

# Children's Programs Parent Handbook 2024-2025



**Foothills**  
Park & Recreation District

# **Family Friendly Service**

## **Our Mission**

To create fun, enriching opportunities for youth and families in a safe and supportive environment.

## **We have a Commitment**

To keep our commitment, we need your help throughout the year!

### **Help us stay in tune with your needs and interests**

- Tell us about your child's special talents and strengths.
- Let us know if you think your child needs extra help or support.
- Keep us informed about any important changes to help us best serve you.
- Ask us questions if you do not understand our policies and procedures and make suggestions that will help us serve you better.
- Share with us your family and cultural traditions.
- Let us know how we can help you connect with your child's experience in the program.

**Visit whenever you can. You are always welcome!**

### **Foothills Children's Programs staff qualifications**

- Meet or exceed established educational and experience requirements for the position held. Many hold degrees in recreation, education or other related fields.
- Meet Colorado State Licensing requirements for their position held under the Division of Childcare rules and regulations.
- Participate in formal trainings throughout the year.
- Undergo background checks through local, state and federal authorities.
- Are certified in CPR, First Aid and Standard Precautions.
- Are trained on the Foothills Park and Recreation District Exposure Control Plan and how to handle bloodborne pathogens.
- Receive support through training, resources and administration.

# Table Of Contents

<b>Welcome and General Information .....</b>	<b>5</b>
Children with Disabilities .....	6
Translation Services.....	6
<b>Preschool and Childcare Programs .....</b>	<b>7</b>
All Day Preschool Program for Ages 3 - Kindergarten .....	7
Part-time Preschool Program for Ages 3 - 5.....	7
Universal Preschool .....	7
Colorado Shines.....	7
Preschool Programs and Parent Partnerships.....	8
<b>SchoolAge Programs.....</b>	<b>9</b>
Before and After School Programs .....	9
Partial and No School Day Care .....	9
Camp Programs .....	9
Schoolage Programs and Parent Partnerships.....	10
<b>Enrollment.....</b>	<b>11</b>
Change of Enrollment Information .....	11
<b>Billing Policies and Procedures .....</b>	<b>12</b>
General Payment Policies.....	12
Tuition Payments .....	12
Late Payments .....	12
Late Pickup .....	13
Schedule Changes, Refunds, Credits.....	13
Child Care Assistance Program(CCCAP).....	13
Disclosure Regarding Payments.....	14
Billing Policies for All Day Preschool Program .....	15
Billing Policies for Part-Time Preschool Program .....	16
Billing Policies for Before and After School Program .....	17
Billing Policies for Summer Camp Program.....	18
<b>General Program Information .....</b>	<b>18</b>
Child Participation and Activity Schedules.....	18
Location and Accountability of Children.....	18
Transition Between Before and After School Care and Clubs.....	19
Transition within Preschool Programs .....	19

# Table of Contents – continued

Homework Policy.....	20
Field Trips and Excursions.....	20
Clothing and Dress.....	21
Personal Belongings .....	21
Inclement Weather and School Closures.....	21
Movies, Music, Screen Time and Media Use .....	22
<b>Behavior Guidelines.....</b>	<b>22</b>
<b>Health and Safety .....</b>	<b>24</b>
Notification of Absences.....	24
Sign-in and Sign-out Procedures for Children .....	24
Late Parent or Legal Guardian Pick-up Procedure.....	25
Snack and Lunch .....	25
End of Day Closing Procedures.....	26
Medication Procedures.....	26
Illness .....	27
Immunizations .....	27
Communicable Diseases .....	27
Sunscreen .....	28
Visitors.....	28
Child Abuse and Neglect .....	28
Accidents and Injuries.....	28
Emergencies .....	28
Emergency Plans and Parent Reunification Plan .....	30
<b>Parent or Legal Guardian Communication.....</b>	<b>30</b>
Parent or Legal Guardian Conduct.....	30
Parent or Legal Guardian Conferences .....	30
<b>Custody Situations.....</b>	<b>31</b>
Legal Proceedings .....	32
<b>Program Evaluations .....</b>	<b>32</b>
<b>Foothills Tax Id Number .....</b>	<b>32</b>

# Welcome

Welcome to Foothills Park and Recreation District's Children's Programs! We are committed to providing your child with quality programs that provide social, emotional and cognitive skill development and hope your entire family enjoys your experience with us. Please let us know how we can be of assistance to you. We look forward to building a relationship with you and your child.

## General Information

Children's Programs is divided into two key areas – early childhood programs and school age programs.

- For Before and After School Programs, visit [www.ifoohills.org/schoolage](http://www.ifoohills.org/schoolage)
- For Early Childhood Programs, visit: [www.ifoohills.org/preschool](http://www.ifoohills.org/preschool)
- For Camps Programs, visit: [www.ifoohills.org/camps](http://www.ifoohills.org/camps)

or contact **303-409-2511** for more information. Please be advised that Foothills Park and Recreation District Children's Programs reserves the right to cancel or discontinue programs.

Children's Programs operates in Foothills Park and Recreation District facilities, as well as several Jefferson County Schools.

Our programs are licensed by the Colorado Department of Human Services. We are required to maintain licensing standards, including staff-to-child ratios. Please contact the Children's Programs Supervisor at 303-409-2127 with any questions or concerns that you may have regarding our facilities and staff. To file a complaint about any of our programs, please call the Childcare Licensing Agency at the Colorado Department of Human Services at 303-866-5958.

The open and concealed carrying of firearms is prohibited at all Foothills Park and Recreation District facilities, parks, trails and golf courses.

## **Children With Disabilities**

Foothills Park and Recreation District complies with the requirements of the Americans with Disabilities Act (ADA). Foothills is committed to partnering with Parents or Legal Guardians in making reasonable accommodations for qualifying students with disabilities who meet the essential eligibility requirements of Children's Programs and State Licensing Guidelines. Foothills staff are committed to working with all children to address a variety of disabilities, however our staff does not have the expertise needed to identify, diagnose or address every disability or health need. If the parent or teacher of an enrolled child has a concern that a child has a developmental delay or other problem, physical, developmental, emotional, social, or behavioral, staff can support the parent with contacting the appropriate agency, for example Child Find, for further observation and evaluation. Families with a child who has identified special needs and an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) are encouraged to provide a copy of the plan. Sharing the plan ensures that teachers and staff working with your child are aware of the goals for the child and the strategies used with the child that are both developmentally appropriate and support the child's learning goals. Sharing the plan ensures that the recommendations found in the plan are being followed while the child is in this program. This is a collaborative venture; participation and cooperation of all involved parties is needed to meet the learning and development needs of the child. In some cases, the administrative staff in consultation with the family and the nurse consultant may determine if we are unable to meet the needs of the child and the family. If that happens, we will work closely with the family and the child to refer a more appropriate placement. The District cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the programs. Any student, including students with disabilities, may be removed from a program as determined by the District. Parent or Legal Guardian is expected to promptly advise of any disability related concerns and participate actively in any inter-active process and development of appropriate accommodations.

Please contact the Children's Programs Supervisor at 303-409-2127 to discuss individual requests regarding children with disabilities. Contact the Human Resources office at 303-409-2118 if additional assistance is required.

