Caprock Academy

Childcare

2025 – 2026

714 24 ½ Road

Grand Junction, CO 81505

970-243-1771 ext. 2202 (after school only)

Director: 970-243-1771

July 2025

Childcare Program

The Caprock Academy Childcare Program (CACC) is licensed through the state of Colorado (License #1657786). This program will offer parents the convenience and safety of a high-quality child care program for students attending Caprock Academy. Enrollment in the childcare program is open to students in Kindergarten through sixth grade, ages 5-13, who currently attend Caprock Academy. Caprock Academy Childcare will not make any distinction on account of the disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Caprock Academy Childcare follows all Americans with Disabilities Act requirements for any student who may need these accommodations.

Before and after school care will only be available for students currently enrolled in Kindergarten through sixth grade, ages 5-13, at Caprock Academy. Hours of operation are from 6:30am-7:15am and 3:00pm-6:00pm, daily during the school year, not open during breaks or summer (Before school care available by request only).

Registration

Childcare is open to all students ages 5-13, who are currently enrolled in Kindergarten through sixth grade at Caprock Academy. Registration fees and forms, including emergency and health information, must be filled out for every child prior to the child being admitted to the program. The annual registration fee of $25.00 per family is due at the time of enrollment. Registration fees are applied to insurance, supplies, and paperwork processing costs.

Registration forms and fees apply only to the current school year and will require renewal at the beginning of each new school year. Attendance at or acceptance to childcare during the current year does not guarantee placement in the program in any succeeding year.

CACC is a space limited childcare program, therefore registration forms will be accepted on a first come, first served basis. Call the school or check www.caprockacademy.org for information on registration start dates. Each registration form that is submitted with an attached fee will be time stamped and honored in the order they are received. Registration forms that are incomplete and/or not accompanied by the full registration fee will not be accepted.

Students who are under immunized must have their immunizations made current within 6 weeks of starting childcare or will not be permitted to attend. Non-Immunized students will be allowed to attend childcare as long as a current exemption form has been filed.

Parents must provide a weekly attendance schedule at the time of registration. Schedule changes may be requested throughout the year and will be accommodated as space allows. Please notify the Childcare Director at least 24 hours in advance of known absences in order to avoid charges. **A**

"no show" student will be charged the attendance fee if 24 hours' notice is not given. Unless prior arrangements are made, 4 consecutive "no shows", regardless of whether notice was given, will constitute removal from the program. The term "consecutive" will apply to days within a week as well as days of the week, i.e. a student who is registered for Monday childcare and does not show up on Monday for four weeks in a row will be removed from the Monday rosters.

Pre-payment is required to attend the program. Past due accounts will be subject to suspension from the program until accounts are brought current.

The documents required for a registration form to be considered complete are:

1) Completed Childcare enrollment packet
2) Completed Medical Information/Emergency Medical Consent Form
3) Completed Sunscreen Information and Consent Form
4) Completed Immunization Report Form

Tuition

Families using before and/or after hours care will be required to pay for services in advance on the first day of the week or month, or make other arrangements with the Director of Caprock Academy Childcare.

- Before School (6:30-7:15 am) - $12.00
- After School (3:00-6:00 pm) - $12.00
- Friday Care (7:00 am – 6:00 pm) - $36.00

**Current staff members of Caprock Academy Childcare or Caprock Academy may be eligible for reduced rates. Please see the Director of Caprock Academy Childcare for details.*

***If you fill out an economic survey and qualify under state guidelines, you may be eligible for a reduced rate. Please see the Director for proceedings.**

If your child's fees are in arrears, Caprock Academy Childcare reserves the right to refuse continued service.

Children not picked up by 6:05 pm will be assessed a late fee of $5.00 for each 5 minutes they are in attendance after 6:05 pm. This late fee will be immediately charged to the child's account.

Full Day Friday Care

The Caprock Academy Childcare program provides a full day Friday care service for children who do not have school on Friday (children must be currently enrolled at Caprock Academy to be

eligible for Friday care). Hours of operation for Friday care are 7:00am-6:00pm. Snacks will be provided both morning and afternoon. PARENTS ARE REQUIRED TO PROVIDE A LUNCH FOR THEIR CHILD(REN); CACC DOES NOT PROVIDE FOOD SERVICE.

Each Friday is packed with activities and enrichment opportunities that are left open for all the children's enjoyment. Building, arts and crafts, drama, music, and a variety of other activities will be planned for the children in attendance.

