



school age care

**Boulder Valley**  
School District  
*Excellence and Equity*

# PARENT HANDBOOK



**Boulder Valley School District**  
School Age Care Office

**Location:** 6500 E. Arapahoe Rd.

**Mailing:** P.O. Box 9011  
Boulder, CO 80301

**Phone:** (720)561-5974

**Fax:** (720)561-5950

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## **SAC Site Phone Numbers**

## Welcome Parents/Guardians,

This handbook is designed to outline the policies and procedures of the BVSD School Age Care Program (SAC). SAC is committed to providing high quality programs in environments designed to enrich learning. We want children in SAC to develop a lifelong love of learning and the foundational skills that go hand and hand with educational success. We are a licensed childcare provider regulated by the Colorado Department of Human Services.

We view parents and families as our partners in providing the best experience possible. We welcome your questions, feedback and comments.

Sincerely,

**The SAC Administrative Staff**

**Sue Enright**  
Program Manager

**Brandi Cowles**  
Program Assistant Manager

**Debbie Liskey**  
Registrar/Accountant

For questions about registration, schedules, financial assistance and account issues, contact

**Debbie Liskey**, 720-561-5974, [deborah.liskey@bvsd.org](mailto:deborah.liskey@bvsd.org)

For questions or comments regarding the SAC Program, philosophy and staff, contact **Sue Enright**, 720-561-5975 or [sue.enright@bvsd.org](mailto:sue.enright@bvsd.org) or **Brandi Cowles**, 720-561-5976 or [brandi.cowles@bvsd.org](mailto:brandi.cowles@bvsd.org)

### **Equal Educational Opportunities Statement**

The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, age, disability or religion.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1982.

## **Mission Statement**

*...We create and enhance the quality of care for children and parents by providing a nurturing, joyful, dynamic community of learners who explore new ideas and interests together. Children will build social skills, develop friendships, independence and confidence while SAC staff facilitate learning using children's natural curiosity, imagination, and thinking skills.*

SAC offers an inclusive, fee-based, licensed program that provides a safe, fun and enriching environment for children before and after school.

## **Program Goals**

- To provide quality childcare and enrichment programs that are safe and convenient
- To assist children in their physical, intellectual, social, emotional and creative growth
- To provide children with positive interaction and opportunities to establish relationships with peers and adults by building social skills and healthy friendships
- To provide qualified, caring staff members who participate in regular training and education
- To provide a love of learning
- To develop a solid foundation for success in learning throughout life
- To create a community that values positive regard for self and others
- To experience the joy of shared accomplishments through learning to work cooperatively with others
- To appreciate diverse opinions and ideas
- To build skills and confidence in creative expression

## **Licensure**

Our SAC programs are regulated by the State of Colorado Department of Human Services, Division of Child Care. These requirements ensure minimum health and safety requirements. SAC meets and exceeds these minimum requirements to provide high-quality programs for your child.

We support families by providing exemplary child care programs which enrich each child's experience in school. For additional information regarding licensing, or if you have concerns about a child care facility, please consult: Colorado Department of Human Services Division of Child Care, 1575 Sherman Street, Denver, CO 80203, (303) 866-5958.

## **Enrollment/Registration Information**

### **Enrollment**

Please visit <http://www.bvsd.org/SAC> to obtain registration information and to complete the registration online. You may call the SAC office with further questions regarding registration: (720) 561-5974.

A NON-REFUNDABLE registration fee and an online registration form are required for enrollment. All children must be fully enrolled before attending SAC. To enroll, parents or guardians must verify and complete enrollment information on DayCare Works. Once completed, it is submitted for approval. Your child is not officially registered until you have submitted all forms to the SAC office AND you have received registration confirmation. In order to complete registration, all previous balances in ALL BVSD Community Schools Programs must be paid in full with a \$0 balance.