## **Translation Services**

In some circumstances, communication creates a barrier between family and staff and or participants and translation services are needed. The program pays costs associated with the translation service. Google translate will be used if there is translation needs for written communication or forms. If there is a predominant language in a program in addition to English, Foothills will make all efforts to hire and provide a staff member who is bilingual in that language. We will also ensure that there are materials which help a child feel represented and will support the language development of the dual-language learner. Examples include labeling materials in children's home language, providing welcome signs and other posters in children's home language, and providing dolls, music, books and other play materials representing diversity of culture, race, abilities and languages.



# Preschool And Childcare Programs

Our Early Childhood opportunities include a variety of programs to stimulate young learners.

## All Day Preschool Program for Ages 3 – Kindergarten

All Day Preschool Program provides an environment for children to grow both emotionally and intellectually. We know the most important aspect of early childhood education is to create an environment in which children can solve problems, make discoveries and think independently. Children in this program will benefit from structured preschool components as well as a variety of recreational activities. This program is offered at Lilley Gulch and Ridge Recreation Centers, MONDAY – FRIDAY from 6:45 a.m. until 6 p.m.

**Parent or Legal Guardian has 3 options from which to choose:**

**MONDAY – FRIDAY or MONDAY, WEDNESDAY, FRIDAY or TUESDAY, THURSDAY**

## Part-time Preschool Program for Ages 3 – 5

Foothills Part-time Preschool classes offer children the opportunity to develop self esteem, socialization, physical development, and kindergarten readiness skills. Classes are available for two days per week or three days per week and run late August through late May at Lilley Gulch Recreation Center. Children MUST be 3 years of age prior to October 1. Children are encouraged to have strong, independent toilet skills prior to attending this program.

Preschool classes will observe winter, spring, fall and summer breaks as scheduled by the Jefferson County School District. Additionally, there will be no preschool on Martin Luther King Day, President's Day, Memorial Day and Labor Day. Program closes for conferences in the Spring and Fall.

**Parent or Legal Guardian has 2 options from which to choose:**

**MONDAY, WEDNESDAY, FRIDAY at 8:30 a.m. – 1:30 p.m. or TUESDAY, THURSDAY at 9 a.m. – Noon**

## Universal Preschool

Foothills Park and Recreation District will provide Universal Preschool (UPK) for Colorado children who turn 4 years of age on or before October 1 in the year before they are eligible to enter Kindergarten. UPK is offered in our Part-time and All Day Preschool Programs. Families who want to attend this program will be required to register through the UPK family portal at <http://upk.colorado.gov> in addition to the Foothills Park and Recreation District Children's Programs Enrollment process.

## Colorado Shines

Our preschool programs are Colorado Shines Rated. Colorado Shines is a quality rating and improvement system that monitors and supports early learning programs. Its primary functions are to help participating programs and professionals improve their quality through assessment, training and tools, and to connect Colorado families with quality childcare. As a part of Colorado Shines, our programs develop a quality improvement plan and share it with all stakeholders. This plan is accessible in the office of the Early Childhood Specialist.

## Preschool Programs and Parent Partnerships

A variety of methods will be used to cultivate positive child, staff and family relationships. Staff will work with families daily at drop off or pick up time to discuss children's daily progress. We provide a warm and welcoming environment so that all children and Parent or Legal Guardian will feel a sense of belonging in the classrooms. Our goal is to create a sense of community that allows for open communication should a challenge arise. Upon Enrollment, in order to support the transition from home to the classroom setting families will receive a welcome e-mail with information to help navigate what to bring to school and what to expect. We also encourage families to tour the classrooms and meet the teachers before children's first day.

Our Early Childhood programs provide two annual developmental assessments and offer conferences twice per year. Conferences are a time for families to be involved in decision-making processes for their child. Teachers will be asking questions about successes, challenges and other needs your family may be having and any concerns you may have about your child's social, academic, and physical development. Teachers will also share any identified developmental needs from child assessments or other general observations. At any time, if your family needs support or you have specific concerns, you can always contact us by speaking personally with your child's teacher or the Site Director, or you can phone or email us. During conferences, staff will discuss individualized transitions with families. Examples of transition strategies might include encouraging families to visit local elementary schools for open Kindergarten enrollment.

If Parent or Legal Guardian has any concerns about their child's development, please request to schedule a meeting with your child's teacher. If our staff members have identified any developmental concerns with your child or children, we will set up a time to discuss them with you privately. We offer referral options such as Child Find to help investigate any developmental concerns.

Your child's health is important to us. During the enrollment process, we ask a number of questions to ensure that your child has received specific health care services. Preschool enrollment questions include vision screenings, hearing screenings and dental screenings. We also ask if families have medical insurance to ensure families have access to health care and in the event there is an emergency onsite at any of our locations. If families do not have medical insurance or if their child or children have not had a dental, hearing or vision screening, we have a list of resources where families can obtain these at an affordable cost.

For families with other specific needs, the program can link families to community support and information resources that can increase overall well-being. For example, if your family is experiencing trauma, such as homelessness, and needs the support of a community-based resource or service, we can help identify a service. Other available services that focus on family needs include health care, housing, job, and food assistance. We can also provide you with information on a variety of topics, including child development, nutrition, parenting and other topics.

Please go to the Parent Partnership resource in the Parent Portal for a variety of resources, or contact 303-409-2127 for more information.



## **School Age Programs**

These programs offer enrichment opportunities, Before and After School, and full day care during breaks for children attending kindergarten through fifth grades. Our Camp Programs held during summer months also include teen opportunities.

### **Before and After School Programs**

These programs are offered at a variety of Jefferson County School sites as well as at Ridge Recreation Center for children ages 5 and older. Before School Programs operate from 6:45 a.m. until school commences and After School Programs operate from school dismissal until 6 p.m. Children participate in a variety of activities including age appropriate art, crafts, sports, games, science, reading, and homework.

### **Partial and No School Day Care**

Occasionally, schools schedule student non-contact days and partial-contact days for Parent or Legal Guardian Teacher Conferences and teacher in-service training. On such occasions, the School Age Programs will provide all day care with activities at individual Before and After School Program sites or at one of the local recreation facilities. Parent or Legal Guardian must pre-register and prepay for all full day and partial day care. Space will be limited.

### **Camp Programs**

All Day Camps are offered during school vacation breaks including Winter, Spring and Summer Breaks. These programs provide children with the opportunity to participate in age appropriate, individual and group activities which focus on the development of social, cognitive, and emotional growth. Specialty Camps are also offered in the summer months which focus on Sports, Outdoor Adventure and Teens. Programs offer activities from as early as 7 a.m. to as late as 6 p.m. Programs are located in the recreation facilities as well as at some Jefferson County school sites.

## **School Age Programs and Parent Partnerships**

A variety of methods will be used to cultivate positive child, staff and family relationships. Staff will work with families daily at drop off or pick up time to discuss children's daily progress. We provide a warm and welcoming environment so that each child and Parent or Legal Guardian will feel a sense of belonging in the classrooms. Our goal is to create a sense of community that allows for open communication should a challenge arise. Conferences are available upon request, initiated by either a Parent or Legal Guardian or a staff member, at any time throughout the program.