Program Philosophy and Purpose

The purpose of CACC is to provide a comfortable, safe, and interesting environment for children. The program is designed to meet the needs of the children who have already spent a challenging day in school. The program offers children the opportunity to be with their friends, enrich their day through special activities and classes, work on homework assignments, and to relax. The staff makes every effort to meet individual needs while building a happy, cohesive group.

The design of the program recognizes educational enrichment as a primary means by which children pursue their social, emotional, intellectual, and physical growth. The program includes activities from many areas including art, math, science, athletics, drama, and literature. The staff plans open-ended activities that allow children to explore ideas and solve problems independently. Snacks are provided for the students for the afternoon session.

Very minimal video viewing will be implemented as part of the educational program, but guest speakers and presenters may be invited to enhance learning. When there is a guest speaker or presenter, staff will stay with children at all times. All video viewing will be handled by the teacher in charge with none of the students allowed to access the computer. The video projector will only be turned on when the specific video to be viewed is ready. Teachers will continue to monitor the students while viewing the video and keep teacher to student ratios at all times.

Walking field trips to Canyon View Park will be made on occasion with written permission signed by parents. The students will walk in a line using the sidewalks and crosswalks leading from the school to the park. One teacher will lead the line. The assistant teachers will be spread throughout the line and if needed be assigned to specific students. One teacher will be at the back of the line. The teachers will take the attendance sheet, the emergency first aid kit and student file information in the event that a student needs first aid or parents need to be called. The teachers and assistants will spread out around the playground area to supervise the students and will take account of identifying where each student is located frequently. In the event that a student arrives when the childcare is on a field trip, a note will be posted as to where the field trip is located, and parents may bring their student to that location. If a parent chooses not take their student to the field trip location, then the student may wait in the school office for the childcare group and staff to return.

Personal Belongings

Students are asked to keep their belongings together and the staff will make every effort to help keep their belongings safe. Students are asked to keep toys and money at home and not bring them to school or childcare.

Supervision of Children

All children will be under direct supervision of a responsible adult at all times. Each classroom will have two employees to supervise children to help maintain discipline and to help in emergencies. Student to teacher ratios will be maintained at all times with no outside group exceeding 30 or classroom exceeding 24. A check in/out system will be maintained by staff to determine attendance verification on a regular basis. Staff will use walkie-talkies to communicate to each other when students are moving from inside and outside of the buildings. Staff will escort students to the building and a staff member will monitor the hallway for student movement throughout the building. The staff will respect the students in our care at all times and will not allow any physical or emotional harm or humiliation in the classrooms or outside.

Discipline

The Caprock Academy Childcare program supports the same discipline policies as Caprock Academy, using Love and Logic behavior management techniques. The goal is to have the childcare program a safe and friendly place for all children. The staff will be trained yearly on social and emotional behavior including training on stress and trauma.

We make personal contact with each student as they arrive for the day. We offer activities to engage each student's interest daily. Ground rules for activities and interaction are established and consistently maintained. Caprock Academy Childcare is a time and a place to meet new friends apart from "homeroom class".

If a problem does occur:

- The student will be given a verbal reminder of the rules.
- If the problem persists, the student will be separated from the problem/activity.
- If inappropriate behavior continues, the student will have time to come up with an acceptable solution. Parents will be notified if this is not successful and other strategies will be discussed. When necessary a student/parent may request to see the school counselor/mental health consultant.
- If inappropriate behavior continues, the child will be dropped from the program.

Release of Students

Children will only be released to adults whose names appear on the student's approved pickup list. If special arrangements need to be made for someone other than those designated on the child's pickup list, please provide a signed note with the name of the person picking up and the date(s) they will be picking up.

- ALL persons that the staff is not familiar with will be required to show a picture ID to staff members.
- Children without a signed consent from the parent/guardian WILL NOT be released to an adult that has not been designated on the approved pickup list.
- Verbal release of a student to an adult not on the designated pickup list will only be allowed on an occasional basis.

Student Arrival and Departure Policies

On school days, a staff member will sign children in as they arrive from class. If attending morning or Friday care, a parent or adult guardian must sign the child in, noting the time of arrival. We do not begin our liability until the time that your child is signed into us. When picking up a child, the parents/guardians are required to sign them out and present picture identification if requested. This allows childcare staff to know how many students are in attendance at all times. A staff member will keep a running roster of students who are present each day, crossing out their names when they are picked up to maintain attendance numbers at any time during the day.

