



**THE ACADEMY CHARTER SCHOOL**

**AFTER SCHOOL AND SUMMER CAMP PROGRAM**

**PARENT**

**HANDBOOK**

**POLICIES & PROCEDURES**

**Revised: August 2021**

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## **DISCLAIMER**

**PLEASE NOTE: ALL POLICIES AND PROCEDURES LISTED IN THIS DOCUMENT ARE REQUIRED BY COLORADO STATE LICENSING. THIS PROGRAM MAY ADMINISTER ADDITIONAL POLICES AND PROCEDURES THAT ARE NOT LISTED IN THIS DOCUMENT.**

## **PROGRAM PURPOSE / PHILOSOPHY**

The purpose of the Academy after school and summer camp program is to provide safe, quality, affordable care in the school setting; whereby each individual child is enriched with various experiences conducive to their academic, social, emotional and physical development.

Our program is offered to The Academy K-6<sup>th</sup> students, based on registration and available space. We are a self-supporting program and are proud to be a part of The Academy Community.

In compliance with the American Disabilities Act (ADA) of 1972, Special needs children are welcome. An individual assessment will be completed to verify whether our program can meet the child's particular needs without fundamentally altering the program. The Academy School does not discriminate on the basis of gender, race, color, national origin, religion or disability in admission to its educational programs or activities.

## **HOURS OF OPERATION:**

After school Care programs - Main Campus - 3:15pm to 5:30pm (Monday - Friday) Cell – 303-961-2737  
North Campus - 3:00pm to 5:30pm (Monday – Friday) Cell – 303-961- 8156

Non-School Days, & Holiday Breaks - 7:00am to 5:30pm

Summer Camp Program - 7:00am to 5:30pm

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## **REGISTRATION:**

Any child that is enrolled in The Academy school grades K-6<sup>th</sup> is welcome to attend the After school and Summer Camp programs. Children outside the Academy community may attend the Summer Camp only.

1. A registration packet must be completed and returned prior to attending any programs.
  - A. After School Care requires a \$60 yearly non-refundable registration fee
  - B. Family Registration Discount: The first child is \$60 any additional siblings \$30 each.
  - C. Summer Camp includes a non-refundable activity fee that will be determined at the time of registration. This fee must be paid in full in order to reserve a space.
  - D. The deadline date to withdrawal from the after school program and not have to pay the penalty fee is July 31<sup>st</sup>. Withdrawing after July 31<sup>st</sup> to the 1<sup>st</sup> day of school, you will be charged the \$150 penalty fee.
  - E. Withdrawing from the after school program at any time prior to May, you will be charged the pro-rated August days of care remaining. The August weeks of care are spread out over the 9 month of tuition payments, September to May.
2. Space may be limited due to staff to student ratio or supervisors mandate.
  - A. Families currently enrolled are considered "In-house" families and receive a priority registration advantage held within a deadline date.
    1. In-house families that miss the deadline are subject to the "Lottery" registration.
  - B. Additional families needing care for aftercare or summer camp need to submit a "Lottery" registration form.
    1. The lottery is a random selection process run on a pre-determined date and acts as the "wait list" to fill any open spaces.
  - C. Drop-In Care requires a \$60 yearly non-refundable registration fee per child. The program supervisor or site leader must give prior approval for drop-in care. All drop-in fees must be made prior to the date of the drop-in care.
    1. Drop-In Care registration allows for 3 emergencies in after school care per year, in addition to non-school days of care when space is available.

## **TUITION:**

The after school registration is for the **full** school year. Parents are financially liable for their Monthly tuition based on your child's registered days of care.

We have a tuition cost for the August days of care and a separate tuition cost for the months September through May. Tuition is based on the total days we are **open** for care, and does not include non-school days or school Holidays. Non-school days are on a sign-up basis and have a separate cost for the day.

Prorating care is only applicable when a student registers in the middle of a month once school has begun.

### **1. When Is Tuition Due:**

We do not send tuition invoices so please refer to our website for your monthly cost.

[www.theacademyk12.org](http://www.theacademyk12.org) under After After School care or contact our office.

