head counts periodically throughout the day.

Role is taken before leaving for a field trip, arrival at the field trip location, periodically while on the field trip, before leaving field trip location and upon arrival back at school from field trip.

**Procedure for child separated from group:** After role is taken if a child is not in their assigned group under direct supervision of staff all other staff members are alerted and a visual scan and verbal alert in all places the children had last been until child is found and returned to group with direct supervision. The parent will then be notified that the child had become separated from the group. If a child is separated from their group, we are required to report this to Child Welfare immediately and then report it to licensing.

**POLICY FOR WHEN A CHILD IS NOT PICKED UP BY 6:05:**

- The Executive director will be notified after all attempts to contact the parents and the emergency contacts have failed.
- Authorities and Social Services will be notified immediately that the child has not been picked up. The child will be turned over to the care of social services if attempts to contact the parents or other specified emergency contacts have failed.
- A note will be left for the parents as to the attempts made to contact them and a phone number to contact as to the whereabouts of their child.

**VISITOR POLICY:** Any visitor entering the Extended Hours Program area is required to sign in on the visitor log with an Extended Hours staff member and show identification. People cleared to visit an Extended Hours Program include parents/guardians, pick up person, or emergency contact listed on a child's registration forms, licensing and or health specialists, or others cleared through the Executive Director's office.

**CHILD CARE COMPLAINT:** If a parent or individual has any complaint regarding your child's care, please notify the director immediately. If you feel that the complaint warrants notifying the State of Colorado, write to the address below or call the phone number listed:

**COLORADO DEPARTMENT OF HUMAN SERVICES  
1575 SHERMAN STREET  
DENVER, CO. 80203-1714  
ATTENTION: CHILD CARE DIVISION  
1-800-799-5876**

**CHILD ABUSE:** Any staff member of the Extended Hours Program is a mandatory reporter and will report any suspicion of child abuse, sexual abuse, or otherwise neglect or endangerment to Child Protective Services as required by the child Protection Act of 1975. For reporting cases of suspected Child Abuse, please call 970-242-1211.

**MEDIA POLICY:** Extended Hours Program policy on videos viewed with the children are as follows:

There will be no movies or videos shown without specific permission of the Executive Director of Extended Hours Program.

The staff person responsible for showing the video will preview each video and gain approval from the Executive Director. If any one staff person or parent during viewing deems the video inappropriate, the video will be shut off or not shown. Educational videos without a rating will follow the above policy. If a video is brought in by a student attending the program, time will need to be given to staff member to preview the video (if not previously seen) to be sure that is appropriate for school age children. If a video is offered to the students, there will also be an option for other activities.

**USE OF COMPUTERS, TABLETS FOR HOMEWORK OR EDUCATIONAL USE:**

Computers, tablets, phones, and other media devices are prohibited unless special permission is given by the Director in coordination with the Executive Director of Extended Hours and is able to be directly supervised by the Extended Hours staff.

Parents must sign a written permission slip allowing their child to use their computer or tablet during homework time only. It will only be permitted when an assignment cannot be completed when at home, under parent/guardian supervision. There will be conversation with each individual student using their computer or tablet regarding safe usage of their media tool. (Safe Internet sites, time limits, etc.)

They will be limited to homework time only (maximum of 20 minutes) of screen time to complete the specific assignment required during before or after school hours. Extended Hours Program does not provide the computer or tablet for student use. Extended Hours will not provide log in information to the internet.

**TOILET TRAINING:** All children enrolled with Extended Hours Program must be toilet trained. Our facility is incapable of handling children in diapers. If an accident does occur, the child will be given the tools necessary to clean themselves up to the best of their abilities. Due to liability, we are unable to be in the restroom helping clean the children up. The parents will be called so that they can pick the child up if needed for health reasons of both the child involved and the children in the program. We ask that parents provide younger children in the program with an extra set of clothing for the child in case of accident.

**CHILDREN'S PERSONAL BELONGINGS:** Each child is responsible for his/her own belongings, i.e., coat, backpack, boots, etc. Knives, water guns, skateboards, baseballs, bats, or other items that could cause injury to a student should be left at home. Encourage your child to not bring valuable items to school. Please do not send toys to Extended Hours Program. Do not send cell phones, Tablets, or any other electronics to Extended Hours Program with your child! The Extended Hours Program is not responsible for any broken, lost, or stolen

items. Extended Hours Program reserves the right to confiscate any personal item a child may possess and return it to the parent upon pick up.

