

# PARENT HANDBOOK



2024-2025 SCHOOL YEAR AND 2025 SUMMER

27J SCHOOLS CHILD CARE & BOOST PROGRAMS

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## LETTER TO PARENTS/PHILOSOPHY

Dear Parents,

Welcome to the 27J Schools Child Care and BOOST (**B**etter **O**ut **O**f **S**chool **T**ime) Programs, and thank you for the opportunity to be a part of your child's life. As the Managers of the 27J Schools Child Care Programs, our goal is to provide a safe and fun learning environment for the children and promote success for each child as a unique individual. As BOOST Programs, it is our commitment to provide high-quality STEM activities to bolster children's interest in Science, Technology, Engineering, and Math. We are able to achieve these goals by offering a wide range of activities that promote individual success, team building, and peer mentoring.

Please read through the **Parent Handbook**. It contains the policies and procedures for the program, as well as important billing and scheduling information.

**For the 2024-2025 school year you may enroll your child or children online at <http://brighton27j.revtrak.net>.** Enrollment must be completed at least 24 hours prior to your child's first day in the 27J Schools Child Care Program. If you do not have access to the internet, you may utilize a computer at your child's school or at the District Educational Services Center.

Thank you for registering your child in our program. We hope your child will enjoy their out-of-school time with us. If you have any questions or concerns, please contact your Site Manager or District Childcare Coordinator.

Sincerely,

27J Schools Child Care & BOOST Managers

**PROGRAM MANAGER CONTACT INFORMATION**

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**ROADRUNNERS CLUB BOOST @ Northeast:**

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**ARCTIC ZONE BOOST @ Padilla:**

Jordan Garcia

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Elizabeth Coulter

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Email: [ecoulter@sd27j.net](mailto:ecoulter@sd27j.net)

**YETI CARE BOOST @ Reunion:**

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**NEW FRONTIER BOOST @ Second Creek:**

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Jennifer Lucero

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**BEEHIVE BOOST @ Southlawn:**

Laura Garcia

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Email: [Lgarcia1@sd27j.net](mailto:Lgarcia1@sd27j.net)

**BOOST @ Thimmig:**

Karyssa Barrett

(303) 655-2798

Email: [kbarrett@sd27j.net](mailto:kbarrett@sd27j.net)

**EXPLORERS CLUB BOOST @ Turnberry:**

Lauryn East

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Email: [Least@sd27j.net](mailto:Least@sd27j.net)

**KID ZONE BOOST @ West Ridge:**

Braelynd Dodson

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**LICENSED CHILD CARE PROGRAM/STREAM DIRECTOR, COORDINATOR & DEPT.**

**ADMINISTRATIVE SUPPORT:**

**Lynette Coulter –**

Email: [lcoulter@sd27j.net](mailto:lcoulter@sd27j.net)

**Dannyel Adams –**

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## PROGRAM HOURS & LUNCH

The 27J Schools Child Care Program is available for students who are 5 years old and in Kindergarten, to 12 years old, with priority given to full-time, currently enrolled students (full time equals 4 or more days/week).

**Before School Program:** Operates from 6:30 a.m. – 7:45 a.m., Tuesday through Friday. Staff members will be available beginning at 6:30 a.m. There is **no supervision** of children prior to the opening schedule. Please **do not** drop your child off prior to this time.

**After School Program:** Operates from 3:30 p.m. - 6:00 p.m., Tuesday through Friday. Staff members will be available when the students are dismissed from their regular classrooms.

**Full Day Monday Program:** Operates from 6:30 am – 6:00 pm. Care will be offered at Brantner, West Ridge, Pennock, and Second Creek ONLY. Any student enrolled in 27J Schools, between the ages of 5 and 12, may enroll at any Monday site. When registering, you must select “FULL DAY MONDAY ONLY” at one of the above listed sites.

**Summer Program:** Operates from 7:30 am - 5:30 pm Monday through Friday. The summer program will only be offered at the following sites: Brantner, Padilla, Second Creek, and West Ridge Elementary. The program will operate on dates to be determined. All Programs will be closed in observance of Juneteenth and Independence Day.

**Late Start Delay Due to Weather:** Morning programs will open 2 hours later than the normal schedule (open at 8:30 AM) and will ONLY be able to accept children who are enrolled in **MORNING CARE FOR THAT DAY** due to strict licensing/staffing regulations.

**Early Closure Due to Weather:** In the event school closes after the school day starts due to weather or other emergencies, the After School Program will be CLOSED, and you will need to pick your child up from school at the designated time. There will be NO AFTER SCHOOL PROGRAM on that day. In the event the early closure comes on a Full Day Monday, our programs will CLOSE at the time that is designated and you will need to pick your child up by that time.

