



PARENT HANDBOOK

Inside/Out offers a learning environment that fosters critical thinking, creativity, collaboration, and effective communication skills:

- Critical thinking and Problem Solving teaches students to question claims and seek the truth.
- Creativity and Innovation teaches students to think in a way that is unique to them and expands on ideas.
- Collaboration teaches students that groups can create something bigger and better than you can on your own.
- Communication teaches students how to effectively convey ideas.

Combined, the four C's empower students to become one-person think tanks. Then, when those students get together, they can achieve almost anything!

PROGRAM TIMES

- Inside Out is offered for 2 weeks in June.
- **Morning Class (8:15am-11: 15am)** a mid-class break is included, please send a snack with your child.
- **Supervised Lunch/Mid-day Exercise (11:15am-12: 30pm)** available only to students who are registered **FULL-DAY**. Please provide your child with lunch as there are no food services available.
- **Afternoon Class (12:30pm-3: 30pm)** a mid-class break is included, please send a snack with your child.
- **We DO NOT offer a before or after-care program.**

PROGRAM LOCATION

- Sky Vista Middle School, 4500 S. Himalaya St., Aurora, CO 80015

IMPORTANT PHONE NUMBERS/E-MAIL

- If you need to reach the Inside Out team by phone, please call **(720) 554-5059**.
- If you need to reach the Inside Out team by e-mail, please use insideout@cherrycreekschools.org

REGISTRATION COSTS

- The following is the payment structure: \$175.00 per class

REGISTRATION PROCESS

- General information about Inside Out, along with directions on how to register online can be found at <https://www.cherrycreekschools.org/Page/2659>
- **A copy of your Free/Reduced Lunch Eligibility letter (if applicable) must be received by our Inside Out office within 5 business days of the child's online registration or the class registration will be cancelled.** These forms can be emailed to insideout@cherrycreekschools.org.
- Classes fill on a first-come, first-serve basis. Each class must have a minimum number of students enrolled or the class will be cancelled for that session. Parents will be notified if this occurs.
- **There are NO waitlists** – once a class is filled, the online registration software will automatically close that section.

REGISTRATION PAYMENT

- Payment will be with Discover, MasterCard, or VISA credit or debit card at the time of online registration.
- Families who qualify for free/reduced meals will need to submit a copy of their free/reduced lunch eligibility letter to our office within 5 business days of the online registration. Your child's class registration will be cancelled if the letter is not received on time. If you need a copy of the Free/Reduced letter, please contact the Nutrition Center at 720-886-7175. Registration for your child will be half-cost (\$87.50 for one week of one half-day class: morning or afternoon - \$175.00 for one

week of two half-day classes: morning and afternoon).

- If registering multiple children from the same family a 10% discount will be applied to the second, third, etc. child(ren)'s registration.

REQUESTS FOR REFUNDS

- Requests for refunds before the sessions begin **HAVE A DEADLINE!** Please respect the deadline stated on the registration information. Refunds will not be accepted after the deadline date. A credit **MIGHT** be issued to use for an upcoming session once you have spoken with the administrator. Any requests **AFTER** the deadline date will need to be discussed with the administrator and a credit **MIGHT** be issued for the upcoming session (the next session available).
- Once classes have begun, if there is a concern/issue it needs to be addressed on the first day with a member of the Inside Out staff so that we can work with you, your child and the teacher to make the class a positive experience. If after that conversation it is mutually determined that the class is not an appropriate fit for the child a partial refund **MIGHT** be given. Please note that every case is unique and will be assessed on an individual basis.
- **IF** a refund is issued, it will be credited back to the card used for the original online payment. Please allow district accounting 5-10 business days to process refunds.

APPROPRIATE CLOTHING

- Please make sure your child has dressed appropriately for the weather. This is important as students will have a recess break outside (weather permitting).
- Sunscreen is not provided. Please make sure your child has sunscreen applied

PROGRAM PROCEDURES

- Once students have been dropped off (either by an adult or CCSD transportation), staff will greet and escort students into the building and to their class line-up area. Parents DO NOT need to enter the building and sign-in students, the Inside Out staff will be taking over this responsibility.
- In the event a child needs to be picked up early (i.e. medical appointment, emergency, etc.) - A Photo ID is REQUIRED when signing out the student before regular dismissal - we will refer to the authorized pick up persons and the parent guardian information you listed when you registered your student for the program.
- If you are transporting your child to and from the Inside Out program please follow the drop off/pick up signage instructions in the parking lot. Inside Out staff will be present at student arrival and dismissal times to assist with this process.
- If your child is registered for a full day, support staff will escort them to the cafeteria/gym. At the end of the lunch break, all students gather in the gym to line up by their afternoon classes. Students are then escorted to their afternoon classrooms.

PERSONAL PROPERTY AT INSIDE OUT

- The Inside Out program and/or staff are not responsible for damaged or lost items brought from home; ie cell phones, laptops, tablets, sports equipment, etc.
- Rollerblades, skateboards and “Wheelies” are not allowed at Inside Out.

DISTRICT SAFETY EFFORTS

- The Cherry Creek School District is committed to creating safe, secure, and caring learning environments. This emphasis has resulted in a Comprehensive Safe Schools Plan that includes a purposeful connection between physical safety/security and the "psychological safety" of students.
- If your child is feeling sick, please keep them at home.
- Inside Out Nurse: TBD

CALLING IN ABSENCES

- Parents, please call the Inside Out line at **720-554-5059** if your child will be absent for the day otherwise the support staff will call you to verify your child’s absence. If you know ahead of time that your child will miss class, please notify the front desk staff and the instructor(s).

SCHOOL CLOSURE AND STORM INFORMATION

- In the event of a weather delay or closure, parents can call the weather delay and closure line at (720) 554-4701 or check the district web page to obtain information pertaining to delayed schedules, early dismissal, or closure.

TRANSPORTATION

- Transportation is being offered. Pick up and drop off locations will be at the child’s home-feeder middle school. For example: If your child attends Challenge Magnet School, but their home school is Indian Ridge Elementary, their home-feeder middle school would be Laredo Middle School. Please note that 1st through 8th graders will be riding the same bus. Parents still have the option to provide their own transportation to and from Sky Vista Middle School where Inside Out will be taking place.

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