

School Age Enrichment Parent Handbook 2024-2025



JEFFCO PUBLIC SCHOOLS

Jeffco Public Schools, School Age Enrichment Programs

Jeffco Public Schools, School Age Enrichment (SAE) program provides quality before and after school services and full day summer programming in select elementary schools throughout the district. SAE programs are tuition based and licensed by the Colorado Department of Early Childhood (CDEC). Registration in the SAE programs is open to students ages five to twelve, and are currently enrolled in the elementary school.

The SAE program strives to provide a true enrichment experience. We plan intentionally for active and play based learning experiences to support the success of all students. Students may select from a variety of recreational and enrichment opportunities that will support their physical, cognitive, emotional and social development.

Given that these programs are located at elementary schools, transportation is not provided to or from the SAE program from off-site locations.

REGISTRATION AND ADMISSION

Registration Procedures and Policies

Students currently attending a Jeffco elementary school that provides SAE are eligible for registration. SAE programs do not accept students from other elementary schools during the school year. However, if space permits we can accept registrations for students from other Jeffco Elementary Schools during summer break. To register, parents/guardians must complete SchoolCare Works (SCW) online registration process. The link to register must be obtained from the SAE Site Director. The registration process must be completed annually in order for the student to attend the program. Parents/guardians are responsible for keeping their SCW account information current and informing the SAE Site Director of any changes made to the account. In order to be best prepared to care for your student, please share with the SAE Site Director any support services your student receives during the school day that would also help them to be successful in the before and after school program prior to registering. The SAE Nurse Consultant and school personnel may be consulted and copies of IEP's, Safety Plans, 504 Plans, BIP's, and Health Plans may be requested.

Incoming kindergarten students that will be 5 years of age by October 1st can register and attend the SAE program for the school year. Students that will turn 5 after October 1st may register after their birthday if space allows. Students are required to be at least 5 years of age to attend an SAE summer program.

Registration Fees

Registration fees are due at the time of registration and are non-refundable. Our programs are licensed through CDEC, and are required to maintain a 1:15 staff to student ratio at all times. If an SAE program is at capacity, families will have the option to be placed on a waitlist. This also applies to students transferring from one school to another. Families are required to notify the SAE Site Director in writing when a student withdraws from the SAE program.

- The annual registration fee for before and after school services is \$75.00 for the first student and \$50.00 for each additional student registered into the same program
- Students transferring from one SAE program to another in the same school year will not be charged an additional registration fee
- The summer registration fee is \$105.00 per student

SchoolCare Works Accounts

To register for care with SAE programs, parents/guardians will create a SCW account. The parent/guardian that completed the registration process is the owner of the SCW account. In the event that an additional parent/guardian requests access to the student's SCW account, the owner of the account must submit an access request in writing to the SAE Site Director. This change will be defined as a joint account. All users will have access to the student's enrollment, schedule and financial information.

Families who require a financial split on their account need to inform the SAE Site Director prior to registering in SCW. Split accounts will allow each parent/guardian to schedule and

pay for care separately in SCW. Each party will have separate financial records but will have joint access to the student's registration and schedule information. In the event that an account must be split after registration, the parent/guardian who completed the registration and created the account is the owner of the account. The owner of the account must give written permission for the account to be split and an additional user added. Due to the financial structure of the SCW system, SAE cannot split accounts based on percentages. We do not recommend saving payment information in SCW on split accounts. Once an account is split, it cannot be undone and all saved payment information will be removed from the SCW account.

All fees are subject to change.

FEES, PAYMENTS AND DISCOUNTS

Scheduling Monthly Care

SAE allows for flexible scheduling within the following guidelines. Families schedule care for the upcoming month via the SCW Parent Portal between the 20th and the 25th of the current month. Any care requested after the 25th of the month will require approval from the SAE Site Director, will be scheduled based on space availability, and billed at the drop-in rate. Drop-in rates are the program session rates plus an additional \$6.50. Sessions will have a maximum number of spaces available for care. When scheduling care in SCW, session options will be AM Care or PM Care. Families may select the AM Care box, the PM Care box or select both the AM Care box and the PM Care box. Session's boxes will only be available to select in the scheduling calendar if space remains available; once full, the session box will not be available to select.

Families may add additional care in the SCW Parent Portal for the upcoming month as space allows during the calendar open period. Requests to remove care for the upcoming month must be submitted in writing during the calendar open period to the SAE Site Director.