Our program makes efforts to confer with staff within the schools in which our programs are located and community service providers such as Child Find and Jefferson Center for Mental Health to attempt to reasonably meet the needs of the students. Please notify us immediately if your child is receiving any services regarding Individualized Family Service Plans (IFSP), Individual Education Programs (IEP), School Readiness Plans, Individual Learning Plans, hearing, speech, OT, PT, Behavior Management, or any other type of individual plan from your child's school so that the District can determine if any reasonable accommodations are needed or available. Parent or Legal Guardian must sign a waiver with the school in order to initiate the sharing of information. Program staff will communicate with school personnel regarding children's welfare and development when reasonably possible. Foothills makes efforts to work with Jeffco School Specialists such as school nurses, school psychologists, or others if deemed necessary and if reasonably possible. We look forward to collaborating with the agencies listed above to try to help meet goals set forth in any individualized or family service plan. Please see a Site Director or call 303-409-2127 to initiate a consultation.

Foothills is proud to partner with local agencies regarding family resources. If Parent or Legal Guardian would like a list of local resources, they can speak with any staff member to obtain a list. These resources include, but are not limited to: child care assistance, family support services, health care, immunizations and food banks. There is also a Parent Partnership resource page in the Parent Portal noting resources available in Jefferson County.

# Enrollment

Enrollment and payments are completed online using our Parent Portal located on our website [www.foothills.org](http://www.foothills.org). Parent or Legal Guardian can enroll for programs, schedule attendance, and even view or pay billing statements online using this secure website. Enrollment must be completed for each child a minimum of 48 business hours prior to attendance. Enrollments received after 5 p.m. will be considered the next day of business. Before and After School and All Day Care Enrollments are accepted year round if space permits. Preschool enrollment begins in January for the upcoming school year. Summer Camp enrollment begins in April.

Current and prior participants will be given an early enrollment date for Summer Camp. Families who are current participants of Before and After School Programs will be given an early enrollment date for Winter and Spring Break Camp.

Parent or Legal Guardian will also be required to submit the following, prior to child's attendance:

- Annual non-refundable Enrollment Fee of \$70 per child or \$90 per family is due at time of enrollment. Annual enrollment fee covers programming from June 1 – May 31 and must be submitted each year.
- Immunization Records for each child recorded on the state required form.
- Physician's Report for children 7 and under only. Form is located on Parent Portal.
- Field Trip Forms when required. Forms located on the Parent Portal.
- Permission for Administration of Medication if necessary. Please refer to the "Health And Safety" section for more information regarding administration of medications Forms located on the Parent Portal.
- Summer Camps Only: a \$25 non-refundable deposit per week is due at time of enrollment. Deposit price will be subtracted from the full weekly price of tuition for that week. Deposits may not be transferred from one week to another week.
- Part-time Preschool only: A \$130 refundable deposit per child is due at time of enrollment. Deposit will be applied to first month of tuition.

Enrollments are accepted on a first-come, first-served basis. All children must have current enrollment documentation, updated online annually. Enrollment documentation must be completed accurately and must be signed electronically. A signature on the enrollment form shall be an acknowledgement that the Parent or Legal Guardian has read and understood the contents of such form and has advised all other individuals who may be involved in the child's participation in the programs. If the enrollment form documentation indicates evidence of emotional or physical problems, a form entitled Permission for Release of Information may be requested. This information will assist staff in the care of the child. This release will be used in compliance with the Family Educational Rights and Privacy Act and the Colorado Open Records Law.

## Change of Enrollment Information

The Parent or Legal Guardian is responsible for informing Foothills Park and Recreation District of any changes to their account such as change of address, phone numbers, and so on. These changes can be made in the Parent Portal. Changes to enrollment status such as withdrawing, must be provided in writing to the Children's Programs staff as soon as they occur.

# Billing Policies and Procedures

All payments are to be made in advance of the child's participation in the program or programs. Please request current fee information from the Children's Programs staff or our website [www.foothills.org](http://www.foothills.org).

## General Payment Policies

There is a non-refundable **Annual Enrollment Fee** of **\$70 per child** or **\$90 per family**. Rates cover June 1 – May 31. Enrollment payment must be paid online at time of enrollment. For Part-time Preschool, there is an additional \$130 refundable deposit per child required at the time of enrollment. This deposit will be applied to the first month of tuition.

## Tuition Payments

- Parent or Legal Guardian may choose credit card, check or money order payments.
- Parents choosing to pay by check or money order should call 303-409-2335 before enrolling.
- Auto Pay may be selected for specific programs. If Parent or Legal Guardian chooses auto payments, they will need to set up an auto pay card in the Parent Portal. Auto pay will run on the first day of the month prior to care.
- Parent or Legal Guardian choosing to pay by credit card will pay on the Parent Portal. See specific payment policies under each program area.
- Payments must be received no later than 5 p.m. on the first day of the month. If the first day of the month falls on a weekend or holiday, check or money order payments will be due to the Children's Programs Administrative office on the last business day prior to the first.
- If Parent or Legal Guardian chooses manual check or money order payments, they must turn in their payment directly to the Children's Programs black Payment Drop Box upstairs at Ridge Recreation Center, 6613 S. Ward Street, Littleton, CO 80127 OR at Lilley Gulch Recreation Center, 6147 S. Holland Way, Littleton, CO 80123. Drop Box is located next to the Front Desk.

Please make checks payable to **Foothills Park and Recreation District**.

- **Returned Check Fee:** \$20 Processing Fee is assessed for each returned check.
- After three returned checks or declined credit cards or a combination of the aforementioned, payments must be made by money order or certified funds only. Payment must be made in full within 48 business hours after notification is given to the Parent or Legal Guardian or further care will be terminated until payment is received.
- A second child discount will be assessed to the tuition charges of older siblings enrolled in Children's Programs.
- Non-District residents may be required to pay a slightly higher fee in some programs.
- **No cash payments are accepted.**

## Late Payments are Assessed a \$35 Late Payment Fee

- Payments not made in full by the first of each month will be assessed a Late Payment Fee of \$35 on the second of the month.
- Failure to pay late fees may result in actions up to and including the dismissal from all Children's Programs.

- For all accounts carrying a balance, the Parent or Legal Guardian will be notified by Foothills Staff. Any outstanding accounts that are not paid in full within 48 business hours after notification will result in care being terminated.
- CCCAP and Scholarship does not cover late payments and Parent or Legal Guardian will be responsible for full amount of fee.

## Late Pick Up

Any Parent or Legal Guardian arriving after the scheduled end of the child's program is assessed a **\$10 Late Fee per child, at the beginning of each 15 minute period**. Late Fees are charged to your child's account and must be paid in full within 48 business hours or care will be terminated until payment is received. CCCAP and Scholarship does not cover late child pick-up fees and Parent or Legal Guardian will be responsible for full amount of fee.

More than 3 late pick-up fees per semester or during the summer may result in dismissal of the child from the program.

## Schedule Changes, Refunds, Credits

Changes to calendars for Before and After School Programs are not permitted. Switching or transferring fees in lieu of other days will not be permitted. Cancellations to summer camp calendars will not be accepted after the designated due date for each individual program. Changes to schedules for Part-time Preschool or All Day Preschool are subject to space availability and require director approval.

- Refunds and Credits are not issued. There are no credits for sick days nor will we be able to transfer one tuition date for another.
- **Special circumstances:** Family situations such as death in the family or any unforeseen event will be handled on an individual basis. **All requests for credits must be submitted in writing to Children's Programs Specialist or Supervisor within 10 business days of the occurrence.** If a credit for a special circumstance is received, it must be used within 2 months of issue.
- The Parent or Legal Guardian is responsible for informing the Site Director or Program Director and the Foothills' Billing Staff in writing of any changes in enrollment.