- A. Tuition is due on the 1<sup>st</sup> of the month, with a grace period to the 7<sup>th</sup>.
- B. After the 7<sup>th</sup> a \$15 late fee is applicable. Having the E-Funds online access to pay your tuition at any time, weekends count as an opportunity to pay your tuition. So if the 7<sup>th</sup> lands on a weekend, your balance can be paid on time.  
**AUGUST TUITION** -payments will be due on the first **full day** of school with a 7-day grace period which includes the weekend.
- C. Delinquency after the 10<sup>th</sup>, you will be assessed an additional \$35 late fee.
- D. Delinquency after the 12<sup>th</sup>, your child **may not** return to the after school program until tuition is paid in full.
- E. Accounts that are 30 days' delinquent will be sent to collections and your child will be removed from the program.
- F. We offer a Bi-Weekly payment plan. Payments are due on the 1<sup>st</sup> of the month and 3rd Friday of the Month. Late fees are applicable for each payment missed.

### **2. How To Pay Tuition:**

- A. **We accept cash, checks and money orders.** All checks are made out to "The Academy after school".
- B. **We accept Credit cards:** Visa, Master card, Discover and Debit. Payments over the phone can only be taken at the main campus after school office only at Ext 166.  
**Please Note:** While children are in attendance, staff may not be available to take a credit card payment from you.
- C. **You may pay by "E-Funds":** This is our preferred method of paying. You can set up an account through the school's webpage. Be sure you have your payment going to the After school program. Payments can come directly from you checking, savings or credit card for no extra fees.
- D. **We can accept "bill pay" checks directly from your bank.** Please make them out to: "The Academy". Checks must arrive to us on or before the 7<sup>th</sup> of the month to avoid late fees.
- E. **NSF checks** are sent to collections. Your account will need to be settled with them.

## **CHANGING AND SWAPPING DAYS:**

1. **Swapping of days** in after school care or summer camp is not an option.

- A. If extra days of care are needed, you may contact our office to inquire if a space is available. The hourly drop-in rate will apply.

2. **Schedule changes in the after school program:**

- A. A schedule change for after school care can only be done 2 times per school year. Options of adding days may be limited.

3. **Schedule changes in the summer camp program:**

- A. The deadline date to make any changes to your summer camp schedule will be announced at registration time.

## **WITHDRAWING FROM THE PROGRAM:**

When you register for the after school program you are registering for the duration of the school year. Early withdrawal from any of our programs will require the following:

1. **Early withdrawal as of the start of the school year:**  
We will require a written notice on the first day of the month prior to your departure date.  
**Example:** Should you wish to withdraw on April 15<sup>th</sup> you need to notify us by March 1<sup>st</sup> to avoid having to pay a withdrawal fee. You will be required to pay for your normal weekly cost of care to your withdrawal date.
2. In the event that we **do not** receive the written notice as stated above, there will be a onetime fee of \$150.00 per family in addition to your costs of care that month. **Example:** If you wish to withdraw on April 15<sup>th</sup> and you notify us on April 1<sup>st</sup>. The cost will be 2 weeks of your normal cost of care as well as the \$150 fee.
3. **Early Withdrawal from Summer Camp:**  
We will require a \$150.00 onetime fee if departure is 4 weeks prior to the camp start date. This fee is in addition to your non-refundable activity fee.
4. We will require full camp tuition if departure is 3 weeks prior to the start date of camp. This fee is in addition to your non-refundable activity fee.

## **Expulsion / Suspension / Denial of care:**

1. This Program reserves the right to withhold activities or field trips, withdraw, expel or suspend child care to any child or parent for reasons including but not limited to the following:
  - A. Behavior that is deemed unsafe for the staff and other children in the program.
  - B. Behavior that is deemed chronic or disruptive to the staff and children.
  - C. Parents who breach policy and procedures, or have delinquent accounts.
  - D. Children must remain at home if expelled or have an activity withheld from them. Tuition will not be reimbursed.
2. Should the after school program and summer camp, no longer provide care for children, all parents will be notified by email of this change or by phone if they do not have email.
3. Decisions made regarding the aforementioned will be determined by the program's supervisor

## **DAYS WE ARE OPEN AND CLOSED FOR CARE**

We will provide our families with a list of the days we are open and closed within 2 weeks of school starting. The calendar will also be posted on our web page at: [www.theacademyk12.org](http://www.theacademyk12.org).

