



# 2011-2012 Parent Handbook

1150 Village Ridge Pt.  
Monument CO 80132

## **L.A.S.E.R. Program**

### **OUR MISSION**

To provide an academically enriched environment that is in line with the curriculum of Monument Academy. We will provide an atmosphere to stimulate cognitive growth through play, games and academic help.

### **CORE VALUES**

We are consistent with the mission of Monument Academy helping to develop in the areas of courage, humility, patience, forgiveness, integrity/honest, self-control/self-discipline, gratitude, diligence/perseverance, respect, responsibility and compassion.

### **PURPOSE AND GOALS**

One of our program goals is to provide a safe, enriched and creative environment for our students. Enrichment is provided during homework time and time together during school out days.

The second part of our program is to help your child with his homework. We have a dedicated staff that is well trained to help your child in areas such as Shurley Grammar, Saxon Math, and reading fluency.

Our staff is determined to help children develop to their fullest potential. We also promise to do our best to deliver a program that upholds the core values of Monument Academy in a positive environment of safety, support, and care. Thank you for choosing the L.A.S.E.R. program for your before and after-school services.

### **OTHER L.A.S.E.R. PROGRAMS**

During the summer we offer all day camp from 7:00 am – 6:00 pm and half day camp from 9:00 am to 12:00 pm. Each week we will offer different themes for your child to participate in.

### **PARENT COMMUNICATION**

It will be our priority to make sure we communicate any information regards to before and after-school care in a prompt manner. We will communicate by phone, email and written notices.

### **ILLNESS**

If a child becomes ill, parents will be contacted to pick-up their child. If necessary, children will rest in an isolated area until pick-up. Fever, diarrhea and vomiting are indicators that your child should not come to the Before and After Child Care Program and that they may need to see a physician. Children with communicable diseases will not be allowed to attend the Before and After Child Care Program until they are free of disease, or until they are no longer contagious, as determined by a doctor's note. Parents should exercise consideration when deciding whether to bring their child to Before and After Child Care when they are not well. Parents will be notified when their children have been exposed to a communicable disease.

## **ELECTRONICS**

**Movies**• Only “PG” rated movies will be shown without parental notification. Good discretion will be used when picking out movies. No movie over a rating of “PG” will ever be shown.

**Music**• We will provide appropriate music for your child’s enjoyment. Radios will also be used in the event of an emergency.

**Video Games**• Video games will be permitted during snow days, holidays and school out days. It will be regulated and given specific directions in regarding to playing video games.

## **DISCIPLINE POLICIES**

Our primary form of discipline is “conflict resolution”. Our staff will help children resolve their conflicts or concerns through discussion and consequences. Sometimes it is necessary to have a child collect their thoughts and calm down. If we have special concerns regarding your child’s behavior, the site director will contact you to discuss the situation.

**Consistent Discipline Problems**• When it becomes evident that a child is in danger of hurting themselves or others, has problems with staying with the group, continues use of inappropriate language or comments, we reserve the right to terminate the child from the program.

## **REASON FOR TERMINATION**

Failure to observe arrival/pick-up times• Disrespect to staff by parent or child• Consistent failure to observe any policy• Failure to pay fees• Parents will be notified immediately if a child is terminated from the program in writing and/or by phone.

## **ADMISSION TO THE PROGRAM**

Applications for admission are accepted pending space availability. L.A.S.E.R. programs are open to all school-age children 5–12 years old regardless of race, color, national origin, religion, sex, or physical ability. No exceptions will be made in regards to age.

## **RECEIPTS (TAX)**

We are happy to supply you with receipts for your payments. Our tax EIN number is 80-0579788.

## **FORMS**

Parents are responsible for completing and returning the registration form and providing records of immunization prior to participation in L.A.S.E.R. Before and After School Child Care Program. Please allow for up to three days of processing prior to your child starting Program.

## **CHILD ABUSE**

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. We take an active effort to prevent child abuse. Some examples may include, but are not limited to: A thorough background check of potential employees, including but not limited to references of past employers, personal

references, military, educational institutions, volunteer organizations, personal character and activities, CBI, FBI, and local police checks and the Central Registry.

Staff will not fraternize with children outside the program, including baby-sitting or inviting children home. Allegations or suspicions of child abuse are taken seriously and will be reported to the state for investigation. All caregivers must report to the proper authorities any suspected physical abuse, sexual abuse, emotional abuse or neglect. Parents can contact the County Department of Human Services to report suspected child abuse or neglect at: Human Services Department, 105 N. Spruce, Colorado Springs, CO 80905, Day: 444.5700 or Night: 475.9593

### **HOURS OF OPERATION**

Please see 2010-2011 schedule.

### **DAYS WHEN CARE WILL NOT BE PROVIDED**

Please see 2010-2011 schedule

### **SNOW DAYS/DELAY START**

**If school is on delayed start:** We will offer care starting at 8:30am. We will open for After School Care at the regular scheduled time and will close at 6pm. **If school is cancelled:** We will be open at 8:30 am and will close at 6:00 pm. There will be no childcare if the weather is severe enough. The director will make that decision. **If school is cancelled while your child is in school:** We will provide care until 6 pm.

In any of the above situations the L.A.S.E.R. Program reserves the right to cancel the program due to hazardous road conditions. Our main concern is for the safety of your children, your family, and our staff. Please call 321-4205 with any questions.

### **INCLEMENT/HOT WEATHER**

In any day the weather is too hot and it is deemed dangerous for our students to stay out for any amount of time, we will make the proper decisions for the safety of our students.