## Colorado Child Care Assistance Programs (CCCAP)

Foothills Children's Programs partners with CCCAP to assist families in need. For more information, please contact your Site Director. Parent or Legal Guardian will be responsible for all fees and child care tuition for sessions that CCCAP does not approve. CCCAP is not accepted in Specialty Camps or Part-time Preschool. CCCAP Parent or Legal Guardian is required to sign a contract with Foothills Children's Programs outlining and agreeing to the terms of this program. Care cannot begin until Foothills has received authorization.

## **Disclosure Regarding Payments**

All payment information relating to a child's participation shall be deemed confidential by the District and will only be released to the enrolling Parent or Legal Guardian or authorized persons, unless otherwise ordered by a court of competent jurisdiction. If asked, District personnel shall inform the requesting party of the standard fees for the programs, and shall provide no other information regarding amount of payments or source of payments.

## **Holidays and Staff Development Training**

- Program Holiday closures include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday, Thanksgiving Friday, and Christmas Day.
- In an effort to improve program quality on an ongoing basis, Foothills' staff participates in Training and Staff Development Activities. Occasionally these days will occur on weekdays, not to exceed four days within any given year.
- When Staff Development days are scheduled on weekdays, you will be given thirty days notice to make alternate arrangements for child care.

## **Rates, Fees and Policies are subject to change with 30 days notice**

Parent or Legal Guardian will be given 30 days advance notice of any rate changes.



## Billing Policies Specific to All Day Preschool

- Parent or Legal Guardian will have three schedule selection options from which to choose:  
**Monday – Friday Option**  
or **Monday, Wednesday, Friday Option**  
or **Tuesday, Thursday Option**
- The option selected will remain constant throughout the year. If Parent or Legal Guardian would like to change options, this will be allowed if space is available in the desired selection. Changes require a two week notice in writing. There will be a limited number of changes allowed per family throughout the year and a change fee of \$35 will be assessed beginning with the second change request.
- Tuition rates for each option will be charged monthly. Monthly tuition will be due on the first of the month. Rates will not be altered or prorated for holidays, sick days, staff professional development days or other missed days of care. Observed holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving Thursday, Thanksgiving Friday, and Christmas Day. Staff professional development days may occur up to two days per year and Parent or Legal Guardian will be given a 30-day notice prior to program closure.
- Drop-in care is charged at a higher rate and is contingent upon space availability. **Drop-in care requires prior approval from the Site Director.** If a child arrives as a drop-in without prior approval, that child will not be accepted into the program that day. Drop-in care will be charged to your child's account and must be paid in full within 48 business hours or care will be terminated until payment is received. **There is no second child discount available for Drop-in care.**
- Parent or Legal Guardian may take up to 5 days of vacation per enrollment period, June 1 – May 31, and will receive a credit equivalent to the daily rate for any vacation days that are used. This credit will be applied to the following month's tuition. Vacation days may be taken intermittently or all at once. Vacation days must be requested in writing at least two weeks in advance. Vacation days can be used after a child has been enrolled and attending for 90 consecutive days. To receive a vacation credit, the child may not be in attendance on the requested vacation dates.
- To disenroll your child or children from Foothills Children's Programs, please submit a notice to your Site Director at least two weeks before your last day.

## **Billing Policies Specific for Part-time Preschool**

- Families select a set schedule that remains consistent for the entire school year. No drop-in care is provided for Part-time Preschool.
- Tuition rates for each option will be charged monthly. Monthly tuition will be due on the first of the month. Rates will not be altered or prorated for holidays, sick days, staff professional development days or other missed days of care.
- Classes observe Thanksgiving, winter, spring, and summer breaks as scheduled by the Jefferson County School District. There is no school on Martin Luther King Day, President's Day, Memorial Day and Labor Day.
- To disenroll your child or children from Foothills Children's Programs, please submit a notice at least two weeks before your last day.
- Part-time preschool tuition is divided into 9 equal payments. It is a monthly rate regardless of holidays and breaks that occur throughout the year.

## Billing Policies Specific to Before and After School

- Monthly tuition is based upon the number of days that a Parent or Legal Guardian has selected on a monthly tuition schedule. Parent or Legal Guardian will pick their schedule online through our Parent Portal each month. These selected days become contracted days for care. If Parent or Legal Guardian has picked days or weeks incorrectly please note that **NO days may be switched or altered from the original calendar; however, days may be added. Calendars open on the fifteenth day of each month for the upcoming month schedule selection.**
- Parent or Legal Guardian is encouraged to select schedules no later than the last day of the month to receive the early bird rate. Any days selected after that time will be charged an additional fee per session.
- Calendars may be selected up until midnight for the following day.
- Drop-in care is contingent upon space availability and **requires prior approval** from the Site Director. If a child arrives as a drop-in without prior approval, that child will not be accepted into the program if there is no space available, the Parent or Legal Guardian will be contacted immediately to pick up their child. The child may also be taken to the school office or will be sent back home with the Parent or Legal Guardian. Safety is of extreme importance to us and if we are not aware that your child will be attending, we will not make attempts to look for them if they do not arrive after school. **Drop-in care will be charged to your child's account** and must be paid in full within 48 business hours or care will be terminated until payment is received. **There is no second child discount available for Drop-in care.**

## Tuition Payments

- Families in programs will be required to submit payment on the Parent Portal, at the time the days of care are selected for the following month.
- Parent or Legal Guardian may choose to pay by check, and must contact the business administration office at 303-409-2335 for the check unlock code to enter a calendar without making immediate payment.
- The **second child discount** will be applied to tuition charges after deposits have been paid.
- Drop-in care is available for Kids on the Move or Camp Hoppers only and is contingent upon space availability. Drop-in care **requires prior approval** from the Site Director. Drop-in care is charged at a higher rate. If a child arrives as a drop-in without prior approval, that child will not be accepted into the program if there is no space available. If there is no space available, the Parent or Legal Guardian will be contacted immediately to pick up their child or their child will be sent back home with the Parent or Legal Guardian. **Drop-in care** will be charged to your child's account and must be paid in full within 48 business hours or care will be terminated until payment is received. **Specialty camps do not offer drop-in care.**
- There is no second child discount available for drop-in care.

## **Billing Policies Specific to Summer Camp**

- Summer Camps require a \$25 non-refundable deposit per week, per child and is due at the time of enrollment. Deposit price will be subtracted from the full weekly price of tuition for that week. The remaining tuition is due on the first of the month for that month's care.
- Weeks of care are contracted and cancellations are permitted. Cancellation Forms must be turned in to the Administrative Office no later than Monday at 5 p.m. of the week prior to the week being cancelled. Failure to cancel by the set deadline results in the Parent or Legal Guardian being held financially responsible for that week's tuition payments. Cancellation Forms are located on the Parent Portal. There are no credits, refunds or transfer of deposits paid. We do not process any changes to schedules. Parent or Legal Guardian who wants to make a change will need to cancel a reserved week and re-enroll for another week or option that is open and pay a new deposit to make a change.
- There is no second child discount applied to camp deposits.

## **General Program Information**

### **Child Participation and Activity Schedules**

Children are encouraged to participate in all scheduled activities. However, Parent or Legal Guardian should notify staff if their child should not participate in any activity. Parent or Legal Guardian must make all such requests in writing prior to attendance in Children's Programs. The initial online enrollment process may be utilized to communicate this information and Parent or Legal Guardian is strongly urged to review any special requests or needs with the staff prior to their child beginning. If Parent or Legal Guardian has children who are secondary English language learners, please share this information on enrollment information or speak with a staff member. If a dominant second language is present in a program, a bilingual teacher who is fluent in that language will be considered if one is available for that program.