## **CHILD ABSENCE REPORTING POLICY**

1. Per licensing regulations, parents must give advance notice whenever their child will be absent from the program.
  - A. Please call the site Leader or other staff at your child's campus
  - B. Failure to comply with this policy will be subject to a non-compliant waiver; after care staff will no longer be liable in making attempts to locate your child.
  - C. The Academy attendance office is unable to inform us of absences.

## **CHILD "SIGN - IN" PROCEDURE**

1. During the after school program, your child will be signed into the program by staff upon arrival. Parents or authorized persons are required to sign them out at pick-up.
2. During non-school days or summer camp, a parent or authorized persons must drop off and sign-in all children arriving to our center.
  - A. For liability and safety reasons, no child will be allowed to enter the building prior to the opening hours. A child may sign themselves into the program with parental written permission and the program supervisor or site leader's approval.

## **CHILD SIGN-OUT / PICK –UP PROCEDURES**

1. The Academy After School /Summer Camp Program requires that all children be signed out daily by authorized individuals.
2. **Parents will be provided an authorized “security pick-up list”.** This Pick-up list is specific to our program and allows only authorized people to pick your child up.
  - A. If you need to authorize a person for a one time pick up a parent must contact our program directly prior to the pick-up. **A Photo I.D will be required.**
  - B. Please be prepared! Parents and other authorized individuals may be asked to provide I. D. at anytime.
  - C. Without proper verification, your child **will not** be released from this program.
  - D. Children may sign themselves **out** of the program with written parental permission and the program supervisor or site leader’s approval.

## **LATE PICK-UP FEES / FAILURE TO PICK-UP**

Children picked up after closing, will be assessed a fee of \$1.00 per minute / per child.

1. Excessive late pick-ups of your child will not be tolerated. Parents may be asked to make other arrangements for picking up their child or to withdraw from the program if the issue cannot be resolved.
2. The parents, of any child remaining after hours will be called.
  - A. If we are unable to reach the parents, we will leave a message for them. If 10 minutes has lapsed since attempting to contact and we have not heard from either parent, the emergency contacts will be called.
  - B. Within 30 minutes of closing time, if we are unable to reach the contacts you have provided, the local Police will be contacted regarding the situation.
  - C. If the child has been left with the authorities, contact information will be provided via phone message as well as a posting on the program entrance.

## **IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES**

During the after school program and summer camp, staff directly supervising children in their group will keep an attendance sheet of their group.

1. At regular intervals, transitions and child departure, staff will update attendance.
  - A. This procedure applies to field trips as well.

## **LOST CHILD**

In the event that a child has gone missing from the program or group, every effort will be made to locate that child. If the child has not been located, the parents and local authorities will be immediately notified.

## **GUIDANCE / EXPECTATIONS / DISCIPLINE**

The Academy After School /Summer Program is designed to enrich, educate and mentor children by utilizing positive behavioral techniques.

1. **Guidance:** Staff will offer appropriate guidance, assisting children with their social and emotional issues.
  - B. Emphasis will be placed on building The Academy character traits; courage, integrity, responsibility, kindness, respect, self- control.
2. **Expectations:** Children are expected to follow staff direction and communicate questions or concerns relating to the program and its’ participants.

### **3. Discipline:**

- A. Staff may address behavior situations pertaining to the group and individuals on an as needed basis.
- B. Child are encouraged to solve problem themselves, if they need guidance staff will intervene.
- C. Children will be given the opportunity to express their feelings and opinions.
- D. When behavior has become serious or chronic, the parents will be notified.
- E. Redirection of behavior, behavior modification, positive reinforcement, and loss of privileges will also be used by staff.
- F. Restriction may be used when a behavior becomes chronic. A child will lose privileges within the program, decided at staff's discretion and the staff will have a discussion with the parent. If restriction occurs the child will be restricted from outside time and any special activities. While on restriction, they may only read, draw, construct puzzles or work on homework. They will be placed in a secluded area under direct supervision.

