

**2019-
2020**

**C2E Before and After Care
Program Parent Handbook**



Challenge To Excellence

Charter School

16995 E. Carlson Drive,

Parker, CO 80134

303.841.9816

FOCUS OF C2E BEFORE AND AFTER CARE PROGRAM

To provide a safe and enriching environment for all the students. The children will participate in a staff assisted daily homework club. They will have access to art materials, books, games, and educational computer use. The staff is dedicated to providing a safe, interesting, comfortable, and educational environment for your child. It is important for the staff and parents/guardians to stay in constant communication regarding the children and the program's progress.

PROGRAM MISSION AND GOALS

To prepare students for a complex social, global and economic future by delivering a comprehensive educational program with a challenging curriculum that combines the basic skills with a strong focus on standards-based education. The curriculum will integrate reading, writing, math and science through the applied technologies to result in students who are:

- Critical thinkers
- Problem solvers
- Life-long learners and achievers
- Flexible and adaptable
- Empowered
- Academically well-rounded, proficient, respectful, and responsible participants in the school and community

HOW TO REACH THE C2E BAC PROGRAMS DURING PROGRAM HOURS

Challenge to Excellence's Main School Office	303.841.9816
Before and After School Program Director, Julie Stewart	Email: jmstewart2@c2e.org
BAC Billing and Information Services, Katie Unger	Email: keunger@c2e.org

AGES ACCEPTED

Students enrolled at Challenge to Excellence Charter School are eligible for using C2E Before and After Care (Ages 5 years – 16 years). The program complies with the Americans Disabilities Act.

NOTICE OF NON-DISCRIMINATION/AMERICAN DISABILITIES ACT**7.701.14 Civil Rights**

All facilities licensed under the Child Care Licensing Act are subject to the non-discrimination provisions of the Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulation, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, as amended, and its implementing regulation, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulation, Title 45 CFR, Part 84.

All facilities licensed under the Child Care Licensing Act are also subject to Titles I through V of the Americans with Disabilities Act, as amended, and its implementing regulation, Title 29 C.F.R., Part 1630. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must be in compliance with the Americans with Disabilities Act. The facility must provide reasonable accommodations for the child with a disability who has special needs.

A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing or in other areas of self care cannot be used as sole criteria for enrollment or placement or denial of enrollment or denial of placement. Efforts must be made to accommodate the child's needs and to integrate the child with their peers who do not have disabilities.

PROGRAM DESCRIPTIONS**Before School Care Program: 6:30 a.m. until school begins, Monday - Friday on regular school days**

****Exception: Douglas County School District 90-minute Delayed Start Time is 8:00 a.m.***

The before school program provides childcare before school begins. Students may work on homework, study, or select free choice activities during this session.

The school does not offer a school breakfast program. However, you may send your child in with a breakfast meal which can be eaten before any morning activities are started.

All times are based on the [Procare/Tuition Express Procare](#) timeclock.

After Care Program: End of School (Carpool 3:15 p.m.) – 6:00 p.m., Monday – Friday on regular school days

The after care program provides child care after school. Activities include, but not limited to * **homework assistance**, creative expression, outdoor physical activity when weather permits and there are no outside school sports activities, along with free choice activities. Every student is given the opportunity to work on homework during homework club time in a quiet area for the first hour.

****Program employees will do their best to check and make sure the student is working on homework and attempting to work on it. It is NOT the program's responsibility to see that all work is completed or finished by the time the student is signed out of the program. Parents/Guardians are responsible for making sure their student has completed any unfinished classwork/homework and is prepared to return to school with completed assignments.***

Please provide your child/ren with a snack from home. With food allergies on the rise and special dietary needs, prepackaged foods cannot be guaranteed to be allergen-free, so we ask that you provide a safe snack on the days that your child/ren attend the program. Water is always available, and your child will have access to his/her water bottles.

ADMISSION AND ENROLLMENT / Procure/Tuition Express

*In order to allow new families and Kindergarten students an opportunity to join the program, enrollment in the Challenge to Excellence Before and After Care program is on a yearly first come, first served basis. A sign-up e-mail will be sent to all families before the beginning of the school year and families will be enrolled in the order paperwork is received. All children must be fully registered and enrolled before attending any before or after school care program. To enroll, parents or guardians must complete and sign the C2E Before and After Care Enrollment Form and all forms necessary for enrolling in ***Procure/Tuition Express**. These forms are available on the school website. New enrollment forms must be completed before each new school year. Parents must also update current forms/information with any information changes that are made during the current school year. This can be done by sending an email to Katie Unger at keunger@c2e.org with updated information for Procure.*

An annual \$35.00 nonrefundable registration fee per family is required and will be billed on the first billing cycle after registration is completed. New C2E Enrollment Forms will not be accepted unless the account balance is \$0.00. Please keep your account current with **Procure/Tuition Express**.