**BACKPACKS:** Children need to bring a backpack throughout the summer to keep their personal belongings together. Please do not send anything to school that is not clearly marked with the child's name. Please include a daily change of clothes for any mishaps where a change would be necessary.

**LOST AND FOUND:** During the school year Lost and Found items are taken to your child's school's lost and found on a daily/weekly basis. During the summer camp we will keep a lost and found at our sites. Please check for lost items daily and we donate the unclaimed items to charity at the end of the summer.

### **EMERGENCY PROCEDURE**

**It is vital that you keep our staff updated in case of changes in your phone numbers and contact information!**

**FIRE DRILLS...** are held on a scheduled basis at each program site. Students are expected to follow their teacher's instructions. Students are directed outside by the teacher and will remain in specified areas until directed to return to the building. Drills will be held and logged monthly.

**BOMB THREATS...** All bomb threats will be treated seriously. Staff will evacuate children as with a fire drill. The police and fire departments will be notified. Children will not be allowed to re-enter the building until it is considered safe by authorities.

**TORNADOES/ SEVERE WINDS...** The director has located the safest area in the building in the event of a tornado or severe winds. Practice drills will be held periodically. Drills will be held and logged quarterly.

**FLOODS...** We have determined the safest place to have our children in case of a flood in our building or at a field trip location. Staff will be sure to check all weather watches before a hike or outside event to help preplan if there is a possible chance for flash flooding or warnings of such an event. If any possibility the hike or outside activity will be cancelled and parents will be notified.

**EVACUATION PROCEDURE...** The program staff leader will evacuate the Extended Hours site if a disaster occurs in an orderly fashion from a clear and safe exit. The staff will take with them sign in sheets and emergency records. All bathrooms will be checked. All lights will be switched off. In case of an evacuation where we are unable to reoccupy the building, we will walk as a group to the nearest safe location to call emergency help and notify all parents of our location.

**NATURAL DISASTER...** In case of a natural disaster, we will follow the evacuation procedure and walk to the nearest safe location and notify emergency help and parents of our location. If possible, all children's personal belongings will be brought with them. If lights or power are extinguished, we have an emergency flashlight on hand. If phone power is out, we will remain, if possible, at our school site. If it is not possible to remain at the school site, we will leave a note posted on the front entrance as to where we have relocated the children.

**INCLEMENT AND EXCESSIVELY HOT WEATHER...** The center's policy on inclement or excessively hot weather is to come inside and have all planned activities taken place indoors in the multi-purpose room, the gym, or an available classroom.

**LOCKDOWNS AND SHELTER IN PLACE...** The center's policy will be held in partnership with each school our program is held. Drills will be held in partnership with the school to allow children the opportunity to practice the procedures so that they feel safe. Drills will be held and logged quarterly.

**ACTIVE SHOOTER...** The center's policy will be held in partnership with each school our program is held. Drills will be held in partnership with the school to allow children the opportunity to practice the procedures so that they feel safe. Drills will be held quarterly and logged quarterly.

**LOST CHILD...** Every effort is made to keep all children safe. In the event that a child is missing, a search will start immediately. If necessary, the parents and authorities will be called to assist in his search. Parents, please assist us in educating the importance of staying with an Extended Hours Program staff member. A report will be filed with the Colorado Department of Early Childhood with the required information within 24 hours.

### **NOTIFICATION OF PARENTS IN EVENT OF ANY NATURAL DISASTER, EMERGENCY OR RELOCATION BEFORE A DISASTER**

- Ensure there are multiple phone numbers for family members including home, cell and work phone numbers for parents/guardians and others to whom the child can be released.
- Ensure parents/guardians have designated in writing the relatives and/or friends to whom children can be released after a disaster, including one or more individuals residing outside the area.
- Inform parents/guardians in advance where the children will be taken in an evacuation is required.
- Ensure there is a phone number of a family member or trusted friend out of the area such as a grandparent or other relative who can be contacted to locate the parents/guardians.
- Establish an emergency number for the childcare center outside the area that parents/guardians can contact to learn where their child or children have been relocated.

### **DURING A DISASTER**

- Place an identification bracelet on each child or pin information on each child (e.g., to the back of their shirt) that will help reunite the child with his or her parents/guardians or other trusted individual.
- Assign an individual (staff member or assistant) and a backup person to be responsible for each child's safety during the event.
- Release children only to individuals the parents/guardians have designated as approved to take the child from the childcare center; require such individuals to show photo identification before releasing a child to them.
- Keep parents/guardians informed when children are evacuated from the children care center.