Refunds will not be given as a result of schedule changes. If applicable, the family's SCW account may reflect a credit that can be applied towards future care. If the schedule change results in an additional balance the family must log into the SCW Parent Portal and make a payment by the 10th of the upcoming month. Changes may not be made to the schedule after the calendar close date on the 25th.

It is the parent/guardian's responsibility to verify that care was submitted correctly when scheduling in the SCW Parent Portal. If there is an issue with the SCW account or submission of care, it is the parent/guardian's responsibility to contact the SAE Site Director.

Payment for scheduled days is due in full for all families at the time of checkout through the SCW Parent Portal. If a registration occurs after the monthly attendance calendar close date, scheduling will be based on space availability. The monthly attendance calendar is used to plan for attendance, billing, scheduling staff, and purchasing food and supplies.

Drop-In Care

Drop-in care may be offered based on space availability. All drop-ins must have prior approval from the SAE Site Director. Once the Director has approved a drop-in, the day cannot be

switched and the parent is responsible for the fee. **There are no refunds for unused scheduled drop-ins.** Drop-in fees will need to be paid once the approval is received from the SAE Site Director.

Any care that is scheduled after the calendar close date on the 25th will need approval from the SAE Site Director and will be billed at the drop-in rate.

Drop-in rates are the program session rate, plus an additional \$6.50.

Payments and Tuition

Families will pay for care online through the SCW Parent Portal. If online payments are not an option for your family please speak with the SAE Site Director prior to scheduling care for your student(s). Families who cannot pay for care online can continue to make tuition payments to the SAE program in person via check or money order. In addition, SAE will have a device available on-site for parents/guardians to log into their SCW account in order to make credit card payments. SAE does not have credit card machines to process payments. SAE cannot accept cash. Any unpaid tuition remaining after the 10th of the month will be considered delinquent, and child care services will be discontinued. Readmission into the program requires a zero balance, space availability, and payment of an additional registration fee.

Tuition Policy

Tuition is determined by the number of days/sessions families reserve for their student on the online monthly attendance calendar. Families pay for the time reserved, not for time used. **Credits/refunds are not available for illness, absences, field trips, snow days/district wide remote learning due to inclement weather, or any other district or emergency closure days.** Fees are non-refundable and not available for credit to another day. Reserved days may not be switched or exchanged for a different day after the calendar open period.

Discounts

SAE offers several tuition discounts. In order to receive these discounts families must provide verification to the SAE Site Director. Families are not permitted to use unlimited discounts. Discounts are not retroactive and will be applied to tuition once verification has been received. Discounts do not apply to registration or other fees.

Multi-Student Discount

Families with more than one student enrolled at the same SAE program will receive a 10% discount for each additional student. This discount applies to tuition only and will be applied to the oldest student(s) registered in the SAE program. In order to receive this discount, students must be on the same SCW account and reside at the same residence. Families are permitted to use the multi-student discount with one additional discount if one applies.

Military and First Responder Discount

SAE offers a 20% discount to parents/guardians that are members of the military or are first responders. First responders include paramedics, EMTs, law enforcement officers, firefighters, rescuers, and other trained members of organizations connected with this type of work. A community first responder is a person dispatched to attend medical emergencies

until an ambulance arrives. To receive this discount you must provide verification of your military service or employment to the SAE Site Director.

Jeffco Public Schools Employee Discount

SAE offers a 20% discount to Jeffco Public Schools district employees. To receive this discount, you must provide verification of employment to your SAE Site Director.

Free and Reduced Discount

SAE programs provide a 20% discount for families who receive free or reduced lunch through the district. Families who qualify must provide the SAE Site Director with a current copy of their approval from Jeffco Public Schools Department of Food and Nutrition. This discount will be applied to tuition once documentation has been received. SAE does not apply the discount to any invoices prior to receiving the approval. In addition, families will need to renew and submit their approval each year. To find out if you qualify, contact the Jeffco Public Schools Department of Food and Nutrition at 303-982-6748 or <https://www.schoolcafe.com/>

Colorado Child Care Assistance Program (CCAP)

CCAP offers financial assistance to families in need. To apply, families need to contact the CCAP office in the county where they reside. Families receiving assistance from CCAP must notify the SAE Site Director. CCAP assistance is not applicable until the SAE Site Director has received written documentation and authorization from their CCAP caseworker. If a family elects to have their student attend the program prior to receiving CCAP authorization, the family may be billed a registration fee, will be billed at SAE rates and will be responsible for following SAE tuition and payment policies. In addition, any care used that is not approved in the Attendance Tracking System (ATS) by the parent/guardian within 9 calendar days, will be billed at their authorized rate, discounts will not apply and payment is the responsibility of the family. If a parent fee applies, payment is due by the 10th of each month. Families are required to follow the CCAP process to check their student in and out daily or they will be responsible for all child care costs. Families using CCAP are required to abide by all SAE tuition, payment, and scheduling policies and procedures. CCAP families are required to sign off on SAE's *CCAP Policies and Procedures* annually. Failure to follow policies and procedures may result in termination of care.

