

Leopard Care

at Lincoln Academy



Parent Handbook

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Leopard Care

WELCOME

Welcome to Leopard Care! This handbook contains specific information and requirements set forth by Lincoln Academy's before- and after-school care, Leopard Care, and the Colorado Department of Human Services. After reading it, please sign the handbook verification included in the enrollment packet stating that you have read and understood this information. This will be kept in your student's file and must be submitted with all other enrollment paperwork and the registration fee. If you have any questions regarding this handbook, please contact the Director. Thank you and we look forward to working with your child!

MISSION

Leopard Care's mission is to provide Lincoln Academy students before- and after-school care in a safe, orderly, caring environment that encourages the highest social and academic potential of each student.

LEOPARD CARE HOURS

Leopard Care follows the Lincoln Academy School calendar. Before-school care is provided from 6:30 to 8:00 a.m.; students are then released to their classrooms. After-school care is provided from 3:00 to 6:00 p.m. On non-school days, all-day care will be provided as long as at least 20 students are enrolled. See detailed care calendar for specific dates each month as provided by the Leopard Care Director. Care for half-days will be provided from noon to 6:00 p.m.

Enrollment Process

A signed enrollment agreement, deposit, and completed student information online form must be submitted at the time of enrollment. These will be updated annually. It is the parents' responsibility to update any contact names and phone number changes within the online paperwork in ELV (Early Learning Ventures).

Families will be contacted in July to complete the online enrollment paperwork. **Families unable to commit to their indicated days of care may forfeit their place in Leopard Care.** Families who fail to submit required paperwork and/or deposit by July 31st will forfeit their place in Leopard Care. Medication forms and healthcare plans must be submitted prior to attending.

Lottery Policies and Procedures

All families interested in enrollment for Leopard Care should complete the [Leopard Care Lottery Form](#), also located on the Leopard Care webpage, by 11:59 p.m. on the designated lottery date. Late lottery forms will not be accepted into the lottery, but will be automatically placed on a waitlist in the order in which they are received.

The families that are awarded spots in Leopard Care via the lottery system will be emailed by the Leopard Care Director by the end of February to secure their enrollment. A signed enrollment agreement, deposit, and online paperwork will secure a student's placement in Leopard Care and must be returned within 3 days of the initial offer.

All other families will be emailed in March and placed on a waitlist in accordance with their number from the lottery results. As space becomes available, waitlisted families will be contacted by the Leopard Care Director in numerical order.

Policies and Fees

Leopard Care is a licensed before- and after-school program which offers care for Lincoln Academy students, ages 5-12 years, 0 mo. old. Currently enrolled students at Lincoln Academy are acceptable for enrollment. Leopard Care is licensed by the Colorado Department of Human Services at a maximum capacity of 50 students. Due to the limited capacity, Leopard Care conducts a lottery to determine eligibility. Leopard Care does not accept students from other schools.

Leopard Care provides care Monday through Friday on scheduled school days with the following hours*:

- Before School: 6:30-8:00 a.m.
- After School: 3:00-6:00 p.m.
- Half Day: 12:00-6:00 p.m.
- Non-School Days: 7:30 a.m.-5:30 p.m. (minimum of 20 students must be registered in advance in order to provide care)

**All coverage times are subject to change based on Lincoln Academy's school hours.*

REGISTRATION FEE

The registration fee is due within 3 days of receiving the initial offer in the Leopard Care Program. The registration fee is nonrefundable and is a one-time fee per school year. Registration fee: \$100 per family.

| TUITION FOR 2024-2025 | | | | |
|-----------------------|------------------|-----------------------|-----------|------------------|
| Before School | After School | Before & After School | Half Day+ | Non-School Day*+ |
| Per day: \$15.00 | Per day: \$20.00 | Per day: \$30.00 | \$30.00 | \$75.00 |
| 5 day: \$65.00 | 5 day: \$90.00 | 5 day: \$125.00 | | |

*A minimum of 20 students signed up on non-school days is required in order to provide care.
 +Amount for non-school day and half day care is in addition to regular scheduled care.

All billing will be in advance. There is no reduction in fee or refunds for days missed. All bills must be paid in full by the 1st of each month.

SIBLING DISCOUNT

A 10% discount is available for families enrolling multiple siblings and children of staff members. (Families are eligible for only one discount).

TUITION POLICY

Tuition is generated from your child's schedule per your enrollment agreement and is due by the 1st of each month. Any account that is not resolved by the 10th of the month will incur a \$20 late fee. Failure to bring your account to date by the 15th of the month will result in the withdrawal of the child from the program until the account is current.