***Procure/Tuition Express** is our tuition and attendance tracking system that is mandatory for using any of our before and after care services. It allows you the ease and convenience to pay and track all services. All times referenced in this manual are based on the **Procure/Tuition Express** timeclock.

IMMUNIZATION REQUIREMENTS

A current immunization record must be on file with the school nurse. We have access to the immunization records from the main office/school nurse. Please note that at any time, there may be students attending C2E Before and After Care programs who are not fully immunized due to parental/religious choices.

HOLIDAY/SCHOOL CLOSURES

All C2E Before and After Care programs are **CLOSED** on the following days:

- ✓ August 8-9, 2019 – **No BAC Services. (Services start on first full week of school starting on August 12, 2019.)**
- ✓ September 2, 2019 - Labor Day/No School
- ✓ September 20, 2019 – Teacher Professional Development
- ✓ October 14-18, 2019 – Fall Break
- ✓ October 25, 2019 – Parent/Teacher Conference Half-Day (After Care available only if there is staff coverage. TBA)
- ✓ November 11, 2019 – Teacher Professional Development
- ✓ November 25-29, 2019 – Thanksgiving Break
- ✓ December 20, 2019 – Teacher Work Day
- ✓ December 23, 2019 to January 3, 2020 – Winter Break
- ✓ January 6, 2020 – Teacher Work Day
- ✓ January 20, 2020 – Martin Luther King, Jr. Day
- ✓ February 14, 2020 – Teacher Work Day/Professional Development
- ✓ February 17, 2020 - Presidents' Day
- ✓ March 16 - 20, 2020 – Spring Break
- ✓ March 27, 2020 - Parent/Teacher Conference Half-Day (After Care available only if there is staff coverage. TBA)
- ✓ April 16, 2020 – Teacher Professional Development
- ✓ April 17, 2020 – No Students/School Closed
- ✓ May 22, 2020 – Last Day of School (Before Care available only)

Parent/Teacher Conference Half Day Program: To Be Announced

Half days are scheduled parent/teacher conference days for fully enrolled and registered students only. Your child will be able to attend half day after care when carpool ends. You will need to sign-up with the director to reserve a spot for this session. There is a different fee assigned for this session. See fees on fee schedule. Please pack a lunch for your child, as there is no school lunch program served on half days. This session will be available only if there is staff coverage. The availability of this session in October and March will be announced with sign-ups available one month prior to date-of-service.

DROP INS

Challenge To Excellence does not accept any student who is not fully registered and enrolled in our program. If an unregistered child shows up during attendance, a staff member will send that student to the office for immediate child pick-up. A separate late fee will be incurred and billed to you by our school business office which is billed by the minute per each child. The student will wait in the front office until an authorized person arrives to pick up the student.

ABSENCES

Please call when your child will not attend. To report an absence, please call / email:

Challenge To Excellence's Main School Office	303.841.9816
Before and After Care Program Director, Julie Stewart	Email: jmstewart2@c2e.org

PROGRAM FEES

Annual Family Registration Fee	\$35.00 per family
After School Care Late Pick-up Fee	\$1.00 per minute after 6:05 p.m. per child using the <i>Procare/Tuition Express</i> clock.
Returned Check Service Fee	\$25.00

REGISTRATION RATES

Before Care Session	\$10.00 per child
After Care Session	\$14.00 for first child; \$10.00 for siblings
Before 4 PM Pick-up	\$7.00 per child <i>discounted</i> rate is charged by <i>Procare/Tuition Express</i> , when your child is signed out 4 p.m. This is an automatic service provided to you for picking your child up early before our full-service session.
Half Day Session	\$25.00 for first child; \$20.00 for siblings

PAYMENT TYPES ACCEPTED

All payments for before and after care services are made through our *Procure/Tuition Express* system. Your account will be automatically billed with the payment type you chose when filling out the payment documents for Tuition Express with *Procure*. Billing will occur on the first school day after services are rendered for days used for the 1st through the 15th of each month and then again for days used from the 16th through the end of the month. In the case of a school holiday or vacation falling during the billing cycle, the actual day that the billing is submitted may differ slightly.