**Full Day Monday Lunch:** Children must bring lunch for the Monday program they attend. NO LUNCH WILL BE PROVIDED.

**Late pick-up policy:** Children must be picked up no later than the posted closing time. A late charge of \$2.00 per minute will be charged beginning one minute after the posted closing time. **Payment of the late charge must be paid on the following month’s invoice. Should more than three (3) late pick-ups occur within the school year, your child may be subject to disenrollment.**

No child will be left unattended. If children are not picked up by 6:05 p.m. or 5 minutes past the designated program closure time in case of inclement weather, staff will make every attempt to contact the parents or persons authorized to pick up the child. However, if we are unable to contact authorized persons, we will call the police department at 6:30 p.m. or ½ hour past the designated pick-up time in the case of early closure.

For before or after school care, students must be enrolled a minimum of 3 days per week, Tuesday through Friday. For Monday care, students must be enrolled for all Mondays. For summer, students must be enrolled either four or five days per week. No drop ins can be accommodated at this time. **You will be expected to pay for the days that you have scheduled your child, whether they are in attendance or not.** In the case of school closure due to weather, or hospitalization of the child, credit will be given after two missed days. **No credit will be given for the first two weather closure days, or the first two days of hospitalization.** Should quarantine or isolation be required by local health authority, credit will be given for days missed.

Should your child attend the Monday, Summer, Before School, or After School Program and will not be in attendance on a particular day please call your site manager to excuse them. If you do not excuse them from the After School Program on their scheduled day, we will first call those listed on your registration form and

pick up list. If we cannot get in contact with anyone on this list and cannot confirm that the student has been picked up, our next step is to call the authorities. The children's safety is our priority and your cooperation with this is much appreciated in order to make sure all children are safe and accounted for.

The 27J Schools Child Care Program will be in operation on regular school days and on non-school Mondays except for the following holidays falling on a Monday: **Labor Day 9/2, Veteran's Day 11/11, Fall Break 11/25-11/29, Winter Break 12/23/24-1/6/25, MLK Day 1/20, Presidents' Day 2/17, and Spring Break 3/17-3/21.** Before/After care will be closed on holidays falling on other weekdays, district closure days and school breaks, unless otherwise noted.

At this time, 27J Schools will not be offering care during holiday breaks, however this will be evaluated throughout the school year and special programming may be offered with enough interest. The program will NOT be in operation on school closures such as District closure days, holidays or snow days. A District calendar is included in this handbook for your reference.

**TUITION, LATE FEE, AND DISENROLLMENT SCHEDULE**  
**(PAYMENTS DUE ON THE 3<sup>RD</sup> SCHOOL DAY OF EACH MONTH)**

<b>Month</b>	<b>Tuition Due</b>	<b>Late Fee Date</b>	<b>Disenrollment</b>
August	Aug. 14 <sup>th</sup>	Aug. 15 <sup>th</sup>	Aug. 16 <sup>th</sup>
September	Sept. 5 <sup>th</sup>	Sept. 6 <sup>th</sup>	Sept. 10 <sup>th</sup>
October	Oct. 3 <sup>rd</sup>	Oct. 4 <sup>th</sup>	Oct. 8 <sup>th</sup>
November	Nov. 6 <sup>th</sup>	Nov. 7 <sup>th</sup>	Nov. 8 <sup>th</sup>
December	Dec. 5 <sup>th</sup>	Dec. 6 <sup>th</sup>	Dec. 10 <sup>th</sup>
January	Jan. 9 <sup>th</sup>	Jan. 10 <sup>th</sup>	Jan. 14 <sup>th</sup>
February	Feb. 6 <sup>th</sup>	Feb. 7 <sup>th</sup>	Feb. 11 <sup>th</sup>
March	Mar. 6 <sup>th</sup>	Mar. 7 <sup>th</sup>	Mar. 11 <sup>th</sup>
April	Apr. 3 <sup>rd</sup>	Apr. 4 <sup>th</sup>	Apr. 8 <sup>th</sup>
May	May 6 <sup>th</sup>	May 7 <sup>th</sup>	May 8 <sup>th</sup>

**FEES AND PAYMENT PROCEDURE**

The program fees are listed below and require a 3-day per week minimum for both the a.m. and p.m. programs. Special activities may have an additional fee. A \$30.00 one-time, non-refundable fee will be applied to all registrations. This fee does not count toward tuition.

Registration Fee ( <b>non-refundable</b> )	\$30.00 per child per school year
Mondays/Break Programs ( <b>Select sites, No Drop Ins</b> )	\$40.00 per day
Mondays/Break Program Activity Fee	Cost of Activity
Before School Program 6:30 a.m. – 7:45 a.m.	\$10.00 per day
After School Program 3:30 p.m. - 6:00 p.m.	\$17.00 per day
Summer Registration Fee ( <b>non-refundable</b> )	\$60.00 per child per summer
Summer Program 7:30 a.m.-5:30 p.m.	\$40.00 per day
Summer Program Activity Fee	\$35.00 weekly activity fee + \$10.00 transportation fee

**A billing statement will be emailed on or around the 18<sup>th</sup> of each month.**

There will be an automatic \$25.00 **LATE FEE** for payments not made by the payment date listed above. Families will not be able to use the 27J Schools Child Care Program if an account is not paid in full by the disenrollment date on the above schedule. The parent(s) or legal guardian will be notified by telephone and/or by email should this be necessary. Summer billing statements will be bi-monthly. Please see the summer addendum for the fee calendar.