#### AFTER A DISASTER

After an incident has occurred, it may not be possible to locate a child's parent/guardian or other designated trusted individuals. The childcare center will need to keep the child safe until reunified. Childcare center will then contact the local emergency management office, the state child care licensing office, and the School District Emergency Director. If no one has been located to release the child to and the center is no longer able to provide care for the child, follow local protocols and contact the appropriate state agency for guidance.

#### CHILDREN WITH SPECIAL HEALTH CARE NEEDS DURING AN EMERGENCY OR DISASTER

Childcare centers/homes may have children with disabilities or chronic medical conditions. Considerations for these children are as follows:

- Ensure the emergency supply cache has equipment, food, medications and other items the child(ren) may need during a shelter-in-place event or lockdown. Evaluate the food cache list for any conflicts with child(ren)'s allergies.
- Ensure additional equipment that may be needed is available to safely transport the child(ren) to a secondary location (e.g., special car seat, wheelchair van) during an evacuation.
- Discuss with local emergency responders what additional assistance may be needed during an evacuation, including any child that is dependent on technological device and will need assistance soon after an event occurs. (e.g., ventilator)
- Ensure the Emergency Information Form is up to date and included with other important documents during an evacuation.
- Ensure the medicines and other medical supplies are gathered during an evacuation with all Med Plans required for the children requiring medications.
- During and after an event, ensure age/developmentally appropriate language is used when providing care, comfort and addressing the mental health needs of the child.
- Any child with special needs will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.

#### PLAN FOR CONTINUITY OF OPERATIONS AFTER AN EMERGENCY OR DISASTER

##### **SAFETY COMES FIRST!**

- Be sure all children are safe and have been safely reunited with parents/guardians or other trusted individuals.
- Be sure all staff are safe and ready to return to work.
- Notify our State Licensing Representative to help evaluate how and when operations will be able to continue.
- Notify School District #51 officials to aide in damage assessment and possible relocation of program if needed.
- Be sure that current location or new address is properly equipped and licensed after the emergency or disaster to resume services.
- Once safety evaluations have been concluded we will inform parents thru email, social media, and website as to when and where operations will continue.
- Provide services from a Mental Health consultant or counselor for staff, children and parents if needed after emergency or disaster.

#### MEDICAL PROCEDURES

**ILLNESS...** According to the state licensing requirements and for the protection of all children, the Extended Hours Program cannot accept children with the following symptoms:

- fever
- diarrhea or vomiting
- undiagnosed rash
- sore or discharging eyes or ears, profuse nasal discharge
- diagnosed contagious disease such as strep throat or chicken pox

All children must be symptom free for 24 hours prior to returning to the program. In some cases, a doctor's note of release will be required. If a child becomes ill while in the care of Extended Hours, they will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour.

We are required by the State of Colorado to report any child with a community disease to the Colorado State Health Department.

**ACCIDENTS...** In the event of an emergency, every effort will be made to contact parents before emergency (911) or the doctor or the hospital is called if the safety of the child is not in danger. In the event of a non-emergency accident, parents will be notified.

**INSURANCE...** Parents are expected to carry their own insurance in case of accidents. Expenses for emergency transportation and medical care of the child will be bore by the child's parents.

**MEDICATION...** Prescription and non-prescription medication will be administered to children if the following procedures are followed:

1. Parent completes and signs the required medication form on our website.
2. Child's doctor also signs the required medical form.
3. Parent brings medication to an Extended Hours staff member (child is not allowed to bring these medications in)
4. The prescription label or doctor's statement includes the date, name of drug, name of child, name of doctor, dosage and times of administration. These must be clearly written.
5. Staff will store medication in a closed, locked container and will document when it is administered.

No medication will be accepted without the approved forms and properly stored medication. All medication MUST have a valid expiration date.

All Emergency meds will be kept in the possession of staff if needed for child in the recess bag. They will be kept out of reach of children.

6. If the child has appropriate signatures from the parent and child's physician on the required medical forms signifying "self-carry" of inhaler or epi pen, the child must have possession of the medication at all times.

As of January 1, 2003, all childcare staff designated by the nurse consultant to give medications will have complete the 4-hour Department approved medication administration training and have current first aid and universal precautions trainings. The Extended Hours Program is in compliance with the Nurse Practice Act.

7. Medications must be in the original box with the original prescription. Medications must be current and not expired. We will track medications thru a chart maintained in partnership with the main office and each location. The chart will have to be signed by the staff member collecting the medications and monitored by the main office staff.
8. Home remedies, including homeopathic medications, will not be allowed in the program.