As a reminder, all families must have a bank account or credit card on file for automatic bi-monthly payments. This will allow no family to fall behind on tuition which will keep your account current and ensure that your child/children may continue to attend our BAC program. Families who fall behind in payments due to credit card or bank account denials will need to provide new credit card or bank information for *Procure/Tuition Express* within 3 business days of being notified of the decline. Our Point of Sale (POS) service can be used during BAC hours of operation to make a payment in the meantime. **Please keep your billing information current to avoid interruption of BAC services.** Please make sure that you also watch your credit card expiration dates and keep that current, as an expired card will cause a delay in a prompt payment. An unpaid balance could result in your child/ren being withdrawn the BAC program.

BEFORE AND AFTER CARE BILLING AND INFORMATION SERVICES

Challenge to Excellence's BAC Billing and Information Services Coordinator handles the financial tasks associated with the program's billing, receiving payments, and collections. **All financial questions should be directed via email to Katie Unger to answer questions or request information about financial services for the BAC Program.** The email to discuss financial information is keunger@c2e.org.

We understand that there are sometimes unforeseen circumstances that affect our families financially. We will make every effort to assist you in keeping your child in our program. Please let the BAC Billing and Information Services Coordinator know if your family is experiencing any financial hardship. We may be able to come up with some options that will work for you. We care about you, your family, and providing the best possible care for your child.

REFUNDS/CREDITS/CARRY-OVERS

Refunds are not available unless the family withdraws from the school and has a credit on the account. If this occurs, our BAC business manager, Mike Unger, must be contacted to discuss issuing a refund check. With our *Procure* system in place, this should never happen.

With *Procure/Tuition Express*, there should never be a situation for credits or carry-overs into a new school year. Billing is based on attendance and the days that your child/ren attend. The twice a month billing/automatic payment set-up allows families to never have credits or carry-overs as balances are billed and paid every two weeks.

DISTRICT WEATHER CLOSURES AND WEATHER-RELATED DELAYED STARTS

BAC School Closure

If the school is closed due to inclement weather, all C2E Before and After Care programs are also **closed**. If the weather becomes progressively worse during the school day and Douglas County School District closes all schools, parents will be notified via school emails and phone calls to pick children up *immediately from school and after care programs*. You can find all school closure information at: <http://www.dcsdk12.org/portal/page/portal/DCSD> . Information can also be obtained from many of the local television news station who list information regarding delayed starts at the bottom of the television screen. ***Please pick your children up if school is closed early for the day by DCSD. There will be no BAC staff on duty for inclement weather early dismissal. Your child/ren will be attended by regular school staff and you will be charged \$1.00 a minute per child for a regular late school pick up in the school office. These fees will be billed by the school and not through the Procure system.***

If the school is closed for the day, you will not be charged for a before care or after care session as billing is calculated on days attended. If the program must be closed while before and after care is open and your child attends a session, your account will be charged for that session. This would only happen when the school administration is mandated by the school district to close all before and after school activities.

Delayed Start Days

On days when Douglas County School District issues a delayed start, the C2E BAC program will also be on a **90- minute delayed start**. Our start time will be 8:00 a.m. on a delayed start day. Please be sure to check the Douglas County School District website for official school delayed starts. See website link above. A car/s in the parking lot prior to 8:00 a.m. does not mean that the school is open.

SIGN IN AND OUT

For security purposes, parents or authorized individuals must sign students in to each morning session and out of each afternoon session. Only individuals who are listed on the *C2E Before and After Care Enrollment Form* or have written parent authorization are permitted to sign children in and out of the program. Verbal permission is not acceptable authorization. Staff members must ask for a picture ID and consult the authorized pickup list if they are unsure of an adult's identity. Before school, parents will sign their children in using our electronic sign-in procedure. Staff will sign the children out to attend regular school sessions. After school, staff will sign the children in when they arrive for check-in. At the end of the day, parents will sign their child/children out of the after school session. The program is not responsible for the children before they are signed in or after they are signed out from the program.

RELEASE OF CHILDREN

Children will only be released to a parent or an **authorized** pick-up person. Children must be signed out by their parent or authorized person according to the procedure described in the section above. Failure to follow this procedure may result in dismissal from the program. Program staff must have written authorization from the parent or guardian to release a child to an individual not listed on the *C2E Before and After Care Enrollment Form*.