## **Check Policy and Procedure**

**PAYMENTS MUST BE MADE ONLINE. NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.**

### **DROP-OFF/PICK-UP/LATE ARRIVAL PROCEDURES**

All students will be checked in by staff daily. Students will be signed in and out by program staff or the designated and identified pick-up person. A site-specific plan for drop off and pick up will be given to you before your student attends.

The 27J Schools Child Care Program **REQUIRES** that all students attending the after school and summer program be signed out of the program by a staff member every day to a person of at least 18 years of age. Persons under the age of 18 may pick up only if a signed waiver is in the child's file. Please make sure that all persons who are allowed to pick up your child are documented on the online registration form. A photo I.D. is required at the time of pick up.

Parents/Guardians will provide a list of people who have permission to pick up their student(s) on their registration form. Parents may change the information both verbally or in writing. If given verbally, staff must document the time, date, who, etc. Staff will work to verify the identity of anyone who calls to make a change to the authorized pick-up list. Whoever receives this verbal or written message is required to make sure the other staff is aware.

Children will not be allowed to leave with any person who is not authorized by a parent. People who are not authorized will be asked to leave. If that person does not leave, the police department will be called. All persons picking up children are required to show a photo I.D. at the time of sign-out. If you are a visitor, you must show ID and sign in/out on our visitor's form. Due to enhanced health and safety practices, visitors are strongly discouraged at this time.

In the case of separation or divorce, if a parent identifies himself/herself, we will not deny that parent their visitation privileges without a specific court order, restraining order, or legal document in the child care file denying such visitation.

All students must be picked up by the posted program closing time. Parents will pay a late fee of \$2.00 per minute beginning the minute after the program closes. If students are not picked up within five minutes of the posted closing time, staff will make every attempt to contact the account holder. If they are unable to contact the account holder, they will contact the persons listed on the emergency contact form. If children are not picked up within 30 minutes of closing, local authorities must be contacted, per licensing regulations.

## **ACCOUNTABILITY OF CHILDREN IN OUR CARE**

In order to ensure that staff members are able to identify where children are at all times, the following procedures will be adhered to. Staff will take attendance at intervals throughout program hours. Per state statute, students will be within eyesight of a staff member at all times (excluding common expectations of privacy such as using the restroom). Students will be in groups no larger than 15, will remain in the same group with the same staff member and will be expected to adhere to current social distancing and mask guidelines.

If a staff member takes a group of children to another area, the staff member will advise other staff members of where they are going and which children are with them, and a note will be posted where the group is located.

At the end of every day, staff will ensure that all children have been picked up by checking all areas where the program is located, as well as checking the attendance list to ensure that all children have been signed out.

Parents must help us ensure the accountability of all children by making sure the “Drop-off/Pick-up Procedures” listed above are followed. Staff members will be responsible for ensuring these procedures are followed.

## **FIRST AID AND HEALTH CARE**

All policies and procedures established by the school will continue to apply in the 27J Schools Child Care Program. For each activity offered, a list of safety rules will be taught and enforced. If an accident occurs, the following procedures will be followed:

1. Supervisor or teacher will assess the seriousness of the accident and apply appropriate first aid procedures.
2. Parents will be notified immediately if the supervisor feels this is warranted.
3. EMS will be notified if necessary.
4. A 27J Schools accident report will be completed and filed with the District.

**For Minor injuries:** Staff members will assess the seriousness of the accident and apply appropriate first aid procedures. Parents will be informed of the incident when they pick up their child. An accident report form will be completed, read and signed by the parent. A copy of this report will be given to the parent, and placed in the child’s file.

**For Serious injuries:** Staff members will administer first aid while parents and the site Manager and/or District Nurse are being contacted. If it is necessary, an ambulance will be called. Whenever possible a staff member will escort the child to the hospital until parents arrive. If parents cannot be reached, the emergency contact numbers on the child’s emergency card will be called until someone is notified. A report will be made to the licensing agency within 24 hours of the emergency.

**Illness Policy:** A child who is ill upon arrival at the program shall be separated from the other children until the parent or guardian can pick up the child. A child who develops a fever, respiratory illness symptoms, rash, is vomiting or has diarrhea, or is too ill to participate in the daily activities will need to be picked up. If your child is sent home due to illness, you must pick up your child within 1 hour of notification. In the event of communicable illness, all CDPHE guidelines will be adhered to. Please consider, if your child attends a program with an illness, it is likely to spread.

**Please inform the staff of any health concerns, physical limitations, asthma, and/or allergies that your child may develop.**



## **MEDICATION**

We administer medication in compliance with the Nurse Practice Act.

All medication must be checked in with a child care staff member. Medication must be in the original container with directions for administering the medication. Before prescription and/or over the counter medication may be administered, a signed prescription form from the doctor and a signed permission form from the parent or guardian must be on file. If medication and/or dosages changes, we will need new forms signed and on file.