Statements are sent via email. Please provide all email addresses you would like to be used for this purpose. If you would prefer a paper copy, please notify the Leopard Care Director. The tuition box is located at the bottom of the stairs just before you head out the doors with the blue roof. Credit card payments can be set up through ELV Core.

RETURNED CHECKS

If a check written to Lincoln Academy bounces, the financial office will contact you to make other payment arrangements. If two or more checks bounce, Lincoln Academy will NOT accept personal checks in the future. All payments from that point on will need to be paid in cash, money order, or credit card only.

DROP-INS

Drop-in care is not provided.

Attendance Policies And Procedures

ATTENDANCE PROCEDURE

All elementary students enrolled in Leopard Care will be collected from their grade level and escorted to Leopard Care by Leopard Care staff. Children are expected to arrive at the after school program within ten minutes of school dismissal.

ABSENCES

The primary concern of Leopard Care is the safety of our students. The Leopard Care staff must be notified if students scheduled to attend Leopard Care will be absent for any reason. Please email the Leopard Care Program Director at laleopardcare@gmail.com to report any absences.

For non-school days: Students will be registered in advance by a parent/guardian. Attendance will be confirmed 1-2 weeks before a non-school day. After attendance has been confirmed, absences on a non-school day will not be eligible for a refund or credit; these absences should still be reported to the Leopard Care Program Director at laleopardcare@gmail.com.

LATE AND MISSING CHILDREN

All elementary students enrolled in Leopard Care will be collected from their grade level and escorted to Leopard Care by Leopard Care staff. Children are expected to arrive at the after school program within ten minutes of school dismissal. If a child does not arrive on time for attendance, Leopard Care staff will check with teachers and office staff in order to locate the child. If the child is still not accounted for, parents/guardians and emergency contacts will be called. If all attempts to locate the child fail within thirty minutes of school dismissal, the police will be called to assist with the search.

CLOSING PROCEDURES

Each evening, program staff follow closing procedures to ensure that all children have left the building. Closing procedures include checking attendance sheets, sign in and out forms, facilities, and restrooms.

LATE PICK-UP POLICY

We understand that emergencies can occur and may impact the ability to pick up one's child on time. If at all possible, please notify Leopard Care staff of your late arrival. **Parents will be charged a \$10 late fee for every child not picked up by 6:05 pm.** In the event that a child has not been picked up by 6:05pm phone calls will be made to parents, guardians, or emergency contacts. If all contacts for the child have been called, and the child has not been picked up by 6:30 pm, social services will be notified.

WITHDRAWAL NOTICE

Parents will need to provide written notice to the Leopard Care Director, via email to laleopardcare@gmail.com, two-weeks prior to withdrawal of their child from the program.

Arrival and Pick-up Procedures

SIGN IN/OUT

Parents/Guardians must walk their child(ren) to/from the program and sign them in/out. Only authorized adults may pick up and sign for the child. Parents must use the [ELV Parent App](#) to sign in/out their students. ALL authorized adults must have an active email in ELV in order to sign in/out students using the [Authorized pick up app](#).

AUTHORIZED PICKUP

Authorized adults are those who are 18 years or older and have been designated by the parent or guardian in the online paperwork. Written permission from parent/guardian is required to release a child to an adult not listed on enrollment forms or emergency contact information forms. Written permission should be sent via email to laleopardcare@gmail.com. A photo ID will be required for first time pick-up. If an adult that is not listed on enrollment forms or emergency contact forms will pick up students more than once, he/she must be added to emergency contact forms and will be required to use the ELV Authorized Pickup App to sign students in/out. Students will not be released to anyone under the age of 18. A staff member will ask to see a photo ID of any unfamiliar person entering the premises.

CUSTODY

Our primary concern is for the safety of your children; therefore we must be aware of any custody arrangements and be made aware of any changes as they occur. We require copies of original legal documents that state any custody arrangements.

Health and Safety

EMERGENCY PROCEDURES AND EVACUATIONS

We make every attempt to be prepared for emergency situations by conducting drills required by state licensing regulations. In order for us to contact you if we are evacuated from the site, please make sure emergency contacts are updated with correct phone numbers and important information so we are able to reach you or emergency contact. In the event that we cannot reach you, we will release your child with an emergency contact listed on your child's emergency contact list.

HANDICAPPED CHILDREN AND SERVICES

Lincoln Academy's Leopard Care Program will adhere to all policies associated with the Americans with Disabilities Act (ADA). Parents must direct their student's needs to the director to ensure the program can accommodate.