LATE PICK-UP

Parents should have a back-up plan in case they are unable to pick up their child on time.

If a parent or an authorized person does not arrive to pick-up a child within ten minutes after the program closing time, the staff will attempt to contact the parents at home and at work. If the staff member is unable to speak with the parents by phone, they will contact the authorized persons listed on the *C2E Before and After Care Enrollment Form*. If the authorized persons cannot be contacted by phone, the C2E Before and After Care staff member may notify the police. Children will never be left unattended at the school or taken home with a staff member. [Procare/Tuition Express](#) automated system will begin to assess late pickup fees at 6:05 p.m., if this situation were to occur. The late pickup fee is \$1.00 a minute per child and will appear on the next billing cycle.

*For the safety of all parties involved, if your child has not been picked up and the emergency contacts have been called and cannot be reached or are not able to come to pick-up your child, the following procedures will go into place:

1. Local police/sheriff will be contacted.
2. Department of Human Services will be contacted.

The C2E Before and After Care staff will take all necessary precautions to ensure the safety of your child/children until he/she is taken into legal protective custody in the case of an emergency.

TARDINESS

Repeated tardiness will not be tolerated. If a parent or authorized person is late in picking up their child **3 times during the year, the family will be withdrawn from the program.** * *Severe weather will not be counted as a tardy, however late fees will be assessed until the child is picked up.*

*Emergency contacts will be called for pick-up, if the wait time is going to be greater than 15 minutes after closing. The late pick-up fee will be applicable for this occurrence and will automatically be assessed by [Procare/Tuition Express](#).

AFTER SCHOOL CLOSING PROCEDURES

To ensure that all children are picked up at closing time, staff members will check the sign-out document to confirm all children have been picked up and signed out. If a child was not signed out, the staff member will sign the student out of the [Procare/Tuition Express](#) system at the 6:00 p.m. A visual check of the before and after care areas is made to assure that all children have been picked-up and are no longer on campus before closing staff vacates the facility.

LOCATION OF CHILDREN

The Before and After School program children are located in the elementary wing of the school. Students may also be in the gym, lunchroom, library/media center, or outside playground.

The Program Director will notify the school office if the group leaves the classrooms to work/play in all other areas. When appropriate, staff will leave a note on the door easel in front of the check in/check out location explaining where the children are and approximately when they will return. Parents must sign child/children out using the [Procare/Tuition Express](#) system before they are released from the program when using areas outside of the classroom. This may be done with a staff member who is monitoring check-out in the primary location who then lets the staff members in the other area know that it is okay to release the child/children and that the child has been checked out. Outside staff will be able to check on the Procare app to see that the child/ren have been checked out.

FIELD TRIPS AND SPECIAL ACTIVITIES

C2E Before and After Care programs do not take any off campus field trips. All programs take place on our school site.

SCHOOL SPONSORED ACTIVITIES

Children may participate in school sponsored activities while attending the C2E Before and After Care. Your child will check in with the program immediately **after** the after school activity with the activity sponsor escorting them to be checked in. While attending the activity, the C2E Before and After Care program is not responsible for your child. The C2E Before and After Care program will not release a child to any school sponsored activity without parent permission forms submitted to the school showing that they are enrolled and approved to attend the activity.

IN THE CASE OF A LOST/MISSING CHILD

A child is considered lost/missing when staff members are not able to determine a child's whereabouts and cannot guarantee the child's safety. Staff members will immediately search the building and grounds. If, after a search, the child's whereabouts are still undetermined, a staff member will call the child's home, the parent's place of work, and the emergency contact person, in that order. If the child is still not located, a C2E Before and After Care staff member may contact the police. This procedure will be followed in as brief a time period as possible.

EMERGENCY PROCEDURES

In the case of an emergency, program staff will follow the school and district emergency procedures. Students will never be automatically dismissed during emergency conditions, but will remain in the building. In an extreme situation where the building is determined unsafe, staff will follow the established evacuation procedure and immediately contact parents or emergency contacts located on the *Before and After Care Enrollment Form*. Practice drills are performed and recorded on a regular basis. Evacuation plans are posted in every classroom and rooms used for the program.

Fire: In case of fire, students will evacuate the building through designated doors to assigned holding areas until the signal is given that the practice drill or emergency is over.