### **DayCare Works Parent Portal**

Online registration and payment by credit card is completed using DayCare Works accessed at Parents can complete enrollment, schedule attendance, view or pay billing statements online using this secure payment process. DayCare Works employs industry standard security measures to protect confidentiality of user information. All DayCare Works systems are regularly audited to identify potential security vulnerabilities. The application uses a 256-bit SSL Secure Certificate to encrypt data. This secure

site is accessible 24 hours a day / 7 days a week from anywhere with an Internet connection.

### **Payment Using Daycare Works Parent Portal**

All children must be registered and fees paid before they attend. Registration is completed in DayCare Works Family Portal using a Visa, MasterCard or Discover credit card. There are no processing fees to use credit cards or DayCare Works Family Portal. Once processed, a payment confirmation email is sent to the address provided on the payment screen. DayCare Works will not allow parents to complete registration without paying the full balance due. Once parents have checked out, there are no credits or refunds given for sessions missed. Parents can go online to DayCare Works Family Portal using a Visa, MasterCard or Discover credit card. Autopay is an optional feature available to families.

### **Eligibility**

Children who are 5 years old through 16 years old (Kindergarten through 8th Grade) are eligible to enroll in SAC. We reserve the right to evaluate the program's ability to meet the needs of the child. Space permitting, all children are conditionally accepted based on the eligibility criteria.

We reserve the right to enroll based on the following criteria:

- 1) Children are able to function appropriately and independently in both small and large group activities.
- 2) Children are able to function in a manner which does not endanger themselves or others.
- 3) Families are able to pay all child care fees when due.
- 4) All medications, medication authorizations and health plans must be submitted into the SAC Site Supervisor **PRIOR** to start date.
- 5) All BVSD Childcare accounts are at a zero \$0 balance

### **Cancellation of a Program**

SAC administrators reserve the right to cancel a program or make a schedule change if there is low enrollment. Parents who are already enrolled would be contacted immediately.

### **Behavior Expectations**

For the safety of all, children in this program will demonstrate the following behaviors:

- Respect for self and others
- Appropriate verbal and physical conduct
- Social cooperation
- Safety for self, others and the physical environment

In order to promote a safe, stimulating environment for all children and staff, each site will have guidelines that include SAC behavioral expectations. Staff will model and maintain clear, reasonable limits for behavior. Staff will use a positive guidance approach for building empathy and self regulation skills. Discipline is never associated with food or toileting and staff does not use corporal punishment in the SAC program. Our goal is that children will be guided to recognize and identify their feelings, think through decisions and take responsibility for their actions. Program staff have access to nurse and mental health consultants as needed. Failure to abide by these behavioral expectations may result in a child being removed from the SAC Program.

**Every effort will be made to plan for a successful experience for every child; however, when a child**

displays behaviors which jeopardize the safety of themselves and others, interferes in any way with the rights and privileges of others, or damages property, staff members, disrupts or threatens to disrupt the operation of the program, the staff will contact the child's parent or guardian and request that the child be removed from the program for that day. Parent conferences will be held to discuss a child's behavior, progress, and social and physical needs as required. If the child continues to make poor choices once the behavior plan is in place, additional days of suspensions may follow with possible permanent removal from the SAC program.

The SAC Program Manager reserves the right to suspend or dismiss any child who is a threat to him/herself or others in the SAC program without prior warning or intervention. Community Schools Programs operated by Boulder Valley School District are subject to district policies governing discipline. In accordance with school district policies, we reserve the right to suspend or dismiss any child who is a threat to him/herself or others in the program.

Please note that our programs offer support for ages 5 to 16. This age span offers both opportunities and challenges for children of all ages. Due to the wide age span, there is a range of behavioral expectations and guidelines that we expect from your child/ren.

### **Health & Safety**

I understand that my health and safety information may be shared back and forth between my child's BVSD school and the BVSD School Age Care program as needed to ensure the health and safety of students. If you have any specific information you would like SAC to obtain from your child's school. Please let us know.