Additional Fees

Any care requested after the 25th of the month will require approval from the SAE Site Director, will be scheduled based on space availability, and will be billed at the drop-in rate. Drop-in rates are the program session rates plus an additional \$6.50 drop in fee.

Failure to report three or more absences will result in a \$6.00 Unexcused Absence Fee per student. Repeated incidents may result in termination of care.

The late pick up fee is \$2.00 per minute, per student after 6:00pm. An invoice reflecting the late pick up fee will be generated in SCW and emailed to the parent/guardian. After a third occurrence, this fee will be doubled. Continued abuse of late pick-ups may result in termination of care. We understand that emergencies do arise, and it may be impossible to get to the program on time; please notify the program if this occurs. If

parents/guardians/emergency contacts cannot be reached and a student is still at the program at 6:30pm, **local law enforcement will be contacted to assist in locating a parent/guardian.** Any additional fees that are accrued will remain on the account regardless of a new registration (ex: summer/school year) or SAE program. All fees are subject to change.

Returned Payments

In the event of a returned payment the family will be notified by the SAE Site Director and the returned payment will be entered in their SCW account. Full payment via credit card through the SCW Parent Portal or money order submitted to the SAE program is required within five days after notification from the SAE Site Director. If full payment is not received by the fifth day, child care services will be discontinued. After two returned checks Automated Clearing House (ACH) payments will not be accepted. Families will be required to make all future tuition payments by credit card through the SCW Parent Portal or money order submitted to the SAE Site Director.

Tax ID

The Tax ID number to submit for child care tax credit is 84-6002817. Parents have the ability to access their account information at any time via the SCW Parent Portal.

All fees are subject to change.

HOURS OF OPERATION

Before and After School Program

The hours of operation and fees vary at each school due to various start and dismissal times. Program opens at 6:30am and close at 6:00pm each day. Hours are subject to change.

Full Days

The SAE program is open at select schools for early release, non-contact days, and a portion of school breaks. Full days must be scheduled during the calendar open period. Drop-in care may be available based on space availability. Hours of operation for non-contact days and school breaks are from 6:30am to 6:00pm but are subject to change. Hours of operation for school specific non-contact or modified contact days are 7:30am to 4:30pm but are subject to change. If a new registration occurs after the monthly attendance calendar close date, scheduling care will be based on space availability.

Closure Dates

The SAE program publishes a list of dates that the program is closed on the individual school website under the Before and After School Care (SAE) tab. This advance notice of closure dates is given to families so that alternative arrangements for care can be made. All program closure dates are subject to change.

Weather Delays and Program Closures

If Jeffco Public Schools determines that a delayed start or closure is necessary to ensure the safety of students, families and staff, SAE families will receive communication through School Messenger, SCW, social and/or local media. SAE programs do not operate on any

Jeffco Public Schools closure days. This includes but is not limited to snow days/district wide remote learning due to inclement weather, fires, flooding, other extreme weather or district emergencies. **Refunds/credits are not available for these days.**

In the event of inclement morning weather, Jeffco Public Schools may call a 2-hour delay. Should a 2-hour delay be called, all SAE programs will also be on a 2-hour delay. The start of school will be delayed by 2-hours from its normal time and SAE will provide care up until that time.

In the event of inclement afternoon weather, Jeffco Public Schools may call an early closure. If this occurs, SAE will follow Jeffco Public School direction and may ask that students be picked up from SAE programs prior to 6pm.

All program hours and program closures are subject to change.

ATTENDANCE

Reporting Absences

The primary concern of the program is the safety of the students. If students attending the SAE program will be absent for any reason, SAE staff **must be notified by the parent/guardian**. If the program is not notified, missing student procedures will be followed and may result in calling local law enforcement to assist in locating the student. Failure to report three or more absences will result in a \$6.00 Unexcused Absence Fee per student. Repeated incidents may result in termination of care.

Late and Missing Students

Students are expected to arrive at the after school program immediately after school dismissal. Once attendance is complete if a student is not present, staff will check with teachers and office staff in order to locate the student. If the student still has not been accounted for, parents/guardians and emergency contacts will be called. If all attempts to locate the student are unsuccessful, law enforcement will be called to assist with the search.