All controlled substances will be stored in compliance with the Nurse Practice Act.

## **EMERGENCIES**

Emergency drills will be conducted periodically during the year.

A fire plan has been established by the fire department and staff members will escort the children out of the building to safety. Fire extinguishers are located strategically in the school. The children will be instructed where to go for all situations.

Tornado drills require that all program participants be instructed where to go in the safest position possible until the tornado has passed.

Lock Down/Lock Out drills will be regularly conducted in accordance with school procedure.

Lightning is common in Colorado and precautions are taken to get children to safety immediately if lightning storms appear. Children will be kept inside on days where extreme heat or atmospheric conditions pose health concerns.

## **LOST CHILDREN**

In the event your child should be separated from his/her group, or determined missing from the program; the lead staff member will follow the steps listed below:

1. Determine if the child is actually LOST.
2. Go to the area where the child was last seen to look for the child.
3. A call will be issued over the public address system for the child to report to the program.
4. Check to see if the child is in a nearby restroom.
5. Check to see if the child is with a nearby group or with another staff member.
6. Check to see if other children in the group have seen the missing child.

If these steps have been followed and the child is determined to be missing, the following steps will be taken:

- The Manager/Coordinator will be notified.
- The parent or legal guardian will be notified.
- 911 will be called.
- The site's State Licensing Representative will be notified, and an incident form will be filled out and submitted to the Department of Human Services.

## DISCIPLINE

It is the responsibility of staff members to provide a safe environment for all participants. School rules and behavior are maintained during the 27J Schools Child Care Program. Staff follow the Love and Logic model when dealing with discipline issues. Respect toward adults and other children are expected, and children are expected to take personal accountability for their actions. Please read through these policies and procedures and discuss them with your child. It is important that all parties understand the potential consequences of their actions.

### **Minor discipline problems will be addressed in the following manner:**

- The staff members will document the incident in a behavior log. The Behavior Log is a record kept of the disciplinary action taken.
- Logical consequences will be given for minor discipline situations.
- The Think Sheet/Refocus Form will be filled out by children who are having repeated discipline problems. If three think sheets/refocuses are done and behavior continues, the behavior will be considered serious.

**Serious behavior issues**, including but not limited to, profanity, physical or verbal threats, disrespect or rudeness towards staff members or peers, continued refusal to follow best health practices, physical acts of violence to self or others, sexual harassment or touching of a sexual nature, and destruction of property will be addressed in the following manner:

Much like the system already in place for the school, the Child Care Program has a *Discipline Ticket* procedure. The first time a child receives a discipline ticket, they will have a “refocus time” to process with a staff member and decide on a logical consequence. Parents will be notified of the Discipline Ticket on that day. A signature by the parent, child, staff member, and site Manager is required on this form. The Discipline Ticket then becomes a contract between the District 27J Child Care Program and the child. The second time the same or similar behavior occurs, the child will be suspended from **all** *Child Care* Programs for one day. There will be no credit given for days missed due to suspension from the program.

Should a third Discipline Ticket be issued for the same or similar behavior, the child will then be **removed from all** 27J Schools Child Care Programs for a duration to be determined by the Manager/Coordinator. As child care is a paid service that parents choose and not a student right, in instances of student-to-student sexual harassment, violent behavior that harms themselves or others, threats from students or parents, and depending on the severity of the student's behavior, the child may be removed from all 27J Schools Child Care Programs indefinitely, regardless of status. Please understand that this may be a necessary step in creating a safe environment for all the children in our programs. 27J Schools Child Care staff members are committed to using redirection, positive reinforcement, compassion, and logical consequences whenever possible as a preventative to this policy.

## TERMINATION OF SERVICES

Severe or habitual offenses will result in termination from the 27J Schools Child Care Program. Decisions to terminate services will be done at the discretion of the site Manager and District Coordinator, and may be immediate in certain cases for the safety of the children and staff. The parents will receive written confirmation of the termination of services. If a child has been terminated from the program for disciplinary reasons, he or she may not return to the program at any of the Child Care Program locations. Fees will be prorated and refunded accordingly.

Termination from the 27J Schools Child Care Program may also occur if any account is not paid in full by the disenrollment date. You will be notified by telephone or by email if that becomes necessary. Students terminated for lack of payment **MAY** be enrolled again when the **account is brought current and if space is available**. In this **case a new registration fee will be required**.

## **SCHOOL SUSPENSION POLICY AND PROCEDURE**

In the event your child is issued a suspension from school, the suspended child will be unable to attend any child care program for the duration of the suspension. The site Manager is to be notified of any suspension and treat each situation accordingly. When a child is suspended from school, there will be a mandatory meeting between the Manager and the parent/guardian to have an open discussion of steps to take to help ensure the behavior ceases. These steps may include termination of services depending on the severity of the behavior.