### **Special Needs**

We welcome all children including those with special needs in accordance with the Americans with Disabilities Act. However, children who would pose a direct threat or whose presence or necessary care would fundamentally alter the nature of the child care program will not be permitted to attend the SAC Program. Prior to the child's attendance, a consultation with parents and the Program Manager and/or Assistant Manager may be scheduled to determine how SAC can meet the special needs of the child. The program will work with the family and other resource persons to develop a plan for serving the child. If an enrolled child requires special toileting assistance they will be provided a private area and standard precautions will be followed.

### **Program Dates and Times**

#### **Program Dates**

SAC operates during the BVSD school year. The BVSD School Calendar can be found on the BVSD website.

#### **Program Hours**

Some SAC sites are open from 7:00 am until the start of school and all sites are open from the end of school day until 6:00pm Monday through Friday. SAC Adventure Camp operates on non-school days. SAC is closed for all Federal and District holidays. SAC is closed the week of Christmas.

### **Days Open/Closed**

Fees are not charged when SAC is closed for Federal Holidays as well as some BVSD vacation days. For the most updated information regarding holidays, school closures and Adventure Camp days please refer to the SAC website.

### **Snow Policy and other SAC Closures**

*The safety of BVSD's families and staff will be the primary consideration in keeping the schools open or closed.* In the event of severely inclement weather, SAC will follow Boulder Valley School District's emergency closure procedures. If BVSD is announced as "closed", SAC will also be closed. For information, please listen to a local TV station or radio station, call BVSD at (720) 561-5051 or visit the BVSD website [www.bvdsd.org](http://www.bvdsd.org) for more information about school closures. On no school Adventure Camp days SAC management will determine if the program will be closed. Fees are not refunded due to closings.

### **Outdoor Play**

Children will spend some time outside every day, weather permitting. Please bring your child to school dressed appropriately for weather conditions throughout the day. Children should be properly dressed for the weather. In excessively cold weather (<20 degrees), children will have indoor recess. In excessively hot weather, children will be provided with shaded play areas and/or they will be permitted to stay indoors. Water will be available to children at all times.

### **Sun Protection**

SAC staff will supervise the application as needed. Parents/Guardians must provide sunscreen labeled with the child's first and last name.

### **Attendance**

It is the parent or guardian's responsibility to notify SAC staff by 2:00 p.m. when his/her child will not be in attendance on a scheduled day. Failure to do so will result in a \$10.00 non-notification fee. If we cannot locate your child or contact you, we may need to make a missing person's report to the police. *SAC does not refund fees for unused days.*

### **Fees, Registration and Billing Information**

SAC is a fee-based program and operates on tuition paid by parents. The cost of the program is based on the number of weeks it operates. For parent's convenience, the tuition is broken down into a separate August payment and nine equal payments regardless of the number of days the program operates in any given month.

### **Registration**

- Registration for the following fall will become available online in May each year. *Please make sure you register your child for the correct school year!* Register at <http://www.bvdsd.org/sac>.
- If you do not have access to a computer, please contact your child's home school or the SAC office, to complete the registration process.
- A *nonrefundable* \$60 registration fee is due at the time of registration. A family registering 2 or more children in the same year is charged a total registration fee of \$60.
- In addition to the *non-refundable* registration fee, the first month's SAC tuition *must be paid*

*along with registration.*

- August begin dates will be accepted for registrations received between May 15th - August 7th. Registrations received after August 7th will have a begin date for September.
- The registration will not be confirmed until tuition is paid in full or the family has submitted CCAP authorization (see Financial Assistance Information).
- Your child's start date will be based on staffing needs and program capacity.

