Dear Parents,

We would like to welcome you to our program. Our goal is to provide a positive experience for your child to assist him/her in growing into a capable young individual.

The parent handbook provides you with essential information about our center. However, if you feel a question was not answered, or your situation changes at any time, we hope that you feel comfortable discussing these with the Director. Communication between parents and staff is a key ingredient in the loving, safe environment provided at Vassar Kids Connection.

**PHILOSOPHY**

The before and after school child care program, managed by Aurora Public Schools, is devoted to providing affordable, community-based environments that are safe and nurturing for students.

**MISSION**

To provide opportunities for children to play, socialize, explore and learn in a positive environment while encouraging them to discover capabilities, learn responsible behavior and develop self-esteem.

**AGES SERVED**

We provide care for children from the ages of 5 to 12. The child also needs to be enrolled as a student in Aurora Public Schools. Kid’s Connection will provide care for your student grades 6-8, during Vassar’s off days and summer vacation.

**HOURS OF OPERATION AND TUITION**

Before School – 6:30 A.M. to 8:45 A.M. – Cost is $8.25 per day  
After School – 3:15 P.M. to 6:00 P.M. – Cost is $10.25 per day  
Summer Program and Vacations – 6:30 A.M. to 6:00 P.M. – Cost is $30.00 per day or $142.50 per week, plus field trips.

All families will have a $30.00 non-refundable yearly registration fee.  
This will not be used towards any tuition credit.  
There is a 10% discount for the second child tuition.

Payment will be due each Wednesday for the following week. If full payment is not received by the 1st of the following month, a $20.00 late fee will be assessed to your tuition. It will then be at the discretion of the Director, whether your student may return to Kids Connection.  
Kids Connection does offer a reduced tuition rate for families that qualify for free or reduced lunches. It is the responsibility of the parent to provide our staff with a copy of the letter you receive from Nutrition Services. The reduced tuition rate will become effective once Kids Connection has a copy of the letter. If this has not been received by the time your child starts Kids Connection, full rates will apply until a copy of the letter is received.

Checks returned for insufficient funds will be collected by Quantum Check Services.
LATE PICK UP

The center closes at 6:00 P.M. Arrangements for the pickup of your child should be completed by this time. If a child remains after 6:00 P.M. the following procedure will take effect:

1. Call the parent
2. Call the emergency contacts
3. Call APS Security
4. Call the police
5. Call the crisis center, County Social Services and their instructions followed.

LATE FEE CHARGES

Late fee charges:
- $5.00 for the first 10 minutes per family
- $1.00 per family for each minute after 10 minutes

The late fee is due at the time of pick-up.

BREAKFAST/LUNCHES/SNACKS

Vassar Elementary offers a breakfast program every day that school is in session. If your child is in Vassar Kids’ Connection, they are able to have breakfast before we dismiss them to go out to the playground. The cost for breakfast may be found on Nutrition Services website.

Lunch is not included in the daycare tuition price. An afternoon snack will be provided at the After School Program only. No snack will be provided at the Before School Program. When school is closed, your child will need to bring a cold lunch with a drink. **No soda pop or glass containers allowed.**

FIELD TRIPS

Advance notice will be given for all field trips. There will be an extra charge for field trips. Activities will be age appropriate and limited to areas, which allow easy supervision of all children. For a child to attend, the parent must sign the field trip permission slip.

VISITORS TO THE PROGRAM

We have an open door policy, and we encourage our parents to stop by at any time. All parents are asked to sign in at the front office and receive a visitor’s badge. If the school office is closed, please sign the visitor’s log that is provided in the day care. You will also need to present picture identification.

ENROLLMENT

All enrollment forms must be completed by the time the child begins at Vassar Kids’ Connection. We will receive a copy of your child’s immunization forms and an updated physical from the school. It is your responsibility to notify us if there is a change of address, telephone number, or those authorized to pick up your child. This information **must be current in case of an emergency.**

Parents are responsible for bringing their child into the school and making sure that an adult is aware she/he has arrived. The parent is responsible for signing the child in upon arrival to Kids Connection and out at the end of each day, per State Licensing requirements. Any parent that fails to follow Colorado Licensing Regulations will be assessed a $15 fee each time they fail to do so.
RELEASE OF CHILDREN

Authorized -- your child will be released only to people who are authorized by you on the registration form or with written permission. In an emergency, we will release your child to an adult if you give us verbal authorization.

Unauthorized – all unknown persons will have to show picture identification. If an unauthorized attempt to pick up your child is made, you will be contacted.

Sign In--Sign Out—no one under the age of 18 will be allowed to sign your child in or out without written permission from a parent.