If a student is confirmed absent by school personnel, SAE staff will follow all missing student procedures with the exception of calling law enforcement. However, this will still be considered failure to report an absence and the Unexcused Absence Fee may apply.

Tracking System

Each site has a tracking system to account for all students during program hours. The tracking system allows for each staff member to identify the exact number and which students are in the program at all times. If a student becomes separated from the group after checking into the program, staff will follow missing student procedures. Staff will ensure the safety of the group and proceed to search for the student while notifying teachers and other school personnel. If a student is identified as missing, parents/guardians and law enforcement will be notified.

Attendance on Field Trips

SAE Site Directors take formal attendance multiple times while on field trips. Staff take multiple head counts of their individual groups throughout the day. If a student becomes separated from the group while on a field trip, staff will follow missing student procedures. Staff will secure the safety of the group and then search for the student while seeking assistance from personnel at the field trip site. If a student is determined as missing, parents/guardians and law enforcement will be notified.

After School Activities

Any students registered in an organized, supervised, and on-site after school activity (ex. scouts, science club, foreign language) must have prior parent/guardian consent. Consent is given at time of registration in the *Program Questions* section of the online registration. This will allow the student to participate in these activities by checking themselves in and out of the SAE program. Students must report to the SAE program first to be accounted for and to check out before attending the activity. They must check themselves back into the SAE program once the activity is over. If parents/guardians pick up directly from the activity, they are still required to sign their student out of the SAE program. Parents/guardians must also provide an activity schedule to the SAE Site Director.

If the after school activity will be off-site at any time, the student will need to be signed out of the program by an authorized adult and signed back into the program upon return.

Closing Procedures

Each evening, program staff follow site-specific closing procedures to ensure that all students have left the building. Closing procedures include checking the tracking system, sign in and out forms, facility, and restrooms.

SIGNING STUDENTS IN AND OUT OF THE SAE PROGRAM

Students must be signed in and out of the program by a parent/guardian upon arrival and departure from the school site. Only authorized adults may pick up and sign for the student. Authorized adults are those who are 18 years or older and have been designated by the parent/guardian and are on file with SAE staff. In addition to written authorization, for safety purposes we require that parents/guardians inform the SAE program of additional persons picking up their student. Ridesharing companies do not meet requirements to sign students in or out of the SAE program. Students may be authorized by the parent/guardian to sign themselves in or out of the program in the presence of persons 16 years or 17 years of age with a completed *Release Authorization* on file. A staff member will ask to see a photo ID of any unfamiliar person entering the program site. Parents/guardians are also required to escort their student into and out of the building safely.

HEALTH AND SAFETY

Illness at Program

SAE programs do not provide services for a student who is ill. If a student becomes ill while at SAE, they will be isolated from the group and given a quiet place to rest. SAE staff will contact the student's parent/guardian or emergency contacts to arrange for immediate pick

up. If contacts are unavailable and the student's condition worsens, SAE may be required to call 911. Students that arrive at SAE ill will not be accepted into the program.

Students who show signs of a communicable illness (lice, ringworm, strep throat, chicken pox, etc.) must be separated from the other students. Parents/guardians or emergency contacts will be notified to pick up the student immediately. Students may return to the program when they are no longer contagious and are symptom free. Students are not permitted to attend the before or after school program if they were absent from school due to illness. A doctor's note may be requested verifying treatment of the contagious illness. SAE may be required to report cases of communicable illness to the Colorado Department of Public Health and Environment.

Medication

The SAE program contracts with Children's Hospital for medication training, delegation and nursing consultation. Designated SAE staff will be trained and delegated to administer medications.

Parents/guardians are required to provide medications, copies of health care plans and any information regarding health/medical needs their student has prior to attending. The SAE program is not able to share medications with the school. The program cannot administer any medication without required medication forms, physician authorization and the approval from the SAE Nurse Consultant. If a health care plan or medication is not available upon registration, the SAE Nurse Consultant will be contacted to determine when the student may start in the SAE program. The medication must be in the original container, with the pharmacy label showing the student's name and instructions for administering on the outside. SAE staff cannot dispense any non-prescription medication such as aspirin, over the counter cough/cold medication, cough drops, ointments, homeopathic and other medicine without medication forms, physician authorization, and the approval from the SAE Nurse Consultant. All medications will be kept in a secure location, out of reach of students. Parents/guardians that decline to provide medications will be required to sign the *SAE Refusal to Provide Medication Form* and SAE staff may call 911 if a medical emergency arises.