### **Tuition and Fees**

- The program fee schedule can be found at <http://www.bvsd.org/sac>.
- August tuition is based on the number of days school is in session, for the month of August. September through May tuition is based on the number of weeks school is in session from September through May divided by 9 months (September– May). This allows parents to pay August separately and September through May in nine equal payments.
- Sibling discounts: There is a monthly tuition discount of 10% for the second child. (Excluding Drop-Ins or Adventure Camps)

### **Payments**

- Bills are sent from the SAC office, not from your child's school.
- Monthly payments are due in the SAC office by the 15<sup>th</sup> of each month.
- Drop In and Adventure Camp payments are due at the sign up time.
- The following payment methods are accepted: Monthly Electronic Funds Transfer, Visa, MasterCard or Discover Card, checks and money orders. Checks and money orders should be made payable to and sent to: BVSD SAC, P.O. Box 9011 Boulder, CO 80301. **Please indicate the child's name and school on your check.**
- **Please do not send cash in the mail.**
- A \$20 charge will be assessed for all NSF returns.

### **Past Due Accounts**

- Past due accounts will result in the child being terminated from the SAC program.
- The SAC office must receive payment in full, including a \$60 registration fee to re-enroll.
- Parents with accounts that are not in good standing will not be allowed to enroll their children in any current or future BVSD Community School program (i.e., Kindergarten Enrichment, Color Me Smart Preschool, Preschool Enrichment, PreSAC or Lifelong Learning) until the account balance has been paid in full.

### **Refunds**

- No credit or refund will be given for personal vacation days, sick days, school cancellation days or unused days.
- No refunds will be given for early withdrawal.

### **Financial Assistance**

If you are seeking financial assistance, please read the SAC Financial Aid information. For assistance with your SAC tuition, parents are required to apply to the Child Care Assistance Program (CCAP). For information about eligibility, Boulder County residents please call 303-441-1059. Broomfield City and County residents, please call 720-887-2275

### **Child Care Tax Credit**

SAC programs are licensed through the State of Colorado Department of Human Services Division of Child Care. Therefore, we qualify for child care reimbursement tax credit. Parents needing the tax ID# 84-6014683 information and receipts, can access this information under the “statement” tile through their Daycare Works Parent Portal. <https://family.daycareworks.com/login.jsp>

### **Program Withdrawal**

If you will be withdrawing your child, parents must notify the SAC office in writing (email) at least 2 weeks in advance. No refunds will be issued. You are responsible for any unpaid fees at the time of withdrawal.

### **Reactivation Fee**

If you decide to re-enroll your child in SAC, you will be charged a \$60 registration fee to re-enroll.

### **Change of Schedule**

A schedule change is defined as any alteration to your child’s regularly scheduled days (i.e., adding days, dropping days and/or switching the days of the week). The SAC Registrar and your child’s SAC Site Supervisor must be notified in writing at least two weeks in advance of any schedule change. **All schedule changes will be assessed a \$25 processing fee. A two-week written notice must be submitted to the SAC Registrar for cancellation of service from the program.** If a two-week notice is not given, the entire fee is due until the two-week period is fulfilled. Parents will be emailed if the program will no longer be able to serve their child.

### **Program Policies and Operating Procedures**

#### **Drop-In Care**

Parents must schedule their drop-ins through their parent portal, <https://family.daycareworks.com/login.jsp> under the “attendance” tile. Drop-ins need to be scheduled by 5pm prior day for the morning programs and by 10pm prior day for the after school programs, as the scheduling room will close at those times. Drop-ins are charged at the time of the request.

*All schedule changes are contingent upon space availability.*

#### **Adult/Child Ratio**

Children are under the supervision of SAC staff at all times throughout the SAC day. SAC programs meet the minimum rules and regulations for adult/child ratio, maintaining a 1:15 ratio at each SAC school.

#### **Staff**

SAC staff are skilled professionals dedicated to providing high quality programs for children. They are required to have a combination of professional training and job experience, which enable them to meet the developmental needs of children. When necessary, the SAC programs utilize a carefully screened pool of qualified and trained substitute teachers. All staff members are background-screened using Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) fingerprint checks, Central Registry (child abuse offenders list), personal interviews, and reference checks. SAC staff have First Aid, CPR, Medication Administration, Standard Precautions, Child Abuse, Site Safety and FEMA

training and receive a minimum of 15 additional hours of professional training per year.

