



City of Lakewood School Age Service Programs Policies and Procedures

PLEASE READ ALL THE POLICIES & PROCEDURES.

**THE SIGNED ACKNOWLEDGEMENT PAGE MUST BE TURNED IN WITH THE
COMPLETED REGISTRATION PACKET.**

Purpose & Goals

The purpose of the School Age Services Program is to provide a safe, supervised environment for children 5-12 years of age, before and after school and during the summer. This program is designed to provide an alternative to daycare for working parents in the community.

Registration

Registration is complete when the following forms have been submitted:

- Registration and Financial Agreement
- Emergency Form
- Permission to Participate and Receive Medical Care
- Permission to Apply Sunscreen
- Signed Policies and Procedures Acknowledgement
- A copy of your child's current immunization record
- Permission to Medicate (if applicable)
- Health Action Plan (if applicable)

Fees/On-line Payments/Financial Assistance/Scholarship Information

The fees for School Age Service programs are as follows:

- A \$60 non-refundable registration fee per season
- Before school care is \$15/morning per child. **Available only at Foothills Elementary.**
- After school care is \$21/afternoon per child
- Full-day care on a no-school day is \$47 per child
- Summer camp is \$175 for 5 day/week per child
- 20% discount per family applies to daily/weekly fees if children attend the same times/days. Discount applies to all children after the first child.

Parents/guardians must first create a City of Lakewood account to pay fees, <http://www.lakewood.org>. Parents/Guardians are responsible for the on-line pre-payment of program fees for services rendered. Payments must be made at least 24 hours before your child(ren) can attend the SAS Program, so the rosters are accurate. Your child's name must appear on our daily roster to ensure a safe check-in process. If your child is not on the daily roster, they will not be able to attend care for that day. If your child is absent but is on the roster, please call the Site Coordinator to let them know. You cannot pay on-line for day of services as we do not offer drop-in care or refunds.

Jefferson County Child Care Assistance Program (CCAP) provides financial assistance to eligible low-income families who need childcare benefits for children from birth to age 12. If you are eligible, a portion of the total childcare cost will be paid directly to the provider, City of Lakewood. **You will be required to pay your parent fee by the 5th of each month.** For questions, please call 303-987-2490. For additional information or to apply, please click [here](#).

Release of Children

Participants will be released to authorized persons only, parents, guardians or individuals listed on the emergency form. If the parent designates another individual to pick up their child, a Change of Information form must be completed and submitted to the Site Coordinator, 24 hours in advance. The site personnel have the right to request a valid driver's license or photo ID to release a child/children to anyone other than a parent or guardian. If a person arrives at the site that is not authorized to pick up the child, the legal parent or guardian will be contacted immediately. If the child is in danger due to an unauthorized person at the location, staff will contact the authorities immediately.

Signing IN and OUT/Hours of Operation/ Late Pick-Up

All parents/guardians must sign their child in and out of the program each and every time they attend. Please do not drop them off or send them in on their own. **This is a licensing requirement, and no exceptions will be made regarding this policy.**

The City of Lakewood Before and After School Program's hours of operation are Monday-Friday, from 7 am until the school's first bell and end of day bell until 6 pm. Hours of operation for non-school days are Monday- Friday, 8 am to 5:00 pm. Programming will not be offered on federal/City of Lakewood holidays.

Before and after care late fees: The late fee will begin at 6:05 and it is \$20 per child for every 10 minutes late. Fee is due upon your arrival and payable to the staff on duty. The fee must be paid before your child can return to the program.

Non-school late fees: The late fee will begin at 5:35 and is \$20 per child for every 15 minutes late. Fee is due upon your arrival and payable to the staff on duty. The fee must be paid before your child can return to the program.

If you are late more than twice, your child may be suspended from the program. If staff are unable to contact parents/guardians or emergency contacts half an hour after programming is done for the day, staff will contact the City of Lakewood Police Department.

Head Counts

Staff will be responsible for ensuring that all children are accounted for by doing head counts and conducting name-to-face attendance. This type of attendance system will be an accountability system to make certain each staff member knows the location of children (gym, outside, cafeteria, etc.) during programming. Name-to-face attendance will be done when children arrive, before boarding the bus (summer camp) and when changing locations. If your child is scheduled to attend programming and will be absent, we ask that you inform the Site Coordinator, as soon as possible, by text or phone call.