Parent Newsletters and Activity Calendars are provided on a regular basis and give more specific details about program activities and special schedules.

### **Location and Accountability of Children**

Programs are located in various locations within facilities. To locate a registered child during program hours, Parent or Legal Guardian can check the primary program area, gymnasium, cafeteria, playground, school front office, or facility front desk. The Site Director will notify the school's office, facility front desk, or supervisory staff if the group leaves the site. Staff members will leave a note on the door of the primary location explaining where the children are and when they will return.

Staff are responsible to know where children are at all times. Children are required to stay within sight and sound of a staff member while participating in the program. Staff will take attendance regularly throughout the day with name to face roll call and count heads at every transition.

## **Transition Between Before and After School Care and Clubs**

Children who attend Jeffco school clubs will be required to check in with staff members before attending. Staff will have a confirmation sheet of students registered for clubs and confirm club attendance with Parent or Legal Guardian.

## **Transition within Preschool Programs**

Prior to each child's first day, Parent or Legal guardian will have an opportunity to tour the center, meet with child's peers and teachers, and communicate any anticipated concerns. Families will fill out an "all about me" questionnaire for teachers to get to know each child and family and support any needs or concerns indicated. Each fall, classrooms will host a parent orientation or back to school night to welcome children and families. Within our preschool programs, most children will remain within the same mixed age room their entire duration of preschool with Foothills and there is not a transition that takes place between classrooms. Our preschool programs implement continuity of care practices in which we keep preschool children together with their same peer group and teacher or teachers during their entire time in our preschool programs. If there is a need for changing rooms, we make every attempt to make the transition as smooth as possible for both the child and Parent or Legal guardian. One way we support a child in this change would be to introduce the child to the new classroom the same way we supported their transition into preschool. The child can visit and spend time in the new classroom. Parents are encouraged to talk with their child's new and former teacher about any concerns or questions. It is our priority to involve families in transition planning, and transitions are discussed at conferences and any other time needed. For a child who will be going to kindergarten at the end of the school year, families will receive information during their final parent teacher conference to discuss their child's progress and kindergarten readiness and upcoming transition into kindergarten planning. Classrooms also celebrate end of year graduation ceremonies as children transition on to kindergarten.

## **Homework Policy**

To support your family and your child's school success, it is our philosophy to provide time for homework every day in our Before and After School Programs. We ask that you and your child discuss whether or not your child should work on homework during our program. We can provide the best homework assistance when staff, children and families communicate and work together to meet the needs of each individual child. Our program supports each child as he or she accepts the responsibility of completing assignments. The time set for this activity depends on the age of the child, as well as the overall structure of the specific program site.

Our staff provides guidance and encouragement to the students during their homework time. Please be aware that this will be a supervised homework period, but is not intended to be a tutorial session.

A homework agreement must be completed for each child enrolled in our Before and After School Programs. This agreement states whether or not the child should work on homework during program hours and is signed by the child, Parent or Legal Guardian and staff members. Homework agreements can be located on our Parent Portal.

## **Field Trips and Excursions**

Parent or Legal Guardian will be given advance notice if their child will be leaving the facility or grounds. Please refer to the activity calendars and newsletters for information regarding when these activities take place and understand that you are giving permission for your child to participate in that activity or excursion when you sign your children up for those days. Occasionally, exceptions will be made when there is a group of children who may stay at the site with staff supervision. Signs or notices will be posted to give the location of the children whenever they are not located in their usual room or facility.

Foothills provides transportation for excursions and contracts with Jefferson County School District on occasion to ensure quantity and quality of drivers and vehicles. Foothills provides additional staff supervision during field trips and follows procedural guidelines for emergency procedures. In the event that such a situation arises, a replacement vehicle will be dispatched to pick up all participants. Parent or Legal Guardian will be notified of any delays.

The District maintains vehicles ranging in size from mini-buses to large school buses that are utilized to transport groups of children. Drivers are required to have all current licenses and certifications. Seat belts are required for anyone riding in District mini-buses. Vehicles are inspected prior to transport to ensure they are in good and safe operating condition. All children are instructed to abide by the rules pertaining to safe transport.

Parent or Legal Guardian is required to sign the excursion roster for each excursion. A field trip permission waiver is also required for some excursions and must be on file with the Children's Programs office prior to transport. Staff-to-child ratios are maintained at all times during excursions.



It is our policy to constantly take head counts and to take roll to prevent lost children. In the event a child does become lost, we will notify Parent or Legal Guardian immediately to decide the next course of action, including notifying the local authorities. In the event of a lost or missing child during an excursion, an emergency plan will be activated immediately and Parent or Legal Guardian will be notified.

## **Clothing and Dress**

Appropriate clothing is necessary to allow children the freedom to participate in all class activities. Children will participate in a variety of activities including active games, sports, art, science and cooking. Clothes that are sturdy and washable should be worn and close-toed shoes for running are recommended. Weather permitting, children will participate in outdoor activities and should be dressed accordingly. Programs set in public schools during the school year follow their individual Jefferson County Public School Dress Code. Children's Programs staff reserves the right to address student and Parent or Legal Guardian of student whose clothing is deemed inappropriate.

For special activities such as ice skating, roller blading and bicycling, children are required to wear helmets and other safety gear, for example: wrist guards and knee pads. If you have any questions, please speak with your Site Director for a specific list of equipment needs prior to your child's participation.

## **Personal Belongings**

Foothills Park and Recreation District and its employees are not responsible for lost, stolen or damaged items brought to Children's Programs. Parent or Legal Guardian is discouraged from allowing a child to bring personal belongings to the program. Electronic devices and valuable possessions should remain at home. Occasionally, Before and After School Programs and Camps will allow personal toys or electronics at specific times. Contact Site Director for more information. Children's Programs staff will not be responsible for children's personal belongings or cash.

## **Inclement Weather and School Closures**

If Jeffco Public Schools declare a snow day and close on a regularly scheduled school day, or close the schools for another reason, Foothills Children's Programs will also be closed. When a two-hour delayed start is called by Jeffco all programs will also be on a two-hour delayed start. Before School Programs will begin at 8:45 a.m., All Day Preschool Programs will begin at 9 a.m. and Part-time Preschool Programs will begin at 10:30 a.m.

Families that are scheduled to attend the first two snow days of the school year will receive a credit on their Schoolcare Works account within five business days of the snow day closure. Any school closures including inclement weather beginning the third occurrence will not receive a credit or refund.

Closure announcements are made on local media and the Jeffco School District website or visit our website at **[www.foothills.org](http://www.foothills.org)** for more information. Parent or Legal Guardian may also contact the Site Director regarding closures.

**If District facility operations are declared CLOSED, all Children's Programs will be declared closed.**

In the event of inclement weather, children will be kept indoors. If weather conditions are safe, children will be allowed outdoors with the appropriate apparel. If temperatures reach 20 degrees F or below, children are kept indoors.

## **Movies, Music, Screen Time and Media Use**

It is the policy of the District to show only "G" and "PG" rated movies. Only occasionally, a "PG" rated movie will be shown. Movies are generally announced in advance. Please communicate any concerns with the Site Director or teacher.