LOST CHILDREN

Leopard Staff conducts name-to-face headcount every half hour to ensure all children are accounted for. Staff closing the center at the end of the day will check to make sure all children have been picked up, do a room search, bathroom check, and then proceed to close the building.

IMMUNIZATIONS

A comprehensive and up-to-date record of each student's immunizations is required. Individual immunizations, including the month and year of administration must be recorded on the certificate of immunization form supplied by the Colorado Department of Health. The immunization form must be obtained before a student's first day at Leopard Care.

MEDICATIONS

All prescription medication and over-the-counter medication, including cough drops, must be accompanied by a medical form. The medications must be in their original container. Medications will be administered only by delegated personnel who will log all medications and administrations of medications. Medications will be kept in a locked area away from students. All unused medications will be given back to parents at the end of the date prescribed by the doctor.

ALLERGIES

If your child has allergies of any kind, we must be informed in writing. If a student has an allergy that necessitates emergency medication (e.g. EpiPen), these must be provided to Leopard Care before the student's first day at Leopard Care.

ILLNESS POLICY

We want to promote a healthy environment for all children in our care and by doing so we request that each child is in good health and physical condition. If a student becomes ill during Leopard Care, parents will be notified and will have 30 minutes to pick up their student. If a student becomes ill while at school or is absent from school due to illness, that student is not permitted to attend Leopard Care on that date. For the safety of all students and staff, please notify the program if your student has a communicable disease. Your child may not return until he/she is no longer having symptoms or is accompanied by a doctor's note giving permission to attend the program.

ACCIDENTS AND INJURIES

All staff are CPR/First Aid certified. In the case of an accident or injury, assessment and treatment will be provided under the supervision of the program staff. If further treatment is deemed necessary, the parent or contact person will be called along with 911. All accidents will be recorded on an accident form. Any accidents resulting in a 911 call will be reported in writing to the Department of Human Services within 48 hours.

INCLEMENT WEATHER

Please make sure your child is equipped for all weather conditions. We will go outside when the weather is permitted. When the temperature is 20 degrees or above, the students will go outside. On the days it is colder, the students will be kept inside for free play. When the temperature is above 100 degrees the students will be kept inside for free play. The staff will determine how long students should stay outside depending on the weather conditions. If the weather does not permit us to go outside, we will utilize the school gym, if available, to ensure children have an opportunity for physical recreation.

SCHOOL CLOSURE/DELAY START

Leopard Care follows the same school calendar as Lincoln Academy. Please refer to the LA school calendar. We will also follow any district/school closures due to snow or other emergencies. If the district calls a two-hour delay schedule, AM Leopard Care will begin at 8:30 a.m. and children will be released to class at the start of school at 10:00 a.m. On delayed schedule days, you may only have your child attend AM Care if he/she was already scheduled to be there that day.

NUTRITION BREAK

We will have a scheduled nutrition break every day. Parents are required to ensure that their child brings sufficient quantities of healthy snacks to Leopard Care. If a child's snack requires utensils, e.g. yogurt, cereal, please ensure utensils are also included.

BEHAVIORAL

The safety of all students is important to us, therefore, the program reserves the right to withdraw your child from the program if behavioral issues occur that would endanger other children or cause their experience in the program to be negative. Every effort will be made to work with your child in these areas to avoid withdrawing them from the program. In all cases listed above, the registration fee is non-refundable.

DISCIPLINE

Leopard Care ensures that Lincoln Academy's discipline policy, school rules, and Jeffco Public Schools code of conduct are extended to the before- and after-school program to provide consistency for students. We encourage students to take responsibility for their actions and to understand that their actions have consequences. We will never humiliate a child or deprive them of food as a means of discipline. Discipline is developed through classroom and behavior management. Children are encouraged to use their social skills to communicate issues amongst each other. Staff will intervene as necessary and support problem solving and communication. At any time should a child be harmed or feel threatened, communication to Leopard Care staff is required as soon as possible so that the problem can be investigated.

DISCIPLINE PHILOSOPHY

Leopard Care's discipline philosophy is to teach children that they are responsible for their behavior. Guidance strategies are used in a positive and educational way and include redirection, discussion, separation, and natural consequences. Leopard Care staff encourage and teach children to problem-solve. Also, children are encouraged to use their social skills to communicate issues amongst each other. Program Leaders intervene as necessary, providing the appropriate amount of support. Family support and input will be utilized with children who have repeated disruptive or harmful behaviors. At that time, we will work together to determine any support needed for the child. At any time, families are welcome to access and consult an early childhood mental health consultant or other specialists as needed. If, after repeated attempts to provide support, a child is still struggling with behaviors that can potentially harm others or themselves, and/or interferes with the safety of other children, the child will be disenrolled from the program. At any time should a child be harmed or feel threatened, communication to Leopard Care staff is required as soon as possible so that the problem can be investigated.