## **CHILD ABUSE REPORTING**

As a State Licensed Child care program, we are required by law to report all suspected child abuse/neglect. 27J Schools Child Care staff members are required by law to report any forms of child abuse observed or suspected. They are also required to report abusive or neglectful incidents that have been reported to them.

## **SNACKS**

A nutritious snack will be served during the after school program, and in the morning and afternoon during summer and on Mondays. If students choose to bring their own snack, they may eat it at this time.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

27J Schools Child Care Programs admit students ages five through twelve. Every child in our program is cared for to their individual needs. Please notify the site manager of any specific needs prior to the beginning of the program.

All Children will be individually assessed at the time of enrollment. In order to ensure every student's success, children identified with a disability under the Americans with Disabilities Act, that require one on one support, must have appropriate support staff in place on their start date. Staffing will be provided by 27J Schools, at no additional cost.

## **PERSONAL BELONGINGS**

Children only need items required for daily school activities. As such, the bringing of toys, games tablets, cellphones, personal music players and smart watches is at the discretion of the Site Manager. Staff members are not responsible for any lost or stolen items. Items that create a behavior conflict will be confiscated by staff. Parents may collect any confiscated items at the end of the day. Any personal belongings left at the Before/ After/Monday/Summer Programs will be collected by the staff, and placed in the school's LOST AND FOUND box.

## **INCLEMENT WEATHER/EMERGENCY CLOSING**

In case of inclement weather, alternate activities will be offered indoors. During extreme heat water, shade and indoor activities are provided. For weather information regarding temperature, please refer to the Child Care Weather Watch Chart that is located on the site information board. When the School District has a snow day the Child Care program is also closed. When there is a Delayed Start Day for the District and school starts 2 hours later, the morning Child Care program will open 2 hours later. Children must be enrolled in the Before School Program for that day in order to attend a delayed start day as no drop ins will be permitted. There will be after school care on the Delayed Start Day.

Should schools close due to ongoing health concerns, child care programs will close in accordance with public order. This may include closure due to staffing shortage.

There will be NO AFTER SCHOOL PROGRAM on days when school is closed early due to severe weather or other emergencies. Full Day Monday and Summer programs will close at the designated time should an early closure due to weather or other emergencies occur. Parents will be notified to pick up their child within ½ hour of the designated closing time.

## **STAFFING**

Child care staff members are available during hours of operation Monday through Friday, when school or full day programs are in session. We provide a ratio of one adult per 15 or less students at all times. Please note that due to ongoing staffing shortages, sites may have decreased capacity limits.

## **VISITORS**

All persons entering the school must be acknowledged by a staff member. We require all visitors to sign in on the visitor log. Visitors are asked to give a reason for the visit and will be required to show proper identification.

## **WITHDRAWING/TERMINATION FROM THE PROGRAM**

In rare cases, we may ask parents to remove a child from care for reasons other than failure to pay. **An example of this would be if a child is hurting or endangering themselves or other children or staff.** We will notify parents of the need for immediate pick up should such incidents occur, and the child must be picked up within ½ hour of the notification. In certain cases, authorities may need to be called to protect the safety of the children and staff.

If your family wishes to discontinue services with the District Child Care Program, **parents must inform the site Manager in writing two weeks prior to withdrawing.** Only the account holder will be permitted to withdraw the child from the program. No refunds will be given if 2-week notice is not received.

## **SCHEDULE CHANGES**

Schedule changes must be received by the 10<sup>th</sup> of the current month to be effective for the next month.

## **FIELD TRIPS AND TRANSPORTATION**

The 27J Schools Before and After School Program will not offer field trips. All activities will occur on the school grounds. Therefore, the program will not offer any type of transportation for the students enrolled in Before or After Care on Tuesday through Friday. For Mondays and for Summer programs field trips may be provided. On field trip days, no alternative activities will be provided, nor will credit be given, should the child not attend the field trip.

## **MOVIES**

The 27J Schools Child Care Programs may view G/PG movies if they have a permit or have a copy of the school's permit and movies are approved by the site Manager. Educational movies can be viewed without a permit if it pertains to the theme or is written on the lesson plan. A movie permission check box is provided on the registration form.

## **VIDEO GAMES**

The 27J Schools Child Care Program will use "E" rated video games for enrichment purposes which will be provided and determined by the Site Manager. A video game permission check box is provided on the registration form.

## **MEDIA RELEASE**

Occasionally, during the course of normal programming, students are photographed or otherwise recorded for media use. Parents who do not wish to have their students recorded must fill out the attached opt out form. It will be assumed that any student who does not have an opt out form on file will be permitted to be recorded, and that the recording will be released to the public.

## **BRIGHTON SCHOOL DISTRICT 27J ANNUAL NOTICE OF NON-DISCRIMINATION**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, School District 27J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates and provides equal access to the Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to participation or admission.