**CONTAGIOUS DISEASE...** In the event that your child is believed to have a contagious disease, they will be removed from the group and kept under supervision of a qualified staff member until their parent or legal guardian is contacted and is able to pick their child up. The State Health Department will be notified upon diagnosis and the enrolled families will be notified that their child has been exposed.

**ALLERGIES...**In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example food, medication, or other substances. Extended Hours Program does NOT have nut free zones. We do not guarantee any exposure to foods that may cause allergies.

### **COMMUNICATIONS**

Each Extended Hours Program site has a director in charge of that program. If you have a message or concern and are unable to reach that person you are welcome to call or email the Main Office. We value the opinions and perspectives of parents and want to be sure that we are always offering the highest quality of care for your child.

For communication with our parents, we email monthly reminders with our statements. If there are special events upcoming that parents need notification on, we will email more frequently with specific details.

Our summer program offers weekly newsletters thru email and pick up at our Summer Day Camp locations providing parents with planning, field trip sites and times, swimming specifics and helpful reminders to make your child's time in our program more successful.

Parent support is critical to the success of our program. The Extended Hours Program recognizes and values parents in our programs. Daily communication with staff is very important. Parents are welcome and encouraged to visit their child's program. Parents or guardians are always welcome, and visits do not need to be announced or arranged in advance. However, the observing parent or guardian must be listed on the child's authorization card in order to have to have access to the program area.

### **GUIDANCE, POSTIVE INSTRUCTION, BEHAVIOR, DISCIPLINE AND CONSEQUENCES**

The Extended Hours Program philosophy of a discipline/redirection program is that discipline/redirection is a continuous, daily process of love and logic during which:

- Children will be encouraged at all times, and given feasible choices to adjust their behavior.
- Responsible behavior will be recognized.
- Self-esteem will be built through positive interaction and age-appropriate consequences.
- Children will be active participants in problem solving.
- Staff modeling of positive, respectful language and behavior.
- Encouragement of staff to help children be independent problem solvers in time of conflict.

In order to help understand a child's behavior we will reach out to parents, teachers, counselors, and principals.

Sometimes it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, a behavior report (Parent Communication) is written, and a copy is given to the parent along with some discussion from the staff regarding the child's behavior. If the parent or guardian is not the person picking up a phone call will be made to discuss the child's behavior. Insight to their home situation or issues they are having at school will be discussed to better help the child be successful in our program.

We will work in partnership with the school principal, child's teacher, parents/guardian, and our staff to offer solutions in situations that the child's behavior is difficult and ongoing. A behavior chart or other solutions may be implemented and discussed with the child and the child's parent/guardian to help the child's success in staying in the program.

**If the child's behavior continues to be unsafe or disrespectful the child will be dismissed from the program. If this occurs, parents will be asked to find alternative care immediately.**

**If a parent's behavior is considered to be unsafe, aggressive, or disrespectful to the staff or other children in our program, services may be denied to the family.**

The Extended Hours Program will not permit corporal or physical punishment against a child. While caring for a child/children, staff must be free of physical and psychological conditions that might adversely affect the children's physical and mental health.

The quality and effectiveness of our Extended Hours Program services for children are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training and supporting staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children and must possess certain qualities in order to serve as role models for children.

The staff is selected for personal qualities of warmth, empathy, and ability to relate positively to children. They receive training in many areas: Safety, Child/Adult communications, Guiding Children's behavior, numerous activities including arts/crafts, games, etc. Extended Hours staff are First Aide trained and CPR certified. Background checks are conducted on all staff. This includes criminal record and background checks, Central Registry checks and reference checks.

#### **MEALS AND SNACKS AND WATER BOTTLES**

During the school year an afternoon snack will be provided for your child. On all full days an AM and PM snack will be provided for each child. For Full Days and our Summer Camp guardians must provide a non-perishable sack lunch. There is no refrigeration or microwave available. The Extended Hours Program ensures that nutritious snacks are served to your child. You are required to provide your child a well-balanced, nutritious lunch on days your child is out of school and for summer camp. Guardians may also provide a breakfast for children in our full days or summer camp programs. We want snack/lunch time to be a pleasant experience for children. The atmosphere will be kept pleasant with conversation encouraged along with eating. No child will be forced to eat, nor denied food as a form of punishment. **Make sure that staff is aware of any food allergies your child may have.** Extended Hours Program does not allow sharing of food.

We ask that all children bring a water bottle daily labeled with their name on every full day and every day of summer camp.