### **Sign-in/out**

Under state licensing requirements, for your child's protection, a parent, guardian, or designee should sign a child in and out of SAC each day. This is a mandatory practice. This process is used to verify the headcount in the SAC program. In the interest of safety, the SAC Program will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out with printed name, signature, time, and makes contact with a SAC staff person. A child may sign themselves out from the morning program to go to class, but they must still be signed in by a parent. Children may not sign themselves out of the SAC program except for a club, school activity or event that is on the premises (an Activity Release Form must be signed by Parent/Guardian).

### **Authorized Release of Children/Emergency Pick-up**

Children will only be released to individuals listed on the the child's emergency form and who are authorized by parents/guardians for pick up. We must have written authorization to release your child to anyone other than the parent/guardian. All authorized persons will be asked to show picture identification prior to the release of any child. Families who have specific legal custodial arrangements must provide on-file documentation stating custody guidelines. We expect that a family member or authorized person is accessible by phone at all times in case of emergency. Children will NEVER be released to unauthorized persons.

### **Tracking System Policy/Lost Child Policy**

Each SAC site has a system for tracking all children. Children remain under direct supervision of adults at all times. Staff utilize radio communication, locator boards and tracking sheets several times throughout the SAC day. Tracking is performed during all transitions, moving from place to place, before and after special school programs and before and after all emergency drills. Parents may refer to the locator board to find the location of their child at pick-up times. A sign stating where children can be found is also placed for parents to read when SAC is at another location.

In the event of a lost child situation:

- ✓ BVSD Security and police will be contacted immediately.
- ✓ Staff and security will thoroughly search the premises.
- ✓ The SAC Manager and/or SAC Assistant Manager and parents will be notified.
- ✓ Documentation and follow-up will occur.

### **Late Child Pick-up**

All children must be picked up by 6:00pm. If you know that you will be late for pickup, please make arrangements and notify the program that someone else is to pick up your child/ren. The parent/guardian will be charged \$1.00 for every minute he/she is late. The parent will be billed for the late pickup charges.

Unless you have contacted the staff, they will begin calling the emergency contact names at closing. If the parent/guardian or emergency contacts cannot be reached, staff will call the Boulder/Broomfield County Police Department and Social Services. After the third late incident, childcare services will be discontinued.

### **Extra Activities**

If your child is involved in an after-school activity we require a *signed Activity Release Form and Sign In/Out Permission Form* on file. These forms must be signed and kept on file at the SAC program.

### **Adventure Camps**

Field trips and presenters are a regular part of our program. We feel it is important for children to have access to a variety of places and people within their community and the surrounding areas as a way to meet both recreational and educational goals. All children enrolled are expected to accompany the group on a field trip. We cannot provide alternate care on location for a field trip day.

It is the parent/guardian's responsibility to notify SAC staff by 8:00 a.m. when his/her child will not be in attendance on a scheduled day. Absences will not be credited or refunded. We will attempt to contact parents about child/ren arriving late. However, on a field trip day we will proceed as planned. If you do not arrive on time you will be responsible for your child on that day. Staff-child ratios will be maintained at all times. For safety reasons, we request that you do not pick up your child from any field trip without prior permission from the SAC Manager and/or SAC Assistant Manager and SAC Site Supervisor.

BVSD buses are used for transporting children. Rules and emergency procedures for transportation and field trips are explained to children prior to each field trip. On Adventure Camp No School-Full Days, all children must wear appropriate outdoor clothing, bring a disposable sack lunch and a water bottle from home. **Please do not send money with your children on field trips.**

### **Permission Forms**

The SAC Supervisor will provide permission forms for field trips. Please sign and return to the SAC Supervisor.