## **DISTRITO ESCOLAR 27J –BRIGHTON NOTICIA ANUAL CONTRA LA DISCRIMINACIÓN**

En cumplimiento a los Derechos Civiles de la ley de 1964, bajo los Títulos VI y VII, la Enmienda Educativa de 1972, bajo el Título IX, la ley de Rehabilitación de 1973, Sección 504, la ley contra la discriminación de empleo establecida en 1967, el estatuto de Americanos con Incapacidades, la ley anti-discriminatoria por Información Genética de 2008 y la ley de Colorado, el Distrito Escolar 27J no discrimina ilegalmente en base a la raza, color, sexo, religión, origen de nacionalidad, ascendencia, credo, edad, estado civil, orientación sexual, infamación genética, admisión por discapacidad o necesidades de servicios de educación especial, acceso, tratamiento o empleo en programas o actividades educativas que operan y proporcionan acceso de igualdad a grupos juveniles incluyendo los Boy Scouts. El desconocimiento del idioma de inglés no es una barrera para la participación o admisión.

## **SOCIAL SERVICES LETTER TO PARENTS**

Dear Parent:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Early Childhood Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license. Licenses are posted on the parent board at each school.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions this is not the case and incidents of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Adams County Social Services  
7401 North Broadway  
Denver, Colorado 80221  
303-412-5212

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child Care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and well-run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at:

303-866-5958.

Office of Child Care Services



## Student Media Release Opt-Out Form

To publicize the achievements of our students and the great work they perform, we would like to occasionally publish students' names, photographs, or achievements in our school publications or release the information to local media (newspapers and television). In some instances, students may even be interviewed and televised by local media. We may also post the information on the school's website.

We understand that you may not want to have your child's name, photo, or achievements published. Please fill out this form to let us know if you do not want your child's name, photo, or achievements published.

\_\_\_\_\_ **I DO NOT** give permission for my child's photo, name, and/or achievements to be published in school or local newspapers, television, and/or posted on the school's website.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Date



# 2024-2025 District Calendar

## August 2024 (14 Days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September 2024 (16)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2024 (19)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2024 (13)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024 (12) (74)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

New Teachers Report: **Aug 1**  
 Returning Teachers Report: **Aug 5**

Middle School Orientation (6th): **Aug 8**  
 Freshmen Orientation: **Aug 8**  
 1st Day of Class - Kindergarten: **Aug 9**  
 1st Day of Class - Elementary: **Aug 9**  
 1st Day of Class - Middle School: **Aug 9**  
 1st Day of Class - High School: **Aug 9**  
 1st Day of Class - Preschool: **Aug 20**

End of 1st Quarter: **Oct 11**

NO SCHOOL - Thanksgiving: **Nov 26-29**

End of 1st Semester: **Dec 20**

NO SCHOOL - Winter Break: **Dec 24-Jan 3**

1st Day of 2nd Semester Classes: **Jan 7**

End of 3rd Quarter: **Mar 14**

NO SCHOOL - Spring Break: **Mar 18-21**

Last Day of Preschool: **May 16**  
 Last Day of School: **May 23**

= No School

= First/Last Day of School\*

### CALENDAR SUBJECT TO REVISION

Check with your student's school for additional information.

\*Kindergarten to High School. Preschool operates on separate first/last day schedule.

## January 2025 (16 Days)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2025 (16)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025 (12)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2025 (18)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2025 (14) (76)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## **BEFORE/AFTER/MONDAY PARENT ACKNOWLEDGEMENT AND CONTRACT**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ have read the following information and accept acknowledgement of all information provided in this contract and parent handbook.

In consideration of my child's participation in the 27J Schools Child Care Program I agree to the following:

### **All payments must be done online. NO checks, cash or money orders will be accepted at the site.**

1. I agree to pay my child's tuition by the due date on the invoice. Billing will occur monthly, on or around the 18th. I understand the program does not offer drop in or a la carte care, but I may withdraw at any time with two week's written notice. I understand there are **NO REFUNDS OR CREDITS** for days my child does not attend.
2. I understand that there is a **\$25.00 fee for payments not made by the due date on the invoice.**
3. I have read and agreed to the suspension policy and procedure written in the parent handbook.
4. I understand that no checks, cash, or money orders will be accepted.
5. I agree that my child will NOT arrive at the Program prior to the site opening (6:30 a.m.).
6. I agree that I will pick up my child by 6:00 p.m. or earlier and understand that it is my responsibility to provide alternative arrangements for picking up my child if I am unavailable. I understand that in the event my child is not picked up by 6:00 p.m., **a fee of \$2.00 per minute will be charged beginning at 6:01 p.m.** I understand that I will be charged on the next invoice. I also understand that should more than THREE late pick-ups within the school year, my child will be subject to disenrollment.
7. I understand that the program reserves the right to remove students who pose a risk to the safety of themselves or others.
8. I agree to personally pick up or have an authorized adult 18 years or older pick up my child except when I have authorized, either verbally or in writing, alternative arrangements. I understand each student will need to be signed out with the name of the person picking up, and the time they depart. I further understand that my child must be picked up immediately if any signs of illness develop when they are at the program. I understand that they will be isolated for that time until they can be picked up.
9. I understand that in the event of **continued late pickup, late payment of fees, violent behavior, or ongoing discipline problems,** 27J Schools Child Care Programs reserves the right to remove my child from the program.
10. I agree to notify the site manager on days my child will not be in attendance.
11. I understand that a **two-week written notice** to my child's site manager is required prior to withdrawing. I further understand that 2 weeks of tuition will be kept if I withdraw.
12. I agree to provide a lunch for my child every Monday they attend the program. I further understand that the lunch must be ready to eat, as a method of cooking or warming is not