### **RATIOS**

The Colorado Department of Human Services guidelines require a ratio of 1:15. We will do our best to keep our ratio at 1:10.

### **CHILDREN WITH SPECIAL NEEDS**

We will work with families to meet the needs of every child on a case-by-case basis. We are willing to make reasonable adjustments in our program to meet the needs of all children, their families, and program employees. Please contact us if there is to be any special arrangements.

## **PARTICIPATION IN ACTIVITIES**

Children are encouraged to participate in all program activities. Opportunities for exercise and fitness are available daily. Our staff will never force children to participate; however, we ask that parents encourage their child to participate in all programs. Should you or your child have any questions in this regard, please contact us.

## **FIELD TRIPS/TRANSPORT**

L.A.S.E.R. will may or may not provide any field trips for transport to any given destination.

## **SNACKS**

One healthy snack is provided in the afternoon. Two are provided on School's Out Days. If your child has a special dietary or allergy consideration, please make sure that they are noted on your health forms. It is also very helpful to update staff on site of any dietary restrictions or changes to your child's diet.

## **LUNCHESES**

Please provide a nutritional lunch (non-perishable) on School's Out Days unless otherwise noted by the site director. Please note we cannot refrigerate or microwave any lunches.

## **SIGN-IN/SIGN-OUT**

Parents must sign their children in and out with a full and complete signature. Children will not be released to anyone other than a parent or individuals authorized on the registration forms. Pick-up authorization can only be given to persons age 18+.

## **DROPPING OFF YOUR CHILDREN**

You can drop off your children at the double doors near the multi-purpose room between 6:30 am and 7:15 am. After 7:15 am you can call 321-4205 or go through the front entrance.

## **LATE PICK-UP FEES**

If you fail to arrive by 6pm a \$10 late pick-up fee will be charged for every ten-minute portion of lateness after 6pm. If you are more than 30 minutes late and the staff has not been able to reach you or anyone authorized to pick-up your child, a L.A.S.E.R. staff member will notify the Department of Human Services and the local police.

## **INTOXICATED PARENT PICK-UP**

For the safety of the children, L.A.S.E.R. has established a procedure in the event of anyone attempting to pick-up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else pick-up the child. If the individual insists on leaving with the child, the staff will immediately contact law enforcement and advise them of the situation.

## **WITHDRAWAL FROM PROGRAM**

If you must cancel your space and you have paid for the session in full, you may request a credit or refund in writing to the L.A.S.E.R. Program. The site director must receive a cancellation form, 14 business days prior to the last day of attendance. A \$10 processing fee for the refunds requested in the form of a check will apply to each separate cancellation. Registration fees are non-refundable and non-transferable.

## **LOCATION OF CHILDREN**

Children's whereabouts are monitored at all times. A note will be posted to notify parents of where the program is located in or outside the center. In the event that a child's whereabouts is unknown, a L.A.S.E.R. staff will conduct a thorough search of the area. Parents and police will be notified within 15 minutes if the child is not located.

## **VISITORS**

All visitors must sign-in on the designated visitor log before entering any childcare room. All visitors must have a picture I.D. on hand.

## **PERSONAL BELONGINGS**

L.A.S.E.R. cannot be responsible for lost, misplaced, or stolen possessions. Please do not send your child to before and after-school care with expensive, sentimental items or money. Mark all personal belongings with your child's name. Lost and found items will be kept for one month and then donated to charity.

## **ABSENCES**

Please call 321-4205 and leave a message regarding illness or absences.

## **ACCIDENTS AND INJURIES**

In the event that a child has an accident, is injured or receives medical attention, parents will be notified by phone or when the child is picked-up. An injury report will be completed by staff and will be kept on file.

## **EMERGENCY PROCEDURES EMERGENCIES**

In case of any emergency, parents will be contacted immediately. When necessary, our staff will call 911. It is the parent's responsibility to keep files up-to-date in regard to all phone numbers, emergency contact names, and names of people allowed to pick-up your child.

## **FIRE DRILL**

Fire drills will be conducted once a month to familiarize children with all exits and procedures. In the case of fire, children will be evacuated immediately and parents contacted.

## **TORNADO**

In the event of tornado or severe storm warnings in the city, the site director will make the determination as to whether staff should

assist in directing all children to the building hallways. In such a case the following announcement will be made: “due to severe weather and tornado warnings, children in the building are to go immediately to the hallway. After danger has passed, the site director will give permission for an all-clear announcement to be made.

## **MEDICATION**

We have a no medication policy during before and after-school care. During full day care, the medication policy will be in affect. Parent must sign all medication forms and/or medical plans. We take the health of our children seriously so please make sure that we are aware of all medical conditions.

During full day care medications must be sent in their original container with the original pharmacy label. Exact directions for administering the medicine along with the time that it should be taken should be given to the staff on a medication release form. All medications, prescriptions and over the counter medications must be turned into the staff person on duty by the parent or guardian. Please note that Colorado State law requires that we have written permission from the child’s physician to dispense over the counter as well as prescription medications. Medications will be stored in a locked container. If any portion of this policy is not followed we will not be able to administer the medication. This may result in a call to a parent to come and administer the medication or pick-up the child.

## **CHILD CARE LICENSING INFORMATION**

If any parent would like to express a concern regarding the L.A.S.E.R. Before and After School Child Care Program, State Licensing may be contacted at:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street, 1st Floor  
Denver, CO 80203-1747  
p. 303.866.5958