Tomado: In case of a tornado, students will move to designated safe areas inside the school building and wait with the staff until the danger has passed.

ILLNESS OR INJURY

All Before and After Care staff members hold current certificates in First Aid and CPR. If a child is injured while attending the C2E Before and After School program, staff will quickly assess the injury. A District nurse is always available to the staff for phone consultation.

If an injury is severe, the staff member will immediately call 911 and the parents. If an injury is moderate, the employee will call the parents to pick up the child as soon as possible. If an injury is minor, the staff member will report it to the parents when the child is picked up. Program staff members are not permitted to apply antiseptics to wounds. C2E Before and After Care program does not provide care for ill children. If a child becomes ill while attending the program, a staff member will call parents or emergency contact person and ask them to pick the child up as soon as possible. Staff will isolate the sick child from the other children and have him/her rest until he/she is picked up. Please use the attached *Illness Guidelines: How Sick is Too Sick: When to Keep your Child at Home* to help you determine whether you should keep your child at home or not.

MEDICATIONS

The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Douglas County School District Board of Education policies and Section 1238132, C.R.S., of the Nurse Practice Act."

Medication should be given to children at home whenever possible.

Only C2E Before and After Care staff members who have completed the Medications Administration Training course are authorized to give medications to children while they attend the C2E Before and After Care program. The school nurse monitors all medication administration.

Medication Requirements:

- All medication must be in the original container, labeled with the student's full name, the name of the medicine, the dosage, time, the doctor's name, the expiration date, and the name of the pharmacy.
- The doctor must provide written instructions on the official district forms.
- The parents must provide written permission on the official district form.
- The program manager or school nurse must store all medication in a clean locked container according to the pharmacy instructions.
- The person giving the medication to the child must record when the medications were given on the official district form.

Trained staff may give over the counter (non-prescription) medication supplied by the parent in the original container with the parent and doctor's signed notes. The dosage will be that recommended by the manufacturer. The medical doctor's order will override the manufacturer's directions. School staff will return any unused medications to the parent. If the medication has expired and/or is not picked up, the nurse or Program Director will dispose of it.

Students are not allowed to bring unlabeled medications for self-administration under any circumstances.

SUN PROTECTION

Parents should apply sunscreen to their children prior to attending the program, especially in warmer months when children spend more time outdoors. If the parent supplies the sunscreen, it must be in the original container, in a sealable bag, and have the child's full name labeled on the outside. Children, over the age of four years, may apply their own sunscreen under the direct supervision of a staff member. Staff members will not apply any topical creams/sunscreen.

CHILDREN WITH DISABILITIES/LEARNING DIFFERENCES

C2E Before and After Care programs provide care for children with disabilities and learning differences as long as their needs can be reasonably accommodated by our staff. If it is necessary for a formal meeting to be held before the child attends any before or after school programs, a meeting can be scheduled with the Program Director or specialist, principal, parents, and classroom teachers. Discussion at this meeting will center on specifics about the child's needs, classroom and recreation time strategies, and any additional information that parents consider important for program staff to know.

After the child attends the program, if staff has difficulty meeting the needs of the child due to learning differences that cannot be met, a second meeting may occur. Staff will then use agreed upon alternative strategies for a reasonable amount of time. If problems persist, a meeting will be held to determine whether the program can continue to reasonably accommodate the child.

COLD AND HOT WEATHER

When the weather is extremely hot or cold, activities will take place indoors. The Program Director will follow the school's and district's guidelines when determining when to restrict outdoor activities. Please dress your child appropriately for the weather conditions.

CLOTHING AND PERSONAL POSSESSIONS

Students should always wear their uniforms unless they are participating in an after school activity that requires a change of clothes. All items must be clearly labeled with the child's name. Children should not bring expensive items to the program such as iPads, computers, cell phones, or any electronic devices. There are computers/laptops that students may access to work on homework/school work. C2E Before and After Care program is not responsible for any lost/stolen property or money.

SNACKS AND MEALS

Please provide your child/ren with a snack from home. With food allergies on the rise and special dietary needs, prepackaged foods cannot be guaranteed to be allergen-free, so we ask that you provide a safe snack on the days that your child/ren attend the program. Water is always available, and your child will have access to his/her water bottles.