Students with Medical Needs/Support Services

Jeffco Public Schools is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. In order to be best prepared to care for your student, please share with the SAE Site Director any support services your student receives during the school day that would also help them to be successful in the before and after school program. The SAE Nurse Consultant and school personnel may be consulted and copies of IEP's, Safety Plans, 504 Plans, BIP's, and Health Plans may be requested.

Custody

In order to best support families, SAE staff will remain neutral in all family circumstances. Our priority is the safety and wellbeing of all students registered in the SAE program. SAE requires copies of original legal documents that state any custody agreements, parenting plans, and schedule arrangements. SAE staff must be made aware of changes that occur. If SAE staff

are not informed of changes we will continue to follow the current custody agreements, parenting plans and schedule arrangements on file.

If a parent/guardian requests copies of documents or information pertaining to their student from the SAE program, this request must be put in writing and given to the SAE Site Director. Parents/guardians will be informed of the request prior to processing and will be given copies of the requested information. SAE requires 7-14 business days to process requests and the requesting parent/guardian will be charged \$2.00 per page for reproducing documents.

Accidents and Medical Emergencies

All staff are CPR and First Aid certified. If an accident occurs, SAE staff will administer first aid, notify parents/guardians, and document the accident to CDEC.

Sites must report to CDEC within 24 hours of any mandatory injury or reportable illness occurring that resulted in medical treatment by a physician or other health care professional, hospitalization, or death that occurred while under SAE staff supervision. In addition, SAE Site Directors will fill out the *Jefferson County Student/Volunteer/Public Accident Report* and notify the SAE Central Office.

At the time of registration with the SAE program, parents/guardians are required to provide a minimum of one local emergency contact other than the parent/guardian listed for the student. If a medical emergency arises while a student is attending the program, SAE personnel will attempt to reach contacts listed. If these contacts cannot be reached, the site personnel will use discretion in securing medical aid. It is understood that neither the school, SAE, nor the person responsible for obtaining this medical aid will be responsible for expenses incurred. When possible, a staff member will ride in the ambulance with the student if a parent/guardian is unavailable. SAE staff are never allowed to transport students in their own vehicles.

Immunizations

Each student that attends SAE must have an immunization record or a signed exemption in order to attend. Students who are non-immunized are accepted into our programs and parents/guardians must submit a copy of the exemption form from the Colorado Department of Public Health and Environment to remain in the program. If a student has an incomplete immunization record the parent/guardian has 14 days to get the required vaccines for their student, or have an appointment to get the required vaccines.

Hazardous and Toxic Materials

All hazardous and toxic materials on-site are kept out of reach of students.

Student Information

In order to be best prepared to serve the students in SAE programs, SAE staff collaborate with school personnel regarding students in the program. This may include, but is not limited to information regarding parent/guardian contacts, emergency contacts, custody, behaviors, support services and health needs. Parents/guardians are responsible for informing the SAE Site Director if there are any changes to their contact information.

Alternate Site Contact

SAE Site Directors are available on their site phone during program hours. If there is an emergency and the SAE Site Director cannot be reached at the program, each site publishes an emergency contact number on their voicemail. The SAE Site Director will return the call as soon as they are able.

Sunscreen

SAE programs use Rocky Mountain Sunscreen. Parents/guardians must provide permission for students to use sunscreen at the time of registration. Please let staff know about any allergies your student may have. All students are required to use this sunscreen unless other arrangements are made with the SAE Site Director. Students may apply sunscreen to themselves under the direct supervision of a staff member.

Inclement Weather

We play inside and outside daily. Please be aware of daily weather conditions and dress your student accordingly. On winter days, students will need appropriate outerwear for outdoor play. During times of hot weather, students are encouraged to bring a water bottle from home. Field trips are subject to change based on weather.

EMERGENCY PROCEDURES

Emergency procedures are planned in accordance with the Jeffco Public Schools Standard Response Protocols. Drills are practiced regularly in order to be prepared in case of an emergency. Individual plans can be found at each site.

In the event of an emergency requiring an evacuation, SAE will follow the guidance of Jeffco Public Schools Emergency Personnel. Each site will have a designated off-site reunification location, which will be used if available. If the designated off-site reunification location is not available, an alternative evacuation site will be determined by Jeffco Public Schools Emergency Personnel.

PROGRAM ACTIVITY SCHEDULE

Each SAE program has a daily schedule posted that is designed to offer choice and engagement. Components of the daily schedule including community time, snack, physical activity, homework and centers. Centers consist of art, reading, writing, dramatic play, science, math/problem solving and construction. We plan intentionally for active play based learning experiences to support the success of all students.