Procedure When a Child is not Picked up by 6:15 pm

- Lead childcare staff member will notify the Childcare Director and begin attempting to contact parents and all emergency contacts.
- The Headmaster of Caprock will be notified if the child has not been picked up by 6:30 pm.
- Under the direction of the Childcare Director and the Headmaster, authorities and Social Services will be notified if the child has not been picked up by 6:45.
- The child will be turned over to the care of Social Services if attempts to contact the parents or other emergency contacts have failed.
- A note will be left for the parents as to the attempts made to contact them and a phone number for them to call in order to determine the whereabouts of their child.

Childcare Closing Procedure

At the end of each session or day, staff will ensure all students are accounted for and checked out to parents/guardians or another designated adult. The staff will check the rooms, restrooms, and playground to make sure that no child is left unattended when Caprock Academy Childcare closes for the day.

Visitor Policy

All visitors are required to sign in on the visitor log and check in with a Caprock Academy Childcare staff member.

The following procedures will be implemented when individuals not authorized by the parent or guardian attempt to have a child released to them.

- Double check the child's registration, emergency contact list, and file
- Removal of the child from the room and placed with an authorized adult
- Call to the parent or legal guardian
- If the person is not permitted to take the child, they will be asked to leave
- If the individual refuses to leave, authorities will be notified immediately
- If at any time the staff feels that a child is in danger, a lock down of the facility will occur and authorities will be notified immediately

Medical Procedures

- Illness – In the event that a child becomes sick with a fever (100 degrees or above), vomiting, diarrhea, etc., parents will be notified and the child will be removed from the group and cared for until parents arrive to pick them up. Students must be symptom free without medications for 24 hours before they are allowed to return.
- Accidents – If an accident occurs, a staff member will immediately assess the scene and determine whether first-aid or CPR is necessary. All other students will be removed from the situation. First Aid will be administered as needed and the student will be monitored until parents pick him/her. The parents will then be informed of the incident. In the event of an emergency, every effort will be made to contact parents before 911 is called, unless the delay in contacting emergency services would jeopardize the child's health and/or safety. All incidents will be documented with times and procedures followed.
- Insurance – Parents are required to provide health insurance for their children in case of accidents.
- Medicines – No school personnel may, at any time, give any kind of medication to a student without written consent of a physician. Medication that is approved to be given at school must be brought in a container appropriately labeled by the pharmacy or physician and contain the child's dosage, time of medication, and number of days it needs to be given at school. The medication is to be kept in the school nurse's office or a locked

medicine cabinet. Parents are required to fill out a form in the office for any medication given that also requires a doctor's signature.

- Any student who has written permission on file from a physician and parent may carry their own inhaler or epinephrine pen with them.

Inclement Weather – Caprock Academy Childcare will follow the same inclement weather guidelines as Caprock Academy. These guidelines are:

- **40 – 89 degrees** – No Restrictions
- **30 – 39 degrees** – Outside with coat
- **20 – 29 degrees** – Outside with coat, hat, gloves for maximum of 20 minutes
- **90 – 95 degrees** – Outside maximum of 20 minutes
- **Below 20 or over 95 degrees; Raining/Wet; Snowing/Snow on ground or Air Quality Index is at a level recommended as caution** – Stay Inside

Childcare Complaint

If a parent or individual has a complaint regarding a child's care, please notify the childcare Director immediately. If it is felt that the complaint warrants notifying the State of Colorado, write to the address below or call the phone number listed:

Colorado Department of Early Childhood
710 S. Ash Street
Denver, CO 80246
or
1-303-866-5958

Child Abuse

The Director or any staff member shall report to Child Protective Services and/or the Sherriff's Department, as required by the Child Protection Act of 1975, any suspicion of child abuse, sexual abuse, or otherwise neglect or endangerment of which they may become aware. For reporting cases of suspected child abuse, please call 1-844-CO-4-KIDS (1-844-264-5437).

Communication

General news for Caprock Academy Childcare will be communicated through the school communique and website. More specific details about Caprock Academy Childcare will be communicated via email.

Service Withdrawal Policy

Parents are asked to let the Director of Caprock Academy Childcare know immediately if their child is no longer going to attend the program. We require no advanced notice. No refunds will be made on accounts until the close of the currently enrolled school year.

Caprock Academy Childcare reserves the right to expel any student from attending the program for violent, disrespectful, or unsafe behavior by the child or the parent. (Please see the discipline policy). Caprock Academy Childcare reserves the right to suspend services for unpaid accounts.