Illness/Accidents/Injury

If your child is showing any signs of illness, please keep your child at home. Please refer to How Sick is Too Sick [here](#) if guidance is needed.

If your child becomes ill during programming, parent/guardian will be contacted to pick up child immediately. Staff members will determine the symptoms and offer a space to rest until the parent can arrive.

If a parent/guardian cannot be reached, staff members will try the emergency contacts provided on the emergency form completed by the parents. These individuals will be contacted according to the order on the form. If no parties can be reached, the Site Coordinator will decide on the course of action to take. Life threatening emergencies will result in emergency care by calling 911.

In the case of communicable disease e.g., COVID, chickenpox, lice, pink eye, common cold, flu, hand foot & mouth, pertussis, and symptoms such as fever, coughing, rash, vomiting, etc. parents will be informed that their child will be excluded from programming (potentially 1-5 days) until a doctor releases them to participate in programming or they are symptom free for at least 24 hours. The Jefferson County Department of Health will also be notified in extreme cases. Outbreaks of illness must be reported to Jefferson County Health Department when there is a large number of children or staff ill with the same symptoms.

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. Parent/guardian will be notified of the injury, and staff will inform guardian if child needs to be picked up or be transported by emergency vehicle to hospital after discussion with parent. Minor scrapes will be reported on an Incident Report that parent/guardian will sign when picking up your child. If a head injury occurs, parent will be notified immediately and staff will fill out a Parent Notification of Head Injury form, which the parent will sign when picking up the child.

Medication

If your child requires medication during program hours, all medications must be in their original prescription container stating your child's name, dosage, and times. **A Permission to Medicate and a Health Action Plan form must be complete for each medication. The forms need to be signed by a physician and on file before the first day of programming and before the medication can be administered.** Please do not send any over-the-counter medications with your child.

Transportation

Transportation of children for camp field trips and activities will be provided on buses leased from the Jefferson County School District and driven by licensed and approved drivers. Safety education is required and provided to the staff as part of their training. Safety education is reviewed with the children by the staff and again by the driver prior to each departure. Seating on any vehicle does not exceed the state law.

If the group is away on a field trip and the parent arrives to the site late, it is their responsibility to bring their child(ren) to the location we are at for them to participate in the field trip.

Personal Belongings

All personal belongings should be clearly marked with your child's name. This includes water bottles, lunch boxes, clothing, water bottle and sunscreen. The City of Lakewood is not responsible for lost or stolen items. Please check with the lost and found bin if your child is missing items.

Participants are highly discouraged from bringing personal belongings to the program. We do not want your child's prized possessions lost or broken. The City of Lakewood and its representatives cannot guarantee that personal belongings will not be damaged or lost.

Items that should NOT be brought to the program/camp include:

Personal game systems, laptops, tablets, gum, candy, energy drinks (Red Bull, Monster, etc.), matches, lighters, knives, weapons, toys, money, illegal drugs or alcohol. If your child brings inappropriate items to the program, these items will be confiscated and returned directly to the parent only. Repeat offenses of dangerous items will be grounds for removal from the program.

Program Ratios

Programs shall follow the state licensing enrollment limit for each site. The number of participants in attendance shall not exceed the allotted amount that licensing has established. The ratio is 1 director qualified staff member to 15 children (1:15). Staff members are to monitor staffing/participant levels at all times. Field trip ratios are 1:10.

Discipline/Behavior Management

Discipline will be conducted to educate and redirect. The techniques used will include talks, redirection and time away from the activity (within the room). We emphasize thinking about what they did and what they will do differently next time. Staff will remain calm and will address situations quickly. In cases of extreme behavior, in which participants are not responding to the above listed techniques, a write-up will be completed. Parents will be asked to sign the write-up. If your child is still unable to successfully function within the program setting, your child is subject to exclusion from the program. **School Age Services utilizes a behavior policy allowing children 3 write ups before they are subject to being excluded from the program until we are able to create a plan for child's return to programming. The following actions will not be tolerated in the SAS program and your child will automatically be suspended from the program,**

fighting, physical or verbal abuse, vandalism, theft, or inappropriate behavior.

In cases of destruction of facility or property, parents will be held financially responsible for their child's actions.

Abuse

Any form of suspected child abuse (neglect, physical, emotional, or sexual) is immediately reported to the Site Coordinator, Recreation Coordinator and the Recreation Supervisor and they will initiate an investigation. The School Age Services program is a mandated reporter of suspected abuse.