Movie Viewing

Television and movie viewing is limited and requires parent/guardian permission at the time of registration. All videos viewed in the programs are rated G or PG.

NUTRITION

Snack and Lunch

Students are served a snack each afternoon. Each snack includes a fruit or vegetable, a grain/starch, and water. On full days, a morning and an afternoon snack will be served; however, there is no Jeffco food service, so students will need to bring a lunch and drink.

Food Allergies

Staff must be informed of any food allergies or any changes to food allergies. If students are allergic to the food provided for snack, the staff will attempt to provide an alternate snack. If food allergies become a concern, parents/guardians may be asked to provide snacks for their student. For this reason students are not allowed to share food.

GUIDANCE

Behavior Guidance

SAE strives to cultivate positive student, staff and family relationships by creating a socially and emotionally respectful care environment. SAE's approach to guidance is to implement strategies supporting positive behavior, pro-social peer interactions, and overall social and emotional competence in our students. SAE strives to provide individualized social and emotional intervention supports. This includes methods for understanding student behavior and developing, adopting and implementing a team based positive behavior support plan. SAE collaborates with district and school personnel, mental health consultants and other specialists as much as possible to best support the needs of students in our care during out of school hours. Physical or punitive methods of discipline are prohibited.

Warnings, Suspensions, and Dismissals

Students registered in the program must be safe, respectful, follow adult direction, and abide by all program and school rules. A formal meeting will be scheduled with the family if a student is involved in habitual behavior that is noncompliant, damaging to persons or property, leaves the area of supervision, uses disrespectful or abusive language, or displays continuing disruptive behavior. If behavior continues, a written *Behavior Plan* will be put in place to help the student be successful. A formal meeting will be conducted with the parent/guardian, student and SAE staff to review the *Behavior Plan*. If the *Behavior Plan* is not followed, parents/guardians will be notified and the student will be suspended. Noncompliance of the *Behavior Plan* will result in the student being dismissed from the program. *Behavior Plans* follow the student while registered in SAE.

We reserve the right to incur an immediate parent/guardian pick up, suspension or dismissal from the SAE program without the written warning if the safety of self or others is threatened or deliberate abuse of property occurs. If there is an out of school suspension, that suspension will also apply in the SAE program. **We will not give refunds or credits for students on suspension.**

CHILD ABUSE

In accordance with Jeffco Public Schools and CDEC Rules and Regulations regarding student abuse, all SAE staff are mandated reporters of suspected child abuse or neglect. Reports are

made to Jefferson County Social Services or law enforcement in the community in which the program is located. To report abuse or neglect, call Jefferson County Social Services at 1-844-264-5437.

GENERAL

Visitors

All visitors must provide photo identification and sign in and out on the *Visitor Log* with name, date, time, and purpose for the visit. Visitors to the site must be in compliance with all Jeffco Public Schools safety regulations and remain under the supervision of SAE staff at all times.

Volunteer Policy

Due to licensing regulations and requirements, SAE will not accept volunteers.

Personal Belongings and Money

The SAE program is not responsible for personal items students bring from home. Students are encouraged to leave toys, games, or other belongings at home. Occasionally, on designated days, students may be allowed to bring items from home. In this case, items must be labeled with the student's name and students will be responsible for their own belongings.

Money should only be brought to the SAE program for designated field trips and will be limited to a reasonable amount. It is expected that students will be responsible for their own money.

Electronic Devices

Students may use a district assigned electronic device or personal electronic device at SAE during designated times for educational/homework purposes only, no games or personal email. These devices include: Chrome Books, Kindles, iPads/Tablets, smart watches, Nooks and laptops. Students are not permitted to check out district electronic devices to use in the SAE program without prior permission from school staff. If your student carries a cell phone, it must be secured in their backpack during program hours. If an emergency occurs, students may use site phones.

The following rules must be followed when using personal electronic devices:

- Items must be clearly labeled with the student's name
- Students are expected to abide by all district internet policies as stated in the Jeffco Public Schools, *Technology Usage Agreement*
- Students cannot access photos, camera, video, calling, text, email or music functions on their personal devices while at SAE
- If the device is not being used for educational/homework purposes it must be secured in their backpack during program hours
- SAE reserves the right to revoke this privilege if the device is disruptive or not being used appropriately

SAE programs do not allow hand held video games or iPods. SAE is not responsible for student's personal electronic devices.

Non-Smoking

All Jeffco Public Schools and SAE programs are tobacco and drug free environments.