REPORTING CHILD ABUSE

In accordance with Jeffco Public Schools and Colorado Department of Human Services Rules and Regulations regarding child abuse, all Leopard Care staff are mandated reporters of suspected child abuse or neglect. Reports are made to the Jefferson County Social Services or the police department in the community in which the program is located. To report abuse or neglect, call Jefferson County Social Services at 303-271-4131 or 1-844-CO-4-KIDS

WARNINGS, SUSPENSIONS, AND DISMISSALS

Children enrolled in the program must abide by all program and school rules to continue in the program. A formal meeting will be scheduled with the family if a child is involved in behavior that is noncompliant, damaging to persons or property, leaves the area of supervision while attending the program, uses disrespectful or abusive language, or displays continuing disruptive behavior. If the behavior continues, a written Behavior Plan will be put in place to help the child be successful. A formal meeting will be conducted with the parent, child, and Leopard Care staff to review the Behavior Plan. If the Behavior Plan is not followed, parents will be notified and the child will be suspended for two days. Noncompliance with the Behavior Plan will result in the child being dismissed from the program. We reserve the right to incur a suspension without the written warning if the safety of others is threatened or deliberate abuse of property occurs. If there is a suspension from school, that suspension will also apply in the Leopard Care Program. We do not give refunds or credits for children on suspension.

PARENT VOLUNTEERS AND VISITORS

Parents and other volunteers/visitors are welcome to observe our program by appointment only. We love to have parents help! If chaperoning or helping on special days, please sign in with the director before your visit. At no time will volunteers be accounted for in ratio or responsible for students.

PERSONAL BELONGINGS

The Leopard Care Program is not responsible for personal items children bring from home. Children are encouraged to leave toys, games, and other belongings at home. There are times when children are allowed to bring items from home for special projects or events; in this case, we would ask that the items be labeled with the child's name and that the children take responsibility for their belongings. Items needed for the school day should be kept in a backpack. We ask that any electronic devices your child brings, be kept in his/her backpack during program hours. This includes cell phones, handheld video games, iPads, Kindles, etc. If a child is found with a device, Leopard Care staff will either ask the device to be put away in the child's backpack or confiscated until the parent/guardian arrives for pick-up.

CHILD RESPONSIBILITIES

- Be respectful of others.
- Remain with a staff member at all times. Ask permission before leaving the room for the bathroom, drinking fountain, etc.
- Follow the daily schedule.

PARENT/GUARDIAN RESPONSIBILITIES

- Observe and follow the Leopard Care policies and procedures as stated in this Parent Handbook. Please be aware that policies may change from time to time and will be communicated by the Program Director.
- Be respectful towards Leopard Care staff; disrespectful and abusive behavior is not acceptable.
- Stay current on program information by checking email.
- Ensure timely communication, scheduling, and payment.

STAFF RESPONSIBILITIES

- Provide a safe, structured, and engaging environment.
- Provide a variety of activities that meet the components of the Leopard Care daily schedule.
- Respect and value children's ideas and feelings.
- Manage behavior in a way that is fair, equal, and respectful.
- Inform parents and children of program policies and activities; ensure clear and timely communication with parents/guardians.

Leopard Care policy does not allow Leopard Care staff to babysit, transport or interact on social network sites with students enrolled in the Leopard Care Program.

HOMEWORK POLICY

Leopard Care staff will sit with the children and read questions or assist with homework during homework time. Homework time will consist of at least 30 minutes per day (excluding Fridays) of quiet time for the kids to work on homework. Leopard Care staff are not responsible for correcting

homework. This is the responsibility of the parent to check their child's work at the end of each day.

TELEVISION/VIDEO VIEWING

Any videos shown will be rated G/PG. Parental permission will be obtained before a movie/show is viewed.

FIELD TRIPS

At this time, Leopard Care will not be participating in any off-campus activities.

COMPLAINTS

Parent input and involvement is an important component of a quality enrichment program. Feedback or suggestions are always appreciated and given consideration. We appreciate the opportunity to discuss any concerns you may have regarding the care of your child. Please feel free to contact laleopardcare@gmail.com with any concerns.

If you feel you need to register a complaint, you may contact:

Colorado Dept. of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO. 80203-5958
303-866-5948