provided. All lunches must be FULLY DISPOSABLE (no container, silverware, ice packs, etc.) No refrigeration will be offered. Should my child fail to bring a lunch, parents will be called to bring a lunch. I understand that no lunch will be provided by the program for the safety of all children. I also agree to send a water bottle with my child CLEARLY LABELED with the child's name, every day. Water bottles MUST be taken home and sanitized every night or they will have to be thrown away to prevent the spread of illness.

13. I understand that the 27J Schools Child Care programs are legally responsible for reporting any suspected child abuse or neglect.

14. I agree to follow all additional policies outlined in the 27J Child Care Parent Handbook. The handbook may be found at [www.sd27j.org](http://www.sd27j.org) under "Programs & Services/Child Care".

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Parent/Guardian Signature

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Date

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Emergency Contact Number

# SUMMER ADDENDUM 2025

## 27J Summer Program Brantner, Padilla, Second Creek & West Ridge Elementary

Dear Parents and Summer Program Participants:

We would like to take this opportunity to welcome you and your children to the 27J Schools **Summer Program**. We are looking forward to providing an exceptional, fun-filled summer program for the children. Please read through the **Parent Handbook**, as it contains the policies and procedures for the program, as well as important billing and scheduling information. **To register for the program, we require all families to register online at <http://brighton27j.revtrak.net>**. Enrollment must be completed 24 hours prior to your child's first day in the 27J Schools Summer Program. If you do not have access to the internet, you may register at your child's school. **Please note that Summer registration is for ALL 11 WEEKS!**

You will receive an activity calendar prior to the start of the Program. Please keep this available as it gives you valuable information on activities. Following are some additional tips for you so that your child has a memorable experience.

- ☀ **Sunscreen is needed every day. Please provide a clearly labeled bottle that is at least SPF 25. Remember, staff are not allowed to apply sunscreen to children. It is helpful if it is applied once at home before dropping off in the morning to give the sunscreen time to soak in and begin working. We will supervise the children in re-application throughout the day.**
- ☀ **A personal water bottle is required so that children remain hydrated. Drinking fountains or bottle filling stations will be available throughout the school. Please clearly label all items with the child's name.**
- ☀ **The wearing of flip-flops in the Summer Program is strictly prohibited. All footwear must have a back, or strap around the back of the foot. Should there be a water day, tennis shoes or water shoes may be worn. Children are also encouraged to bring sun hats.**
- ☀ **Children are encouraged to bring a backpack every day with their personal items in it. Please clearly label all personal items (towels, water bottles, sun hats, etc.).**
- ☀ **Children will have a laundry basket available to them at the school to keep their backpacks and other items in.**
- ☀ **Children must bring a lunch every day. A morning and afternoon snack will be provided by the program. Lunch must be nutritious and contain at least 3 items from the food pyramid. Should a child not bring a lunch, parents will be contacted.**
- ☀ **We do not allow electronics, toys, games, etc. unless otherwise instructed, as we cannot be responsible for loss, damage or theft.**

Please do not hesitate to contact us should you need additional information prior to the start of the Program. We look forward to meeting you!

Sincerely,

27J Schools Summer Program Staff

# CONTACT INFORMATION

<b><u>BRANTNER SUMMER CAMP:</u></b>	(303) 720-6517
Destannie Sambel	E-mail: dsambel@sd27j.net
<b><u>PADILLA SUMMER CAMP:</u></b>	(720) 204-8614
Jordan Garcia	E-mail: jgarcia@sd27j.net
<b><u>SECOND CREEK SUMMER CAMP:</u></b>	(303) 619-3882
Elizabeth Coulter	E-mail: ecoulter@sd27j.net
<b><u>WEST RIDGE SUMMER CAMP:</u></b>	(720) 900-1884
Braelynd Dodson	E-mail: bdodson@sd27j.net

## SUMMER FEES AND PAYMENT PROCEDURE

**(Summer Program dates are May 27, 2025 through August 8, 2025)**

**(Summer Program hours of operation are Monday - Friday from 7:30 AM - 5:30 PM)**

The program fees are listed below. A minimum commitment of 4 days per week is required. Please remember that once you have committed to a schedule for summer, no accommodations, credits, or swapping of days will be given for absences. **Your registration is a commitment for all 11 weeks.** The \$60.00 one-time, non-refundable registration fee **MUST BE PAID AT THE TIME OF REGISTRATION** and is proof of enrollment.