RESPONSIBILITIES OF STUDENTS, PARENTS/GUARDIANS AND STAFF

Students

- Respect and follow all SAE and school rules
- Follow all adult directions
- Be respectful towards others
- Remain with a staff member at all times
- Be safe with self and toward others
- Follow the Jeffco Public Schools Conduct Code

Parent/Guardian

- Observe and follow the SAE policies and procedures as stated in the *SAE Parent Handbook* and any addendums issued
- Be aware that policies are subject to change
- Be respectful and work in partnership with SAE staff
- Disrespectful and abusive behavior is not acceptable and may result in discontinued care
- Parents/guardians are responsible for reading all emails and staying current on program information
- Ensure that all contact information is correct, updated as needed, and any changes are communicated to the SAE Site Director

Staff

- Provide a safe, structured, and engaging environment
- Provide a variety of activities that meet the components of the SAE daily schedule
- Respect and value students' ideas and feelings
- Manage behavior in a way that is fair, equitable, respectful, and age appropriate
- Inform parents/guardians and students of program policies and activities
- Maintain appropriate professional boundaries with SAE staff and families in the program
- **SAE policy does not allow SAE staff to babysit, transport or interact on social media with students or families registered in any SAE program**

Staff Training

CDEC Licensing and SAE require all staff to complete 15 clock hours of training each year. In addition, all staff are required to be certified in First Aid, CPR and Standard Precautions. Only the staff who have received Medication Administration training are permitted to administer medication.

Staff Background Checks

In compliance with the CDEC Rules and Regulations, all staff will be screened through the Child Abuse and Neglect Database (TRAILS) for any record of child abuse and neglect. A complete set of fingerprints for all staff will be submitted to the Federal and Colorado Bureau

of Investigation to obtain any record of conviction and will be repeated every five years. Additional out of state background checks will be completed as needed.

SUMMER PROGRAM

Summer is a time for recreational activities, field trips, play with friends, working on projects and more. We plan intentionally for active play based learning experiences to support the development and success of all students including a combination of on-site activities and field trips. We hope every student will be challenged by the fun, creative learning experiences.

Program Locations

SAE summer programs are open at selected schools and registration is limited. Summer hours of operation are from 6:30am to 6:00pm and are subject to change.

Summer Registration

To register your student, please contact your SAE Site Director to determine which sites will be providing summer care as well as specific registration process information. Registration for summer programs is open to current Jeffco Public Schools elementary students. All students must be at least 5 years of age to attend an SAE summer program. A registration fee will reserve a space for your student(s), space is limited. This registration fee cannot be prorated, transferred, or refunded. Families may only register at one SAE summer program location.

Daily Fees

- Drop-Ins include an additional \$6.50 drop-in fee per day
- Fees are subject to change and are published prior to the time of registration

Attendance on Field Trips

SAE Site Directors take formal attendance multiple times while on field trips. Staff take multiple head counts of their individual groups throughout the day. If a student becomes separated from the group while on a field trip, staff will follow missing student procedures. Staff will ensure the safety of the rest of the group and then search for the student while seeking assistance from personnel at the field trip site. If a student is determined to be missing, parents/guardians and law enforcement will be notified.

Field Trip and Transportation Information

Jeffco Public School buses will provide transportation on all field trips unless we are walking. On field trip days, sites will use the *Sign In/Out* to get written permission from the parent/guardian for the student to attend. This form includes the date, field trip destination, address and phone number, mode of transportation, departure time, return time, and possible alternate excursions.

We do not have the capability to provide additional care at the site during field trips. If a student is unable to participate in a field trip, there will not be any alternative on-site options for care.

Students need to be at the school at least thirty minutes prior to the departure time stated on the itinerary. Please refer to the site itinerary for specific field trip information. If circumstances arise that a parent/guardian will be late dropping off or needs to pick up their student early on a field trip day, the parent/guardian must contact the SAE Site Director for approval to drop off or pick up the student at the field trip. If approval is given, the parent/guardian is responsible for transporting the student to or from the field trip location. The parent/guardian will arrange with SAE staff to meet and sign the student in or out of the program. Not all field trip locations allow for late drop off or early pick up of students.

Parents/guardians may also participate in field trips if circumstances allow. However, they will be responsible for their own entrance fees and must make prior arrangements with the SAE Site Director. Parents/guardians will need to be under the direct supervision of SAE staff at all times and will not be left alone with any students.

School Bus Rules

All safety rules are in accordance with *Jeffco School Bus Rules*. It is a privilege for students to ride a Jeffco Public Schools bus, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a school bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

[Student Conduct on School Buses](#) (per Jeffco Public Schools district policy), must be followed at all times.