Music provided by the program staff is screened to ensure that it is appropriate for children. Children may not bring inappropriate music from home. Use of Jeffco Public School and Foothills Park and Recreation District electronic networked resources and computer systems are subject to District policies. Children will occasionally be permitted limited time with personal electronic devices. All non-network software used by children is either rated "E" for everyone or is screened by the Site Director to ensure that is appropriate for school-age children.

## **Behavior Guidelines**

Our behavior guidelines are based on the fundamental premise that all children should be treated equally and with fairness. The ultimate goal of these guidelines is for the child to demonstrate self-control and the ability to make proper decisions. We strive to achieve a safe and healthy environment for all children and insist on respect for all people and property. The following guidelines are in place for staff, children and families:

- Children will follow the rules set for the program, camp or class.
- Children are expected to participate in activities without disrupting or preventing other children's participation.
- Children will learn self-discipline, respect for others and how to make good choices. Children are expected to approach others in a positive manner and treat others with respect.
- Emphasis is placed upon each child to take responsibility for his or her own behavior. Staff will work with Parent or Legal Guardian and school staff, for school age children, to establish consistency for each child.
- Physical punishment is not permitted by any Foothills staff member.
- Appropriate behaviors are recognized and rewarded. Misbehaviors are redirected.
- Parent or Legal Guardian will be kept informed of problems as they arise and may be asked to follow through at home in special situations or provide input.

Our goal is to create and maintain a socially and emotionally respectful environment for all children. In this environment, children are able to learn at their own pace based on their individual temperaments, development and culture. Children will be taught to express themselves, understand the feelings of others and how to communicate their wants, needs and feelings.

- Staff will implement teaching strategies that support positive behavior, pro-social peer interactions and overall social and emotional competence in children.
- Staff will provide social and emotional intervention and support to children who need this.
- Staff and Parent or Legal Guardian will work together on persistent challenges.
- Staff will develop a team-based positive behavior plan, if needed, with the intent to reduce challenging behavior to prevent suspensions and dismissals from the program.

Disciplinary action may include one or more of the following guidelines:

1. **Verbal warning:** Talk to the child and offer reminders about rules and re-direction.
2. **Removal from activity:** A natural consequence and loss of privilege.
3. **Discussion with Parent or Legal Guardian:** Communicate concerns and outline behavior expectations; possible behavior report.
4. **Behavior modification plan:** A signed contract outlining behavioral expectations which must be followed.
5. **Suspension from program:** Immediate removal of the child from the program and loss of program privileges for a specified time period.
6. **Dismissal from program:** Plan for re-admittance will only be considered one year or more from dismissal date. For additional information, contact Children's Programs Supervisor at 303-409-2127.

Unauthorized leave or running away from the Foothills Children's Programs or physical violence, possession of a weapon, fireworks, drugs, alcohol or tobacco may be grounds for immediate suspension or dismissal from the program. We require that an authorized adult be available if it is determined that the child needs to be removed from the program. If we are unable to contact an authorized adult, the next contact would be to Human Services or the appropriate law enforcement agency, dependent upon the circumstances. Any expenses incurred under this step may be the sole responsibility of the child's Parent or Legal Guardian.

Removal of the child from the program may be a result of an injury or illness, a behavior problem, or due to the inability of a Parent or Legal Guardian to abide by the procedures set forth in this document. Parent or Legal Guardian will be notified as soon as possible if an incident requiring removal would occur.

**No Credits Or Refunds Will Be Given.**

# Health and Safety

## Notification Of Absences

Notification by a Parent or Legal Guardian is required whenever a child will be absent from the program. If your child will not be attending on a scheduled day, please call the Site Director to notify staff of your child's absence. In the event that a child is scheduled for an After School Program and is absent without prior notification, staff will make every attempt to locate the child. If a child does not arrive after school when scheduled, Parent or Legal Guardian will be notified in a timely manner. An emergency plan will be activated to locate any missing child which will include contacting the local police department if it cannot be verified that the child is safe.

## Sign-In and Sign-Out Procedures For Children

**The Colorado Department of Human Services regulations require a Parent or Legal Guardian to sign a child in and out of the program each day. Authorized signers of children in Part-time Preschool or All Day Preschool must be 18 years of age or older.** Authorized individuals have the ability to sign children in and out of the program electronically. Each individual authorized to pick up children must use a unique PIN to identify who is picking up or dropping off the child. This PIN is automatically assigned for each Parent or Legal Guardian and emergency contacts by SchoolCare Works when the child's account is created. This PIN should not be shared between individuals authorized to pick up. Each person should use their unique PIN. You must accompany your child into the program and sign them in. Children cannot be checked in to program prior to 6:45 a.m. Children's Programs accepts responsibility of the child upon the Parent or Legal Guardian signing the child into the program and relinquishes responsibility when the Parent or Legal Guardian informs the Foothills staff member that the child is leaving the program for the day and signs the child out. The sign-in and sign-out procedures are a critical component of the child's safety in our programs. Compliance is mandatory. Failure to comply with the sign-in and sign-out procedures can result in the dismissal of the child from the program.

Only those authorized adults listed on the child's enrollment documentation will be allowed to pick up your child. You must include at least two names. This list may be updated as needed. **All authorized adults, including each Parent or Legal Guardian, should be prepared to show photo identification when picking up children.** Arrangements for alternates to pick up a child must be requested in writing by the Parent or Legal Guardian. Alternates will be required to show picture identification at the time of pick up.

In the event that a person arrives to pick up a child without proper authorization, the program staff will attempt to contact the Parent or Legal Guardian. Children will not be released to unauthorized individuals. Should the unauthorized person persist, staff will immediately notify the local authorities.

If a staff member feels that an authorized Parent or Legal Guardian picking up a child appears to be intoxicated we will suggest that the Parent or Legal Guardian call an alternate driver or taxi. If the Parent or Legal Guardian in question refuses, the child will be released and a phone call will be placed to the local authorities advising them of the situation, the driver's name, address, make of car and license plate number. In the event the authorized adult picking up the child is not the Parent or Legal Guardian, staff members may refuse release of the child and will contact the Parent or Legal Guardian for pick up.

## **Late Parent or Legal Guardian Pick Up Procedure**

If you will be late to pick up your child, please contact the Site Director as soon as possible. Foothills staff will attempt to locate any late Parent or Legal Guardian or contact an authorized adult to pick up the child. If staff is unable to contact the Parent or Legal Guardian or authorized alternative within one-half hour after the scheduled end of program, the local authorities will be notified.

**Late Pick Up:** Any Parent or Legal Guardian arriving after the scheduled end of Children's Programs will be assessed a **\$10 Late Fee**, per child, **at the beginning of each 15 minute period**. Late Fees will be charged to your child's account and must be paid in full within 48 business hours or care may be terminated until payment is received. More than three late pick up fees per semester or during the summer may result in dismissal of the child from the program. Failure to pay current late fees may result in actions up to and including the dismissal of the child from all Children's Programs. CCCAP and Scholarship does not cover late child pick up fees and sponsor will be responsible for full amount of fee.

## **Snack and Lunch**

Parent or Legal Guardian is required to provide a nutritious, non-perishable lunch and drink plus morning and afternoon snacks during all full day programs child attends. Parent or Legal Guardian is required to provide a nutritious, non-perishable snack for their child or children in the Tuesday, Thursday Part-time Preschool Program. Perishable items must be packaged with a cold storage product such as an ice pack. Foothills facilities cannot accommodate cold storage of lunches.