Registration Fee	\$60.00 per child ( <b>non-refundable</b> )
Daily Rate	\$40.00 per day
Activity Fee	\$35.00 weekly activity fee + \$10.00 transportation fee
4 Days Per Week	\$205.00 per week per child
5 Days Per Week	\$245.00 per week per child

The summer program will be offering a discounted rate for parents who would like to pay in advance for the entire Summer (Full 11 weeks). This amount must be paid in full by June 3rd to receive the discounted rate.

The amounts below include a 1-week free credit for paying in advance, credit for May 26th (Memorial Day), June 19th (Juneteenth), and July 3rd-4th. **This is the final amount that will need to be paid in full by June 3rd:**

4 Days Per Week	\$1,890.00 (includes 1 free week, credit for May 26th, June 19th, July 3rd-4th)
5 Days Per Week	\$2,290.00 (includes 1 free week, credit for May 26th, June 19th, July 3rd-4th)

**If you do not choose to pay in full, a billing statement will be emailed to you every other week in advance.** If payment is not made according to the schedule below, there will be a \$25.00 **LATE FEE** applied to your account for each late payment. Families will be dis-enrolled for non-payment if not paid in full by the disenrollment date. The parent(s) or legal guardian will be notified by telephone and or e-mail should that be necessary.

## **TUITION, LATE FEE AND DISENROLLMENT SCHEDULE**

<b>Invoice For</b>	<b>Tuition Due Date</b>	<b>Late Fee Date</b>	<b>Disenrollment Date</b>
May 26th - June 6th	May 28	May 29	May 30
June 9th - June 20th	June 11	June 12	June 13
June 23rd - July 4th	June 25	June 26	June 27
July 7th - July 18th	July 9	July 10	July 11
July 21st - August 8th	July 23	July 24	July 25

**Please note the last 3 weeks of Summer are billed together.**

## SUMMER PARENT ACKNOWLEDGEMENT AND CONTRACT

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
have read the following information and accept acknowledgment of all information provided in this contract and parent handbook.

In consideration of my child's participation in the 27J Schools Summer Program beginning on May 27, 2025, I agree to the following:

**All payments must be done online. NO checks, cash or money orders will be accepted at the site.**

1. I agree to pay my child's tuition by the due date on the invoice. Billing will occur every other week. I further understand that the summer program is an 11-week program, and by enrolling I agree to pay for all weeks. I understand the program does not offer an a la carte or pick your own week option, but I may withdraw at any time with two week's written notice. I understand there are **NO REFUNDS** for days my child does not attend.
2. I understand that the 27J Summer program is a self-funded enterprise program and as such my monthly invoice must be paid by the due date so that the program has the funds needed to provide services to my student.
3. I understand that there is a **\$25.00 fee for payments not made by the due date on the invoice.**
4. I have read and agree to the suspension policy and procedure written in the parent handbook.
5. I understand that no checks, cash, or money orders will be accepted.
6. I agree that my child will NOT arrive at the Program prior to the site opening (7:30 a.m.).
7. I agree that I will pick up my child by 5:30 p.m. or earlier and understand that it is my responsibility to provide alternative arrangements for picking up my child if I am unavailable. I understand that in the event my child is not picked up by 5:30 p.m., **a fee of \$2.00 per minute will be charged beginning at 5:31 p.m.** I understand that I will be charged on the next invoice. I also understand that should more than ONE late pick-up occur within the summer, my child will be subject to disenrollment.
8. I understand that the program reserves the right to remove students who pose a risk to the safety of themselves or others.
9. I agree to personally pick up or have an authorized adult 18 years or older pick up my child and sign him/her out for the day except when I have authorized, either verbally or in writing, alternative arrangements. I further understand that my child must be picked up immediately if any signs of illness develop when they are at the program. I understand that they will be isolated for that time until they can be picked up.
10. I understand that in the event of **continued late pickup, late payment of fees, violent behavior, or ongoing discipline problems,** 27J Schools Child Care Programs reserves the right to remove my child from the program.
11. I agree to notify the site manager on days my child will not be in attendance.
12. I agree to provide sunscreen for my child, and that sunscreen must be labeled with my child's name. I further understand that staff members do not apply sunscreen.
13. I understand that a two-week written notice to my child's site manager is required prior to withdrawing. I further understand that 2 weeks of tuition will be kept if I withdraw.

14. I understand snacks for my child will be provided every day they attend the program. I further understand that my child should bring a lunch from home every day, it must be ready to eat, as a method of cooking or warming is not provided. No refrigeration will be offered. I also agree to send a water bottle with my child CLEARLY LABELED with the child's name, every day. Water bottles MUST be taken home and sanitized every night or they will have to be thrown away to prevent the spread of illness.
15. I understand that the 27J Summer programs are legally responsible for reporting any suspected child abuse or neglect.
16. I agree to follow all additional policies outlined in the 27J Child Care Parent Handbook. The handbook may be found at [www.sd27j.org](http://www.sd27j.org) under "Programs & Services/Child Care".
17. I understand that on field trip days, no alternative activities will be provided, nor will credit be given, should the child not attend the field trip.

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Parent/Guardian Signature

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Date

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Emergency Contact Number