#### **TRANSPORTATION & FIELD TRIPS**

Summer Camp - Parents will be notified prior to any field trips or activities taking place off the Extended Hours site through our weekly newsletters. All off campus field trips are approved when you sign the permission slip that accompanies your registration filled out online. If an offsite field trip takes place that requires transportation, all transportation will be provided by the School District Bus Transportation Company. Their certified driver will be the responsible person for driving the bus. All supervision will be followed according to the specific activity as stated in the laws of Colorado School Age Childcare Centers. One staff member will drive to every field trip to provide an emergency vehicle if needed.

If we take a field trip during the school year, all parents will be notified via email of the specific location and times. Transportation will be provided by the School District Bus Transportation Company.

A child must follow instructions and cooperate. If his/her behavior is affecting the safety of other children, the participant's guardian/parent will be notified, and your child may be dismissed from the program. We all want a safe and happy experience for the children. Safety is our primary concern. Staff to student ratios will be maintained throughout all aspects of a field trip, swimming, or special activity.

**For the safety of your child and children in our care we do NOT allow children to be dropped off once we have left the school grounds. It is important for parents to read our weekly newsletters and emails for departure and arrival times of all field trips and swimming.**

**SWIMMING**...Students will be swimming once each week during our Summer Camp Program at Lincoln Park Meyer Pool. We will leave our location at approximately 1:15pm Friday afternoons. The School District Bus Transportation Company will provide transportation to the pool. Parents will pick up from the pool on these days. The cost of swimming is included in your fees for summer camp. Each child will need to bring a backpack, swimming suit, towel, and sunscreen on the day of swimming. Or he/she will not be able to swim and will have to be picked up by the parent/guardian for the afternoon. For those students that don't wish to swim, they will need to be picked up by a parent/guardian as the weather is too hot for children to not be in the pool. We ask that children DO NOT bring money to the pool. We are NOT responsible for lost or stolen money. The children **WILL NOT** be allowed to spend time or money at the concession stand. Children will NOT be allowed to jump or dive off the high dive board. Children will **NOT** be allowed to ride the slide. We encourage parents to label all their children's towels and belongings. We also encourage parents to have their child wear their swimwear under their clothing on swim days. We will change clothing at the school prior to leaving for the pool.

## **Extended Hours Program Locations**

**www.extendedhoursprogram.com**  
**extendedhoursprogram@gmail.com**  
**970-241-3603 (phone) 970-241-3523 (fax)**

Before & After School Care

### **Appleton**

**2358 H Road**

**970-361-7962**

Before & After School Care

### **Broadway**

**2248 Broadway**

**970-234-6845**

Before & After School Care

### **Chatfield**

**3188 D 1/2 Road**

**970-234-6858**

Before & After School Care

### **Chipeta**

**950 Chipeta Avenue**

**970-216-1844**

Before & After School Care

### **Dos Rios**

**265 Linden Avenue**

**970-234-6871**

Before & After School Care

### **Dual Immersion**

**970-234-6843**

After School Care @ Pomona

### **Fruitvale**

**585 30 Road**

**970-201-6869**

Before & After School Care

### **Lincoln Orchard Mesa**

**2888 B 1/2 Road**

**970-234-6857**

Before & After School Care

### **Mesa View**

**2967 B Road**

**970-234-6854**

Before & After School Care

### **Monument Ridge**

**1501 K.4 Road**

**Fruita, CO 81521**

**970-234-6872**

### **Nisley**

**543 28 3/4 Road**

**970-234-6855**

Before & After School Care

### **Orchard Avenue**

**1800 Orchard Avenue**

**970-234-6849**

Before & After School Care

### **Pear Park**

**432 30 1/2 Road**

**970-201-6401**

Before & After School Care

### **Pomona**

**588 25 1/2 Road**

**970-234-6843**

Before & After School Care

### **Rim Rock**

**1810 J 6/10 Road**

**Fruita, CO**

**970-361-7085**

Before & After School Care

### **Rocky Mountain**

**3260 D 1/2 Road**

**970-234-6861**

Before & After School Care

### **Scenic**

**451 Scenic Drive**

**970-234-6844**

Before & After School Care

### **Shelledy**

**353 N Mesa St**

**Fruita, CO 81521**

**Phone – 970-773-3703**

Before & After School Care

### **Tope**

**2220 N 7<sup>th</sup> Street**

**970-852-2434**

Before & After School Care

### **Wingate**

**351 South Camp Road**

**970-234-0598**

Before & After School Care