CHILD ABUSE -- MANDATORY REPORTING

Any staff member, who has reasonable cause to know or suspect a child has been subjected to abuse or neglect, or who has observed a child being subjected to abuse or neglect, is required to report to the County Department of Social Services.

DISCIPLINE

When necessary, brief separation or time out is used as discipline. All discipline is appropriate for the child’s age. The child is within sight of an adult in a safe, lighted, and well-ventilated area. No child is isolated in a locked, closed room, or closet. Please see the Discipline Policy for a more detailed policy.

ILLNESS

If your child is sick and will not be coming for the day, please contact us by 7:30 A.M. If your child gets sick during the school day or leaves for an appointment, please leave a message so your child is accounted for in the after school program. The direct number is (303) 326-2066. If your child has a contagious disease (including but not limited to: chicken pox, strep throat, pink eye…) he/she is not allowed into the center until at least 24 hours after beginning the medication. If an illness of any kind (including, but not limited to: 100 degree or above temperature, contagious disease, persistent vomiting, or diarrhea…) occurs while your child is at the center, we will notify you and expect you to arrive to pick up your child within a half hour.

MOVIES

Movies are shown on a limited basis. If a movie is shown, it will be rated G or PG. The same teacher/child ratios will be maintained. The principal preapproves all movies.

PERSONAL BELONGINGS

Personal belongings and money are not the responsibility of the center staff. Please see the No Toys Policy for more detail.

FIRE

In the event of a fire, pull stations will be used and alarms will sound. The Fire Department will be notified and we will leave the school in an orderly manner. Attendance books will be taken along to confirm the safety of the children. We will then notify the parents as soon as possible. If we are not able to go back into Vassar, we would then walk to Rangeview and call the parents from there.

SPECIAL NEEDS

We will make every attempt to reasonably accommodate the needs of each child within the scope of staffing capabilities. If your child has specific needs you may contact the Director before registering to insure appropriate services are available for your child.

INJURY AND ACCIDENTS

Certified CPR/First Aid staff members will administer proper procedures for injuries and accidents. Minor—the cause of injury will be documented for you and your child will be monitored Major—you will be contacted immediately and your instructions followed.
WEATHER POLICY

Your child will be taken outside on a daily basis unless the temperature is less than 20 degrees or warmer than 90 degrees. Please provide your child with appropriate clothing.

TORNADO

During a tornado watch or warning school procedures will be followed, using the most secure location in the building.

SNOW/BLIZZARD

Our closure policy follows Aurora Public Schools policy. If Aurora Public Schools is closed Kids Connection will be closed. You may find this information by listening to your local TV or radio stations. When there is a late start for the schools, daycare is open at its normal time.

LATE ARRIVAL – FIELD TRIPS

On field trips days, please have your child at the daycare one hour prior to departure. That will give the staff time to go over the rules and expectations of the field trip. If a child arrives after the field trip has left, he/she will not be able to stay. There will not be any supervision until the field trip arrives back at the school.

LOST CHILDREN AND EMERGENCIES

If a child is lost while in our care, we will follow the following steps:
1. Make sure they are not on the playground, in a classroom, or in the restroom.
2. Call Security
3. Call the police.
4. Notify the parents.
5. Make report to Social Services.

For natural disasters, we will follow the plan of Aurora Public Schools. If we need to permanently evacuate the school, we will then walk to our designated evacuation location.

VEHICLE SAFETY

Children will be riding in school busses. The rules will be: always stay seated, no yelling, no changing seats, and no throwing things. If the bus should break down, the children will remain seated until given instructions on what to do. Supervision will be the 1 to 15 ratio as required by Social Services.

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

Staff members are required to participate in and circulate throughout each activity area to closely monitor children’s action for safety and adherence to rules. Children may not leave an activity area without expressed permission by a staff member. Staff members conduct head counts every thirty (30) minutes and when leaving/arriving at new activity areas.

MEDICATION

The storage and administering children’s medicines and delegation of medication administration is in compliance with Section 12-38-132, C.R.S., of the “Nurse Practice Act.” We are not allowed to give any type of medication to a child without a Physician’s signature. This also includes any over the counter medication. Please see the PERMISSION FOR MEDICATION form that is in this packet. This needs to be filled out completely and signed by your child’s physician before we can give medication.

If you have any questions or concerns about any of our procedures, please feel free to contact the Director at (303) 326-2066.
PLEASE SIGN AND RETURN THIS PORTION OF THE MANUAL TO THE DIRECTOR WITH YOUR ENROLLMENT FORMS. KEEP THE HANDBOOK AS A REFERENCE.

I understand and comply with the statements in this handbook.

Parent/Legal Guardian Signature

Date

Revised 1/25/08, 2/19/08, 7/20/10, 2/21/12, 3/20/13, 3/31/14, 3/26/19