### **4. SUSPENSION / EXPULSION:**

We have expectations for our children to maintain their best behavior while in after school, summer camp or away on field trips.

- A. If unsatisfactory or chronic behavior persists during these times, a child may be suspended from a field trip or special activity.
- B. If suspension occurs for a field trip, the child must remain at home for the day, and tuition will not be reimbursed.
- C. Depending on the offense, termination from the program altogether could be considered. Every effort will be made to help the child change his/her behavior, but it is the child who is ultimately responsible for his/her conduct. Final determination of consequence will be at the discretion of the After School and Summer Camp program Supervisor.
- D. When a child's behavior presents a safety concern or is chronically inappropriate, The Academy after school program reserves the right to skip steps in the discipline process above and take immediate expulsion action to preserve the safety and well-being for all those concerned or involved.

## **CHILD LEAVING WITHOUT PERMISSION**

The parents and the local authorities will be notified immediately. A continuous effort will be made to locate the missing child and attempts made for their return. The program supervisor may consider to withdrawal a child from the program on a case by case basis.

### **SNACKS and MEALS**

- 1. All children will be served a snack consisting of two food groups each day after school. On full days of care a morning and afternoon snack will be offered.
  - A. Children may not bring snack food from home unless they have proper documentation from a health care provider. (We can provide the forms needed)
  - B. A nutritious lunch will be required daily during non-school days and our summer camp, unless you are notified differently.
  - C. A child's lunch must be nutritious and have a drink and any utensils they may need.
  - D. We are not able to provide refrigeration or microwaves to the children during non-school days and summer camp.
- 3. **FOOD ALLERGIES-** Parent's must alert our staff if their child has any food allergies.
  - A. Children with food allergies that have proper documentation from a health care provider must provide their own snacks daily. A monthly tuition discount will be given based on your child's registered days.
  - B. Parent's must keep an adequate supply of snacks for their child. If your child's snacks have depleted and we provide them with a snack, a \$1.00 charge per snack will be added to your account.

## **HOMWORK & ACTIVITIES**

The Academy After School and Summer Camp program will provide activities and events daily. All activities are age appropriate and designed to enrich a child's physical well-being as well as aide in developing their social and emotional skills.

1. **Activities include, but are not limited to:** art, crafts, child directed play, gross motor and group events.
2. If your child cannot participate in a scheduled activity, please notify the Program Supervisor or Site leader. Please know that your child may have to stay home if they cannot participate on a field trip.
3. **HOMWORK:** Children grades K-6<sup>th</sup> will have the opportunity to complete homework during after school care. Homework is run by the honor system and by a parent's own homework requests given to their child.
  - A. Grades 3-6<sup>th</sup> homework time is done after dismissal from snack or outside time.
  - B. Grades K-2<sup>nd</sup> homework is started after outside time.

## **DVD'S / THEATER MOVIE VIEWING**

Movies will be viewed on occasion during our daily programs. Movies will be rated either "G" or "PG". PG rated movies will be shown only with parental permission. Parents must notify the Site leader if you do not wish your child to view any movie being shown on campus, and other arrangements will be made.

## **PERSONAL BELONGINGS / CELL PHONES / ELECTRONICS**

The Academy After School and Summer Program adheres to all school policies in regards to belongings. **THE ACADEMY AFTER SCHOOL PROGRAM & SUMMER CAMP IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED BELONGINGS.**

Please clearly label your child's personal belongings. If your child is missing items, please look in the school lost and found.

1. **Cell phones** and electronics are not allowed without permission from the program site leaders. We will confiscate cell phones being used by a child until they go home.
2. Cell Phones and other electronics are not allowed to be used in the program for phone calls, texting, web searching, or social media. These items must be kept in a child's back pack. If you need to get reach your child contact the program's main line or cell phone.
  - A. Electronic gaming will be granted on non-school days and during summer camp. Usage will be minimal, timed and monitored for appropriate content.
  - B. All games and equipment must be approved appropriate by the program supervisor or site leader prior to usage.

## **VISITORS and VOLUNTEERS**

The Academy After School / Summer camp program welcomes visitors.