### **Snack**

Snacks are provided in all SAC programs. Snacks are provided by BVSD nutritional services. If your child has any dietary restrictions please be sure to include them on the registration form and share this information with your child's SAC Supervisor so that alternative arrangements may be planned. You may be asked to provide an alternative snack if your child has numerous or severe allergies. Morning and afternoon snacks will be provided by the SAC program.

### **Homework/Quiet Time**

We recognize that there is a wide range of philosophies on homework from school to school and from family to family. Our goal is to provide thirty minutes of time that is conducive for children to work independently on their homework. If your child does not have homework or you would prefer your child work on this at home with you, we provide a variety of quiet, cognitive activities.

### **TV/Video Viewing**

As a general rule and in accordance with best practices, SAC programs do not utilize television or videos as part of our daily planning. However, limited G-rated educational video-viewing may occur in the program. Please notify the SAC staff if you have questions or concerns about videos. Alternate activities will be provided for children not watching videos.

**Children's Personal Belongings and Money**

Children are provided with a place for their jackets and backpacks to be stored while they are in the SAC program. SAC is not responsible for lost, stolen or broken personal belongings.

**Visitor Policy**

All visitors are required to sign in and out including listing the date, address, time, their full name and reason for the visit. All visitors will be asked to show identification.

**Volunteers**

Volunteers must be at least 16 years of age and must be screened using CBI and FBI fingerprint checks. All volunteers are trained and supervised by the SAC staff. Volunteers are given a copy of staff policies and procedures.

**Communication**

The SAC staff will communicate regularly with parents/guardians via newsletters, the Parent Portal and email.

**Health and Safety**

All precautions will be taken to ensure the health and safety of children within the program. Please provide the SAC staff with up-to-date information about your child's specific health concerns. Frequent hand-washing with soap and water is the best prevention of the spread of disease and bacteria. Children and adults will wash hands before preparing and eating of food, before and after play, and after wiping of noses and toileting.

Health and safety information may be shared back and forth between your child's BVSD school and the BVSD School Age Care program as needed to ensure the health and safety of students.

**Illness and Medication**

The SAC staff will manage any health concerns and administration of medications. SAC staff are equipped with first aid supplies. All staff are required to follow the BVSD rules for illness and disease prevention. If your child needs to take medication at school, contact the SAC Supervisor for requirements and documentation. Please do not send medications to school in the child's lunch box or backpack. BVSD adheres to the Nurse Practice Act (section 12-38-132, CRS). If your child becomes ill, we will contact you. If your child has a contagious illness, the Colorado Department of Social Services requires that parents pick up the child as soon as possible. We will contact you if we suspect that your child may have a contagious illness.

In the event of an emergency involving your child, every effort will be made to contact you or your designated emergency contact person. Please remember, it is critical to keep this information updated. We expect that a family member or emergency contact person is available by phone at all times.

If a child is too sick to go outside (or attend school), the child is too sick to be at SAC. SAC will not accept children who did not attend school due to illness. It is the parent or guardian's responsibility to notify SAC staff when his/her child will not be in attendance on a scheduled day.

### **Dispensing Medication**

If medication is prescribed for a child which must be taken during SAC hours, written instructions by a physician or dentist must be provided to the SAC program, along with written permission from the parent. **Medication must be in the original container, properly labeled with the child's name,** dated and with the amount and frequency of dosage. Site Supervisors are trained in medication administration by a BVSD nurse and in accordance with the Nurse Practice Act. Medications are stored in a locked cabinet out of the child's reach. It is the parent's responsibility to provide refills of medication and to replace an Epi Pen if it is expired or has been used. If a child requires an EpiPen and one is not at the site or it is expired then that child may not attend SAC until the proper medication is available. Medication will not be given if the above guidelines have not been met.