Lost Child Procedure

If a child is deemed missing, the Director of Caprock Academy Childcare and the Headmaster of Caprock Academy will be contacted immediately. They will have staff search the buildings and grounds in order to verify that the child is missing. If the child is not found, then the following steps will be implemented:

1) Childcare staff will notify the Police Department
2) Childcare staff or proper authorities will notify the parent/guardian
3) Childcare staff or proper authorities will question the child's friends for information and give pertinent information to the appropriate parties

Emergency Procedures

Students with Disabilities *– In the event of an emergency or emergency procedure drill, students with disabilities will have a designated staff member to give individual attention to the student based on the individual student's needs. An individualized emergency procedure plan will be developed for each student with a disability upon enrollment in the Caprock Academy Childcare program.*

Evacuation Procedure – Any event that requires evacuation will take place according to the following procedure: children will line up in an orderly fashion at the indicated exit door, teachers will collect attendance sheets, children's files, and staff files. One teacher will take the emergency backpack with first aid supplies. Another teacher or teacher assistant will take the emergency food and water tote. Staff will clear all rooms and turn off lights, and will then lead children to the nearest specified safe zone depending on the nature of the emergency or disaster. One teacher will lead the line of students. One teacher will be situated along the middle of the line, and the third teacher will be at the end of the line. The teacher assistants will be assigned to specific students as needed. Once all staff and children are in the designated safe zone, staff will check attendance and wait for the appropriate parties to give further direction. In the event that students cannot return to the facility, parents will be called by the teachers to come get their student at the designated safe zone. Only parents can pick up their students in this situation with proper identification.

Fire Drills – Fire drills are held periodically. Students are directed outside by the teacher according to the evacuation procedure, attendance is checked, and students remain outside in specified areas until directed to return indoors.

Bomb Threats – All bomb threats will be taken seriously. Staff will evacuate children according to the evacuation procedure. Police and fire departments will be notified and students will not be allowed to re-enter the building until it is deemed same by the proper authorities.

Natural Disasters – In the event of a natural disaster, the director or lead teacher will use the resources and knowledge available to them to decide whether to shelter in place or to move off site. If it is decided to remain in the childcare building, staff will have children gather in the bathroom areas in seated positions. If the childcare building is deemed unsafe, the staff will evacuate children to the main building bathroom area and have them gather together in seated positions. If it is decided to move the children off site, the director or lead teacher will use the resources and knowledge available to them in order to decide which location they will move the children to that is the safest and closest. If possible, the children's belongings will be brought with them. When the safety of the children is secured, parents will be notified via emergency contact information of the children's location. All attempts will be made to leave notes at the previous locations indicating where children have been relocated.

Reunification – Parents will be called, notified of the situation, told the new location, and procedure for pick-up. Parents will be the only persons allowed to pick-up students with proper identification. Students will be brought to the parents for reunification.

Shelter in Place – When an event is happening outside the childcare building that could put the safety of the children at risk, the outside doors will be locked, and the blinds will be set in a way that does not allow visibility into the building. If the children can move about the building as normal without compromising their safety, activities will continue as normal excluding outside activities. During this time, no one will be allowed in or out of the building until the "shelter in place" designation is lifted by the director, lead teacher, or other Caprock Academy school administrator.

Lock-down/Dangerous Person on Campus/Active Shooter – When an event is happening on school grounds and /or buildings that puts children at eminent risk, the childcare building will go into "lockdown" designation. During lockdown, the outside and internal doors of the childcare building will be locked with all children and staff gathered in one room. If the dangerous person or active shooter is in the same room/building as the children, one staff member will address the dangerous person and the other will escort the children out of the building to a designated safe area (Main Building Bathroom Area). If the dangerous person is outside the childcare building or occupied room, the blinds will be set in a way that does not allow visibility into the building and the lights will be turned off. The children will be seated on the floor in one corner of the room away from the door. Children and staff will be accounted for and will remain silent until the

lockdown designation is lifted. During this time, no one will be allowed to enter or leave the building, move about the room, or make unnecessary noise. Lockdown designations are only lifted by an administrator or other authority figure with a key who will unlock the building from the outside, not by an "all clear," knocking, or calling from outside the building.

Returning to Operation – After a disaster or emergency, Caprock Academy Childcare will notify parents of the procedure to return through phone calls or email after determination has been made by the Head of School, Safety committee, and licensing agent. In the event that the emergency or disaster closes the school, Caprock Academy Childcare will also close.

An internet based data system is used to store staff, student and family confidential files and financial records and is always protected by password and limited access.