The school lunch program does not operate on half days. Make sure to send your child to school with a nutritious and nonperishable lunch and snack along with a drink if our BAC program is open for services and you have reserved a spot for your child/ren.

HOMEWORK ASSISTANCE

The C2E Before and After Care program is committed to supporting busy families by offering a designated time to work on homework Monday through Thursday. This takes place after the students have been checked in. Homework *assistance is provided by program staff, but please remember that our program is not a tutoring service. Staff will do their best to assist your child, but parents/guardians are responsible for checking all homework and making sure that assigned work is ready and complete to be turned in to all teachers when due. C2E Before and After Care staff is not responsible for the completion or accuracy of homework assignments and will not sign any homework that requires a parent signature. Students who are disruptive and/or refuse to work on homework will be guided to another activity to allow for a calming learning and relaxing environment until parent pick-up.*

MOVIES, MUSIC, AND COMPUTER USAGE

Program staff may occasionally show G-rated and vetted PG-rated movies to the children. Music provided by the program staff is screened to ensure that it is appropriate for school age children. Children may not bring inappropriate music from home and are not allowed to listen to music or watch movies on their own personal electronic devices.

Use of school electronic networked resources and computer systems are subject to school/district policies and procedures. The Program Director and IT department monitor all computer usage to ensure that it is appropriate for school-age children. Any misuse will result in the student being locked out of his/her account. These guidelines can be found in the [Challenge To Excellence Parent/Student Handbook](#). The BAC program follows all school and district guidelines and promote digital citizenship and proper use of technology.

For the safety and protection of all students' cell phone use by students in the C2E Before and After Care program is prohibited and cell phones may be confiscated by program staff until parent pick up.

DISCIPLINE

The goal of C2E Before and After Care staff is to provide a safe, fun, and enriching environment for all participants. Program staff members expect all children to show respect for one another and all adults. Conduct, which disrupts the operation of the program, interferes with the rights of others, endangers the safety of any person, or damages property, will not be tolerated.

When unacceptable behavior is observed, a staff member will give the student a verbal warning and redirect the student to another activity. If the unacceptable behavior continues, the student will receive a conduct report and a staff member may call the student's parent. Repeated offenses may result in the student being removed from the program.

WITHDRAWING YOUR CHILD FROM THE BEFORE AND AFTER CARE PROGRAM

To adjust for planning and staffing requirements, parents/guardians are expected to provide two weeks' notice to the Program Director if withdrawing their child from the program.

VISITORS

Visitors must sign in at the school's main office and wear a visitor's badge prior to 4 p.m. Visitors who arrive after 4 p.m. will receive a visitor's badge upon check-in with a staff member during the check-in process. They may not interfere with program operations or distract staff from their responsibilities. All visitors must follow procedures in accordance with school and district policies.

REPORTING CHILD ABUSE

Colorado law requires all C2E Before and After Care staff to report known and/or suspected incidences of abuse and neglect to the Department of Social Services. 'Child abuse or neglect' means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If a parent or guardian feels as if their child has been abused, they should seek immediate assistance from: Douglas County Department of Social Services: 303.688.4825

CONCERNS

Concerns/issues about the C2E Before and After Care programs should be directed to the C2E Before and After School Care Program Director.