Please alert staff of any food allergies or dietary restrictions on your program enrollment documentation. Foothills Children's Programs discourages use of the on-site vending machines during program time.

**Suggested nutritious items for lunches and snacks:** crackers, breadsticks or pretzels; fresh, canned or dried fruit; sandwiches; cheese; salad; raw vegetable slices; chicken pieces or other cold meat; yogurt; granola bars; trail mix or seeds. Please pack your child's lunch with, at minimum, the following food items: 1 protein, 1 dairy, 1 grain, a combination of 2 fruits or vegetables and 6 oz. of fluid milk. This is a Colorado State Licensing requirement.

Parent or Legal Guardian who does not provide a lunch for their child may be charged a \$10 fee for costs incurred by staff to provide a lunch for the child.

## End of Day Closing Procedures

To ensure that all children are picked up before the staff leave, staff members will check the daily attendance to confirm all children have been picked up and checked out. If a child was not checked out, the staff member will phone the Parent or Legal Guardian to get verbal confirmation that the child was picked up.

## Medication Procedures

Foothills Park and Recreation District does not employ any medical staff or provide any medication, including sunscreen, aspirin, non-aspirin products or antiseptic. Children requiring medication will not be permitted to begin the program without proper forms and medications. When possible, please make arrangements for the nurse at your child's school to give your child any medication.

For Foothills Children's Programs staff to administer medication to your child:

- It is the responsibility of the Parent or Legal Guardian to notify staff of the need to administer medication.
- The proper Medication Administration form must be completed by an individual with prescriptive authority, Doctor, Physician's Assistant, Certified Nurse Practitioner.
- Medication Administration forms must include name of medication, if medication is generic, the forms must include the generic name, dosage, route for medication to be taken, time of administration, length of time medications can be taken and prescriptive authority signature.
- All medications must be brought in by the Parent or Legal Guardian and given directly to the designated staff and medications are to be kept in a secured, safe place in the program.
- Most medications will be stored in a locked area. Some emergency medications, such as Epi Pens or inhalers that must be accessed immediately in case of emergency, will be stored in a secure area out of reach of children. If required, staff will accommodate medications that must be refrigerated in an on-site refrigerator, in a locked container. Children are not permitted to self-carry or self-administer medications.
- Medications must be in the original container with directions and dosages clearly marked. Prescription medications must include the original pharmacy label including the child's name, date, name of medication and RX number. Old medication containers may not be refilled with new medication.
- Medications requiring measurement must be provided with an accurate measurement tool.
- Medications left with the program staff will be stored in a locked box, with the exception of emergency medications such as epi-pen or inhaler, and will be returned to the Parent or Legal Guardian as specified by the Parent or Legal Guardian.
- Foothills staff are unable to cut pills or administer cut pills.
- Children's Programs staff will dispose of medications after the expiration date or after two weeks of a child's withdrawal from the program.

**NOTE: If a child is given Benadryl or an antihistamine for an allergic reaction, Parent or Legal Guardian will be asked to pick up their child and monitor their child for 24 hours before returning to the program.**



## **Illness**

Parent or Legal Guardian is requested to keep children at home when they show any signs of illness including cough, sore throat, vomiting, diarrhea, green discharge from nose or elevated temperature. Children who arrive to the program ill or who become ill during program hours are required to be picked up by an authorized adult within 30 minutes. Parent or Legal Guardian shall be notified pursuant to the procedure set forth under medical emergencies.

For the safety and well being of all children, parents are encouraged to view the How Sick is Too Sick guidance provided by the Colorado Department of Public Health which can be found at:

<https://cdphe.colorado.gov/child-care-health-regulations>

For most illnesses, the guidance will recommend that children should remain out of childcare until they are fever-free for 24 hours without the use of fever reducing medications and other symptoms have been improving for at least 24 hours.

## **Immunizations**

Immunization Records or statement of exemption to immunizations must be submitted for each child at time of enrollment and updated as immunizations are updated. Foothills Park and Recreation District does allow children to attend who have not been immunized. Parent or Legal Guardian wishing to submit non-medical exemptions, religious or personal beliefs, must do so online at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption), and submit a signed copy to [childrensprogram@fhprd.org](mailto:childrensprogram@fhprd.org).

## **Communicable Diseases**

Parent or Legal Guardian should report to staff if their child has been diagnosed or exposed to a communicable illness. When children have been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, children's confidentiality must be maintained.

Parent or Legal Guardian will be notified by posted signage if their child has been exposed. Communicable diseases are reported to Jefferson County Health Department. The Health Department will determine the appropriate and necessary actions as the situation requires. Foothills follows the Colorado Department of Public Health Guidelines for infectious diseases in child care and school age programs. Foothills Park and Recreation District has the right to strengthen these guidelines as it determines necessary for the health and safety of the community.

When Parent or Legal Guardian reports the exposure of a child to communicable illness outside of the center, at the discretion of the director, the child may be excluded from the center for the period of time prescribed by the child's physician or by the local health department.

## **Sunscreen**

Sunscreen should be applied to your child daily before they arrive. Additional sunscreen to be applied during the course of the day must be provided by a Parent or Legal Guardian and requires written authorization for application. We ask for all program participants to provide sunscreen labeled with your child's first and last name.

## **Visitors**

Foothills welcomes you to visit any time, provided that visitors do not disrupt or otherwise interfere with the conduct of the programs. All visitors are required to report to the Children's Programs staff and sign the Visitor's Log. Visitors will be required to present picture identification at the time of sign-in and are required to sign out with the Children's Programs staff at the conclusion of their visit. Staff shall be the sole arbiter as to whether a visitor is creating an undesirable disruption or disturbance. In such an event, the visitor will be asked to leave promptly upon request.

## **Child Abuse and Neglect**

Your child's best interests, health and safety are our primary concern. As required by law, if a staff member has reasonable cause to believe that a child is being abused, neglected, or has observed the child being subjected to circumstances which could result in abuse or neglect, the staff member will immediately file a report with Jefferson County Department of Human Services and a local law enforcement agency. A report demonstrates that there is a cause for concern and should not be taken as an accusation. We are not allowed to consult with the Parent or Legal Guardian first and must file a report immediately.

If you believe that your child has been physically or sexually abused, you should seek immediate assistance from your local department of Human Services. To report abuse to Jefferson County Department of Human Services, please call 303-271-1388.

## **Accidents and Injuries**

When accidents or injuries occur, Foothills policy is for staff to notify the Parent or Legal Guardian and if necessary, call the physician or medical facility as indicated on the child's enrollment documentation.

## **Emergencies**

Medical Emergencies:

In case of an emergency, every effort will be made to reach the Parent or Legal Guardian as identified on the enrollment form. If all efforts to reach the Parent or Legal Guardian have failed, the Children's Programs staff will take all the steps necessary to obtain care. These steps include, but are not limited to the following:

1. Staff will attempt to contact a Parent or Legal Guardian by telephone.
2. Staff will attempt to contact any of the authorized persons listed on the enrollment form.
3. The staff will attempt to contact the child's physician by telephone.

4. If we are unable to reach any of the above mentioned people, one or more of the following steps may be taken:
  - a. call the Foothills contracted nurse practitioner;
  - b. call the paramedics or emergency medical assistance;
  - c. transport the child by ambulance to the nearest hospital, where a staff member will stay with the child until a Parent or Legal Guardian arrives.