1. All visitors must comply with program policies and procedures for the safety of the children.
  - A. All visitors must sign in at the main school office or with our program directly.
  - B. Visitors must provide the following information: Picture I.D., first and last name. It is helpful if we have advance notice of visitors.
  - C. Visitors **must** be accompanied by a staff member at all times.



## **ACCIDENTS AND ILLNESS**

To help prevent accidents and injuries, safety rules will be reviewed with the children.

**1. In case of an injury, the following actions will be taken:**

- A. A trained staff member will assess the severity of the situation.
- B. First Aid will be applied if necessary.
- C. 911 Emergency help will be called if deemed necessary.
- D. Parents will be notified of the severity of the accident.
- E. Documentation will be completed and an accident/illness log will be maintained.

**2. If Children display any of the following but not limited to, we ask that your child not attend the After School or the summer camp program. If a child should become ill while attending the program parents will be notified to pick-up their child. The child will be separated from the other children and monitored.**

- A. Temperatures of 99+ degrees and/or showing other ill symptoms or behavior.
- B. If a child is sent home with a fever, they may not return to care unless they have been fever free for 24 hours without the use of preventative medications.
- C. Vomiting or Diarrhea. Child may not return to care unless they have been symptom free without the use of preventative medications.
- D. Uncontrollable or persistent cough.
- E. Appearance or complaint of acute illness or severe pain.
- F. Communicable diseases that have not been treated with antibiotics for at least 24 hours. Serious communicable diseases will be reported to the Colorado Department of Health.
- G. Head Lice. (Child may return after being treated).

## **MEDICATIONS**

The Academy After School/Summer Camp Program realizes that some children require medication necessitated by health conditions. Any medication whether prescribed or an over the counter product, must comply with Social Service regulations and meet the following conditions.

1. Medication must be in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, doctor's name as well as the dosage clearly marked.
2. All medication needing to be administered during program hours will be kept in a locked cabinet. The Program is unable to divide medications between school therefore adequate amounts of medication must be provided to us. Children will be prohibited from carrying medication, as the medication may be abused or endanger other children.
3. All appropriate medication forms must be completed by the authorized physician and parent and re-submitted as needed. All medication received from a parent must be logged in, and signed off by an authorized staff member. Staff must ensure an accurate amount of medication has been brought or returned to the parent.
4. Only medication certified staff will be allowed to handle and distribute medications. Our program nurse consultant will regulate and sign off on all medication needed. The certified staff will keep a detailed log of any medication that is administered.

## **SUNSCREEN - Does not require a physician prescription.**

During the school year, and before coming to any summer program, It is a parent's responsibility to apply sunscreen to their child before attending the program.

1. When our program has activities that require excessive exposure to the sun we will supply a general brand of sunscreen. Parents will be informed of the specific brand being used.
  - A. If you do not wish your child to use our brand of sunscreen, you must provide your child with one form of sunscreen and fill out the appropriate paperwork needed.

**Aerosol spray sunscreen is prohibited.**

## **EMERGENCY PROCEDURES : EVACUATION / FIRE / TORNADO / LOCK DOWN DRILLS / SHOOTER ON THE PREMISIS.**

The Academy after school program will periodically conduct practice drills and discuss emergency procedures with the children and staff members to ensure the safety of all those in the program. Children with disabilities will be assisted by a staff member anytime we have drills or need to evacuate.

### **1. Hazards – Floods/ Tornado/ Fire/ Lockdown/ Active Shooter.**

The program staff members will follow the emergency preparedness plan set in order to lock down in the event of an active shooter, shelter in place for tornados, evacuate for fires or any other hazards. Each campus has an emergency plan specific to their site.

- A. Emergency procedures are posted in the program office and are located in the staff emergency preparedness folder.

### **2. Emergency Evacuation / Re-Unification Procedure:**

In the event evacuation off school property is needed, staff will lead children to the designated evacuation site.

- A. Staff will take roll making sure all children are safe and secure and will begin contacting parents via email or phone for immediate pick-up from the evacuation site.