Child Abuse is:

- Neglect: Failure to provide adequate nutrition, clothing, shelter, medical care, or supervision for a child that results in injury or medical complications for that child. Neglect is different from poverty and may occur regardless of family's economic standing.
- Physical Abuse: Non-accidental trauma that results in injury or death to a child by any person in a position of trust.
- Emotional Abuse: Consists of a pattern of behavior that impairs a child's emotional development and positive sense of self, possibly resulting in psychological damage. Emotional abuse includes the presence of a pattern of belittlement, criticism, rejection and threats and the absence of supporting behaviors such as praise, pride in the child and expressions of love and concern.
- Sexual Abuse: Any sexual exploitation involving a child or adolescent who does not fully comprehend the situation and is unable to give informed consent. This includes any sexual contact between adults and children where the child is less than 15 years old/and or there is a four-year age difference between the suspect and victim.

Staff is required, by state licensing standards, to report any suspected child abuse to the Department of Human Services.

Emergency Procedures

Emergency procedures have been established for the safety of the children. Emergencies occurring at the facility/ school will also follow Jefferson County Public School emergency policies.

- **Fire**

Each site is marked with a visible sign, which directs persons in that room to the closest and safest exit door. The staff will quickly walk the children to the meeting point and take attendance. This is reported to the Site Coordinator in charge. The Site Coordinator conducts a check of the building and calls the appropriate emergency personnel.

- **Tornado**

In the event of a tornado warning, all children are brought into the building and are to sit against the inside walls away from windows and doors. The staff will keep the children occupied with activities that can be done quietly in this safe place. Attendance will be taken often. Children will stay until an all clear has been announced.

- **Missing Child**

Immediately upon determining a child is missing, the Site Coordinator reports to the Recreation Coordinator and the Recreation Supervisor, the child's name and description. A search is conducted by all available staff of the grounds and school premises. If the child is not found in 15 minutes, the local police department is notified by the Recreation Supervisor. At this time, parents of the missing child are notified. While waiting for the police, the staff continues their search efforts. When the police arrive, the search and rescue is entirely turned over to them.

- **During field trips**

Emergencies while on field trips are handled by all of the SAS staff. The Recreation Coordinator and

Recreation Supervisor will be notified immediately as to what has happened and what actions were taken or need to be taken.

- Inclement Weather or excessively hot weather

The City of Lakewood has adopted the following guidelines for inclement and/or excessively hot weather. Children will not be allowed to play outside when the temperature exceeds 90 degrees or when the temperature falls below 20 degrees. Site Coordinators will also take into consideration heat indexes, wind chills, smoke concerns and ozone alerts. The program will provide alternative indoor activities including but not limited to movies, games and group activities. Staff will remove children from inclement weather to a safe location. Television and video viewing is limited to G and PG rated programs, movies and cartoons. Swimming field trips can still occur on cooler days as long as the water in the pool is over 80 degrees or if the outside temperature is over 65 degrees.

In every emergency situation, the family reunification process is to take children to a designated safe area and call parents to inform them of the location where the child can be picked up. Also, communication through email or text will be conducted if said parents cannot be reached by phone. If transportation needs to be provided, the City of Lakewood will make that determination with all resources available at that time. Attendance for all children and staff members will be taken before, during and after all emergency situations.

Visitors Procedures/Volunteer Policy

All visitors must check-in and sign-in with the Site Coordinator upon arrival before entering program areas. Proper identification will be required and verified. All visitors will state the reason for the visit in the staff communication log. Visitors must wear a visitor badge while on-site. Volunteers must complete the following forms before being able to be on-site:

- City of Lakewood Volunteer application
- Background checks including TRAILS and fingerprinting
- No Isolated Moments
- Acknowledgement page of SAS Policies and Procedures
- Child Abuse and Neglect training

Filing A Complaint

We hope that families will feel comfortable approaching the Recreation Supervisor to share concerns regarding the SAS program. To file a formal complaint, please contact:

The Colorado Department of Human Services Division of Child Care
710 S. Ash St.

Denver, CO 80246

Or Call 1-800-866-5958 or 1-800-799-5876

Americans with Disabilities Act

Services are offered to children with special needs in compliance with the Americans with Disabilities Act. We review each case in order to ensure we are meeting the needs of each individual child and have the resources to ensure your child's welfare.