### **Child Abuse Reporting**

It is important that parents/guardians know that BVSD staff has a legal responsibility to report any suspected incidents of child abuse or neglect that threatens the health and welfare of a child. These reports are made to the Colorado Department of Human Services. Reports are kept in strict confidentiality as per state law. We encourage parents to become familiar with Child Abuse and Neglect Laws and to report suspected incidents of abuse or neglect.

All licensed facilities make every effort possible to provide a safe and healthy environment for children. If you believe that a child has been abused, you should seek immediate assistance from your county department of social services. The 24/7 telephone number to report child abuse 1-844-CO-4-kids.

### **First Aid and Emergency Procedures**

#### **Accident/Injury**

- SAC Staff will notify the parent
- Appropriate first aid will be administered
- If necessary, staff will contact 911 for emergency medical assistance and SAC Management will be notified

#### **Life Threatening Emergencies**

- Staff will stay with injured child
- 911 will be called immediately
- Other children will be directed to stay clear and will be removed from the area
- Life threatening situations will be treated as per First Aid/CPR training
- Parents or the emergency contacts on the Emergency Card will be notified
- Follow up written reports will be submitted as required
- In the event of a hospital transport and whenever possible, the SAC Supervisor will accompany the child in the ambulance and the SAC Manager and/or SAC Assistant Manager will meet the parents and child at the hospital

#### **Fire Emergencies**

- Evacuation routes are posted at each site
- All regular staff are trained on fire emergency procedures for their site
- Licensing requires regular fire drills be conducted
- A written log of drills is available for inspection

- Phone numbers of emergency and fire departments are posted by the telephone

**Tornado, Hail and Weather-Related Emergencies**

- If inclement weather threatens (such as rain or hail), students will stay indoors for outside time
- In the event of a tornado warning:
  - Staff and students will move to a designated safe place within the building
  - Students are gathered together and attendance is taken
  - Students are lined up against the wall on knees with heads down and hands over back of the neck
  - Staff and students remain in this position until the “ALL CLEAR” directive is given
  - Only after the tornado threat has passed, will children will be released to parents A written log of drills is available

**Lockout/Lockdown**

**LOCKOUT**

- Children will be brought inside the school
- All exterior doors and windows will be locked
- No one may enter or leave the facility without being signed in or out by a parent/guardian once the “ALL CLEAR” directive is given
- Students may move around within the school

**LOCKDOWN**

- Children will be moved to a safe location inside of the building
- Interior doors and windows will be locked and blinds closed
- Children must remain quiet and stay in the chosen location
- Once the “ALL CLEAR” directive is given children may resume normal SAC activities

**Reunification Plan for Off-Site Evacuations**

- When necessary in an emergency, students will be taken off school grounds to a safe site location. BVSD will provide district buses to the safe site location and students will then be transported to the closest safe middle or high school in the district.
- Parents/Guardians will be emailed, called and directed where to pick up their children.
- No student will leave the evacuation site without being signed out by a Parent/Guardian or emergency contact person showing proper identification

**SAC Site Phone Numbers**

**School Site**

**Phone Number**

Aspen Creek K-8	720 561- 5709
Birch	720 561 8864
Coal Creek	720 561- 4518
Community Montessori	720 561- 3777
Douglass	720 561-6648
Eldorado K-8	720 561- 5855
Emerald	720 561- 8575

Fireside	720 561- 7959
Heatherwood	720 561-6945
Kohl	720 561-8623
Lafayette	720 561 8987
Meadowlark	720-561-5066
Monarch K-8	720 561- 5612
Pioneer	720 561-7875
Ryan	720 561- 7062
Sanchez	720 561- 7390

For additional information regarding licensing or if you have concerns about a child care facility,  
please consult:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street 1<sup>st</sup> floor  
Denver, CO 80203  
303 886-5958

**Thank you for enrolling your child in the  
School Age Care (SAC) Program!**

We value your input and ideas. Please feel free to contact our office with any questions or concerns:

**720-561-5974.**

**Program policies and procedures are subject to change and parents will be notified of any changes.**

**updated 5/18**