## **INCLEMENT WEATHER:**

1. On cold weather days please ensure that your child is prepared for outdoor activities. Children will not be participate in outdoor activities in temperatures below 32 degrees or active precipitation.
2. In excessively hot weather, children will remain indoors.
3. Scheduled outdoor activities may be subject to change due to the weather if it poses a danger to the safety and welfare of the children.

## **PROGRAM CLOSURES - DUE TO: Weather or Other Hazards.**

1. Extreme weather conditions which threaten the welfare or safety of children and staff may result in The Academy school closing. Any closure will include the after school and summer camp program.
  - A. **CLOSURES** - can be made at the discretion of either The Academy administration, after school program supervisor or site leader.
  1. **Tuition reimbursement due to closure**, will begin on the 6<sup>th</sup> **consecutive** day the program has been closed.
  2. **If snow or ice accumulates to un-safe levels during the day:**  
The Academy administration or program Supervisor may close the program. Parents will be notified of the closure via email or phone call.

## **CHILD ABUSE**

The Academy After School and Summer Camp Program follows all Colorado State Licensing guidelines regarding the reporting of child abuse or neglect. A copy of current procedures may be obtained from the Program Supervisor/Site Leader. Colorado Law mandates that childcare providers report all known or suspected cases of child abuse or neglect. For Child Abuse Reporting Contact: **Adams County Child Protective Service** (303) 412-5121

## **FIELD TRIPS AND TRANSPORTATION**

Children enrolled in the Academy After School and Summer Program must participate on field trips occurring on your child's scheduled day of care. If your child has any special needs in regards to transportation, please notify the program supervisor or site leader within 24hrs of the trip.

1. If your child is unable to actively participate for any reason in an activity while on a field trip, staff will be unable to make accommodations for their care. Parents will be asked to find alternative care for that day. Field trip cost may or may not be subject to reimbursement.
2. **YOU MUST ARRIVE 30 MINUTES PRIOR TO FIELD TRIP DEPARTURE TIME.**  
**If you arrive less than 30 min. prior, you may be asked to prepare your child and escort them to the bus or transport them to the venue.**
  - A. Important safety rules are reviewed prior to each field trip.
  - B. Staff must have time to assure that all children are properly prepared for the scheduled activity or trip.
  - C. All children are expected to use the bathroom facilities prior to exiting the building and have a water bottle with their name on it. There will be a \$2.00 charge to your account if we need to provide a water bottle to your child for field trips.
3. In the event of a late arrival and we have already departed please contact the program staff via cell phone if you are requesting to meet us at the designated venue.
4. Parents will be notified in advance of any field trip scheduled. Field trip permission **MUST** be signed by a parent for each child before they can participate in a field trip.
5. **Field Trip Fees:** All field trip fees may be added to your tuition payment.
  - A. The summer program registration activity fee covers all schedule trips and activities. You will be notified in advance via email and parent board if any additional activities and fees are scheduled.
6. All transportation arrangements to and from the school are the parents' responsibility.
  - A. Field trip transportation will be contracted by an independent, licensed provider.
  - B. The bus driver will review the rules and emergency procedures with the children prior to each departure from the campus.
  - C. Students will be expected to walk on field trips occurring within one mile of the school.

## **DRESS CODE**

During after school and the summer program children are not required to wear their uniform dress. Children are allowed to change out of their uniform into appropriate street clothes.

1. Over revealing garments, shorts that are too short, offensive writing or pictures on T-shirts will not be allowed.
2. **Safe Shoe Wear:** Gym shoes or any shoe that closes over heels snugly. Flip flops and clogs are types of shoes that will not be allowed in the program or on the playground.
3. The program supervisor and site leader reserves the right to ask a child to change clothes or cover themselves if clothing is deemed inappropriate attire.

## **PROGRAM LICENSES**

The Academy After School and Summer Program is a licensed facility under the Colorado Department of Health and Human Services. The license indicates that the program meets or exceeds the standard requirements of operation.

1. For additional information regarding licensing, or if you have questions regarding a child care facility, please contact: Colorado office Of Early Childhood /Dept. of Human Services.

1-800-799-5876

**The Academy License Numbers:** Main Campus 1535409 North Campus: 1608393