Behavior on Field Trips

In the interest of ensuring the safety of all students and staff while on field trips, any student who engages in un-safe, noncompliant, or disrespectful behavior may lose field trip privileges and alternate care will not be provided. Depending on the severity of the behavior, parents/guardians may also be contacted to pick up their student immediately during the field trip. Continued behavior concerns may result in a formal behavior plan.

Special Activities

At times SAE offers special activities that are provided by external vendors. Parents/guardians will be notified in advance about these activities. On special activity days, sites will use the *Sign In/Out* to get written permission from the parent/guardian for the student to participate in the planned activity. At no time will students be left alone with external vendors. Students will always be under the direct care and supervision of SAE staff while participating in these activities.

Swimming

On swimming field trip days students will need to bring a swimsuit and a towel. At the time of registration parents/guardians will have the option to give permission for their student to be swim tested by pool personnel. Before students are permitted to swim in deep water, swimming skills must be tested by pool personnel at each swim location. Students who have met the swimming requirements set by the aquatic facility for deep water will be recorded on an SAE tracking form. If a facility conducted swim test is not available, SAE staff will refer to

registration paperwork to determine if the parent/guardian indicated that the student can or cannot swim in water greater than their height.

All SAE students will be required to wear a wristband while at the pool to identify that they are with the SAE program. This process ensures the safety of all students and that they are swimming in areas that are appropriate for their skill level. Students who have passed the deep-water swimming test will wear a GREEN wristband, unless otherwise directed by the facility while at the pool. All other students will wear a RED wristband to indicate that they cannot swim in water greater than their height.

T-Shirts

Each student will receive two t-shirts at the beginning of the summer. Shirts must be worn on field trips unless otherwise specified to ensure the safety of your student(s).

Sunscreen

SAE programs use Rocky Mountain Sunscreen. All students are required to use this sunscreen unless other arrangements are made with the SAE Site Director. Students may apply sunscreen to themselves under the direct supervision of a staff member. Parents/guardians must provide permission for students to use sunscreen at the time of registration. Please let staff know about any allergies your student may have.

Snack and Lunch

A snack will be served each day in the morning and the afternoon. Each snack includes one fruit or vegetable, one grain/starch, and water. Parents/guardians will be responsible for sending a healthy lunch everyday unless otherwise specified. Please clearly mark your student's lunch with their first and last name on it. Students will not have access to a refrigerator or microwave.

Food Allergies

Staff must be informed of any food allergies or any changes to food allergies. If students are allergic to the food provided for snack, staff will attempt to provide an alternative snack. If the food allergies become a concern, the parents/guardians may be asked to provide snack for their student. For this reason, students are not allowed to share food.

Bikes and Scooters

Students may be allowed to bring a bike or scooter on designated days. Other wheeled recreation items are not permitted (Heely's, roller blades, skateboards, etc.). Parents/guardians will use the *Sign In/Out* to give written permission for the student to participate. Students must bring a helmet and are responsible for all equipment that they bring to SAE. Students are not allowed to share equipment with other students. SAE does not allow motorized equipment of any kind (scooters, bikes, mopeds, hoverboards etc.).

Personal Belongings and Money

The SAE program is not responsible for personal items students bring from home. Students are encouraged to leave toys, games, or other belongings at home. Occasionally, on designated days, students may be allowed to bring items from home. In this case, items must be labeled with the student's name and students are responsible for their own belongings.

Money should only be brought to the SAE program for field trips that are designated by site staff and will be limited to a reasonable amount. The expectation is that students will be responsible for their own money.

Please note: SAE policies are effective July 1st 2024 and are subject to change at any time

Complaints

Please address complaints to:

The Colorado Department of Early Childhood
710 Ash Street
Denver, CO 80246
Phone: 1-750-799-5876 or 303-866-5958
CDEC_oec_communications@state.co.us

To report abuse or neglect, call Jefferson County Department of Social Services at 1-844-264-5437.

We Reserve the Right

We reserve the right to discontinue service at any program that is not financially sound or where the relationship with the school is irreconcilable.

Consistent disregard to SAE policies will result in removal of a family from the SAE program.

Non-Discriminatory Policy

In accordance with the Americans with Disabilities Act, Jeffco Public Schools does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin or age in its programs and activities.

Inquiries regarding the nondiscrimination policies may be directed to:

Director of Employee Relations
1829 Denver West Dr., Bldg. #27
PO Box 4001
Golden, CO 75401
(303) 982-6544