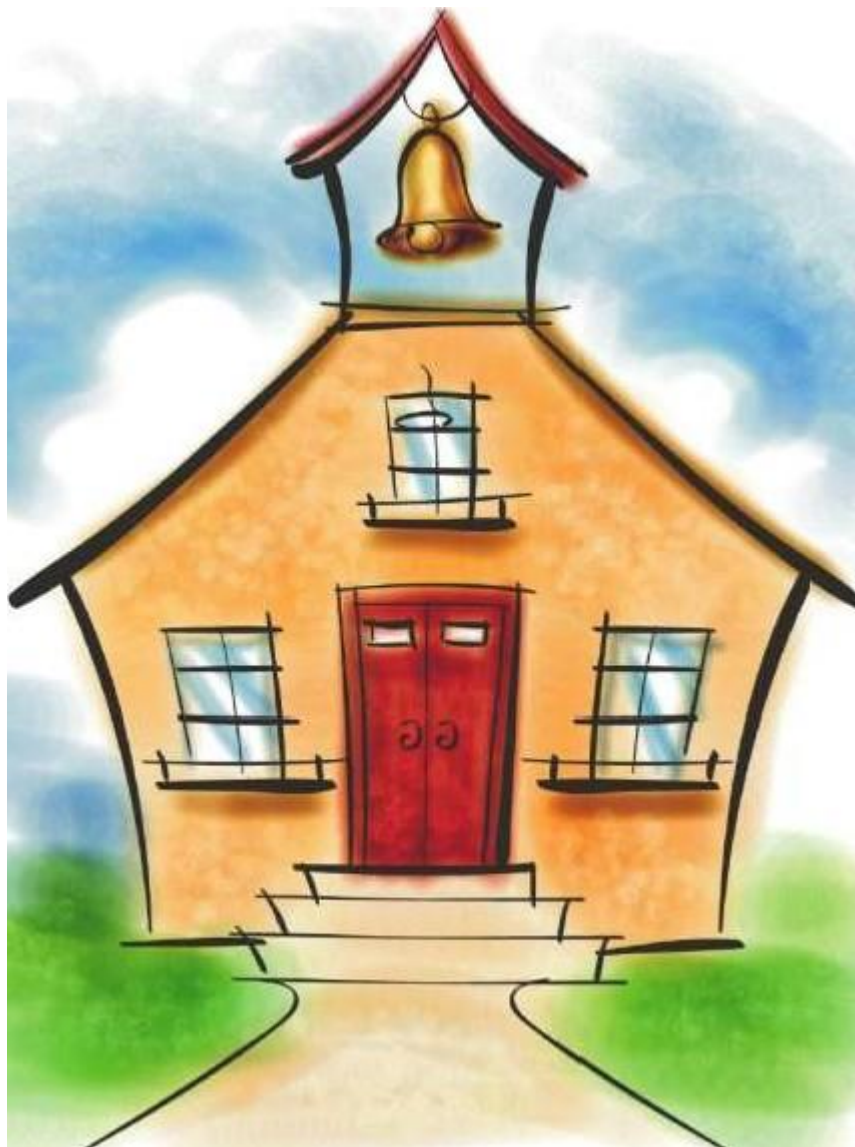
Unresolved concerns/issues about the treatment of children in a child care setting should be directed to:

The Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
303.866.5958 or 1.800.799.5876

This information is posted in each classroom where programs are held. An official document binder with all information is available in the main check in and check out room access with easy access.

REPORTS OF INSPECTION

Reports of Inspection are posted for your review. This information is also posted in each classroom where our programs are being used and in a document binder provided by the director in her office/classroom in the main check in and check out classroom.





The Children's Hospital

Illness Policy: How Sick is Too Sick? When to Keep Children at Home

IN CARE OF KIDS

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as: extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without effecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which temporary exclusion is recommended.

Children with the following symptoms or illness should be kept (excluded) from school:

SYMPTOM	Child Must Be at Home?
Diarrhea frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication	Yes – if child looks or acts ill; if child has diarrhea with fever; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet
Fever with behavior changes or illness. <u>Note:</u> An unexplained temperature of 100.4°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.
Flu Symptoms Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea	Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine
Coughing severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - medical attention is necessary
Mild Respiratory or Cold Symptoms stuffy nose with clear drainage, sneezing, mild cough	No – may attend if able to participate in school activities

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13123 E. 16th Avenue, Aurora, Colorado 80045 • 720-777-1234 • Toll-free: 800-624-6553

ILLNESS	Child Must Be At Home ?
Chicken Pox	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after chickenpox vaccination, refer to Health Dept Guidelines
Conjunctivitis (Pink Eye) Or pink color of eye <i>and</i> thick yellow/green discharge	Yes - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
Croup (<i>See Coughing</i>) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
Fifth's Disease	No - child is no longer contagious once rash appears
Hand Foot And Mouth Disease (Coxsackie virus)	No - may attend if able to participate in usual activities, unless is drooling
Headlice Or Scabies	No – not very contagious
Hepatitis A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
Herpes	Yes – if area is oozing and cannot be covered, such as mouth sores
Impetigo	Yes – for 24 hours after treatment starts
Ringworm	No – not very contagious
Roseola <u>Note:</u> A child with rash and no fever may return to school	Yes – seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid

Strep Throat	Yes - for 24 hours after treatment and the child is able to participate in usual activities
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – until determined not infectious by the health care provider
Yeast Infections including thrush or candida diaper rash	No – may attend if able to participate in school activities Follow good hand washing and hygiene practices

This information is based upon the guidelines from American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, and Center for Disease Control.