Any expenses incurred under step four shall be the sole responsibility of the child's Parent or Legal Guardian. **Note:** In a life threatening emergency, staff will call 911 before attempting to contact the Parent or Legal Guardian.

## **Emergencies and Natural Disasters**

Foothills staff has been trained to respond to emergencies and natural disasters and will take every precaution necessary to protect the children. Staff will assess the situation, activate emergency procedures and promptly notify their immediate supervisor after evaluating the following:

1. How to provide a safe environment and how to assess the situation;
2. If local authorities should be notified;
3. Emergency transportation, if necessary.

In the event weather conditions become severe during the course of the program, all groups will take shelter immediately. If we experience excessively hot weather children will be provided with alternative indoor activities during the duration of the extreme weather. It is our procedure to seek shelter any time thunder is heard.

## **Emergency Drills**

- Fire, Tornado, Lock Down and other emergency drills will be held often enough that all participants are familiar with the drill procedure and their conduct during a drill is a matter of established routine.
- All program locations will maintain an individual written plan for managing emergencies to include an emergency evacuation plan.

## **Children Separated from Group**

When it has been identified that a child has separated from their group, staff members will make every reasonable effort to search the immediate building and grounds. If, after a search, the child's whereabouts are still undetermined, a staff member will call the home of the child or the listed phone numbers of the Parent or Legal Guardian, and the emergency contacts until someone is reached. Staff will leave messages if needed and when possible. Meanwhile, additional supervisory personnel will also be contacted and will begin a search of the surrounding community in the event the child has walked away from the building. If the child is not located, a staff member will call the police. This procedure will be followed in as brief a time period as possible. This procedure will also be followed on field trips.

## **Emergency Plans and Parent Reunification Plan**

Parent or Legal Guardian can locate additional information about their specific program emergency plans and parent reunification plans on the Communication Tab of the Parent Portal. If an emergency should occur in a Jeffco School during school operating hours, before and after school programs and staff will abide by that school's emergency and parent reunification plan.

## **Parent or Legal Guardian Communication**

At Foothills, we know that Parent or Legal Guardian and Staff Communication is vital. The most important communication between Parent or Legal Guardian and staff happens each day during conversations at drop-off and pick-up times. Staff will also post signs and notices on Parent or Legal Guardian tables notifying families of any new information, upcoming events, reminders that tuition and tuition calendar selections are due, or other useful information. Letters and e-mails from the directors to Parent or Legal Guardian is sent when needed to communicate important information.

Parent or Legal Guardian is encouraged to drop in any time to visit their child and are welcome to telephone directly to the program for information. Parent or Legal Guardian may visit or call directors to discuss their concerns. We never forget that YOU are the most important people in your child's life.

## **Parent or Legal Guardian Conduct**

It is the District's goal to provide participating children with a loving, nurturing and respectful environment. This is possible when Parent or Legal Guardian cooperates by also exhibiting those traits. Parent or Legal Guardian and visitors are expected to treat staff and the children with the utmost respect at all times. Intimidating, threatening or hostile behaviors, verbal threats, written threats, physical threats, physical contact, inappropriate or offensive comments to staff will not be tolerated. If any such actions occur, appropriate authorities shall be contacted immediately, and the Parent or Legal Guardian will be asked to remove their child from the program.

For further information, please see the District Code of Conduct which is posted at all District facilities and on our website at [www.ifoohills.org](http://www.ifoohills.org).

## **Parent or Legal Guardian Conferences**

We will request conferences with the Parent or Legal Guardian as needed, to review your child's behavior, progress, and social and physical needs. Please feel free to request a conference at any time you feel it may benefit the child, the teacher or yourself.

If an enrolled family needs assistance to communicate linguistically with the teachers, outside resources will be considered to facilitate communication. Some language interpreters are on staff and available to assist. We partner with resources including Mile High Multilingual Services, Inc.

## **Custody Situations**

For all District programs, it is presumed that the Parent or Legal Guardian who registers the child has the legal right to enroll such child and act on his or her behalf. That presumption shall be held by staff until presented with written, legal documents to the contrary. By creating the account, the Parent or Legal Guardian makes an affirmative representation to the District of his or her lawful right to enroll the child and act on his or her behalf. The Parent or Legal Guardian who registered the child for the program and creates the account must authorize all changes in enrollment information. There can only be one login and password created per account.

Both parents listed as guardians have the right to pick up a child and a right to information pertaining to the child or children on an account unless otherwise noted on registration paperwork. If one Parent or Legal Guardian has sole legal custody of a child, Foothills Park and Recreation District must have a legal document on file stating such.

Financial responsibility for the child's account will belong to the Parent or Legal Guardian who enrolls the child unless additional arrangements are made in advance. If any custodial arrangements affect the child during his or her participation in the programs, it is incumbent upon the enrolling Parent or Legal Guardian to inform staff of all such arrangements.

Examples, not intended to be all inclusive, of such arrangements are limitations upon contact with the child, specific parental contact information as set forth under medical emergencies, and the right to information about the child.

Legal documents must be provided to Children's Programs Administrative Office in the event that any changes are made to a child's legal name. Staff is not required nor expected to inquire as to any custodial arrangements, nor to interpret the propriety of any statements made by a Parent or Legal Guardian.

Unless agreed by the enrolling Parent or Legal Guardian or ordered by a court of competent jurisdiction, information regarding the child, including but not limited to the daily activities or behaviors of that child, shall not be shared with anyone except the enrolling Parent or Legal Guardian or another authorized adult identified on the enrollment documentation.

A written order is required, reviewed by District's legal counsel, to deviate from the protocol set forth on this page and established by the enrollment documentation.



## Legal Proceedings

District staff is not qualified to interpret legal documents or to render legal decisions. Any effects upon a child in a program created by any legal proceeding shall be conveyed to staff in writing, including all necessary orders from a court of competent jurisdiction. No change in presumptions or practice shall be implemented by staff until District's legal counsel has reviewed all relevant documents and advised staff as how to proceed. In the event any situation requires immediate attention, staff shall call appropriate law enforcement agencies and wait for direction from responding personnel.

## Program Evaluations

We welcome your feedback. Please let us know how we are doing and how we can better meet your needs and your child's needs. Foothills will provide Parent or Legal Guardian Evaluation Forms periodically throughout the year which enables you to evaluate our program, staff and facilities. This feedback helps us develop Quality Improvement Plans (QIP). Please see your Site Director or Program Specialist to review or receive a hard copy of our most updated QIP. These are generally emailed out to programs at least once per year. Please take a moment to let us know what you think!

## Foothills Tax ID Number 84-6013730

Foothills Park and Recreation District is not responsible for maintaining individual tax records and information. Tax statements and receipts can be viewed and printed from the online Parent Portal.

[www.ifoohills.org](http://www.ifoohills.org)



rev: JAN 2024



## When You Need a Little Parenting Advice, Just Ask

With Just Ask Children's, you'll find evidenced-based information and advice from the nation's leading experts on all things kid, conveniently organized by topic and age. We offer articles on health and wellness topics like nutrition, technology, school, relationships, safety, and sports and play.



Scan the QR code or [visitchildrencolorado.org/JustAsk](http://visitchildrencolorado.org/JustAsk) to get started. Plus, sign up to get tips delivered directly to your inbox.

