



DISCOVERY LINK
THE DPS AFTERSCHOOL PROGRAM

PARENT HANDBOOK

Discovery Link

2016-2017

discoverylink.dpsk12.org

720-423-1781

General Discovery Link Contact Information

**DPS Extended Learning and Community Schools
And Discovery Link
@ The Acoma Campus
1617 S. Acoma St.
Denver, CO. 80223**

Discovery Link Registration Office:	720-423-1781
Discovery Link Registration Fax:	720-423-1507
Discovery Link Program Questions:	discovery_link@dpsk12.org
Discovery Link Web Address:	discoverylink.dpsk12.org

Discovery Link @

Contact Information

Site Phone:	XXX-XXX-XXXX
Program Specialist	XXX-XXX-XXXX
In case of emergency:	XXX-XXX-XXXX

The Department of Extended Learning and Community Schools and Discovery Link adhere to all policies, procedures, and regulation as established by the Denver Public Schools Board of Education.

TABLE OF CONTENTS

About Extended Learning	4
Days of Operation	5
Vision and Mission	5
Code of Conduct	6
Behavior Management and Bullying	6-8
Our Philosophy	9
School Year Programs	10
Dismissal Day & Break Programs	10-11
Program Activities & Curriculum	11
Attendance Procedures	12
Meals & Snacks	14
School Extracurricular Activities	15
Transportation	15
Safety & Health	16
Registration	20
Money Matters	20-25

About DPS Department of Extended Learning and Community Schools

Denver Public Schools Department of Extended Learning and Community Schools oversees DPS's licensed after school program, Discovery Link, in addition to afterschool enrichment clubs at several school sites throughout the district; please see the sites listed below for more details. At most sites, our programs serve children K to 5th grade who are enrolled in the Denver Public Schools. Select Discovery Link sites are Child Care Center programs and serve children ECE 3 to 8th grade.

The Department of Extended Learning provides high quality, recreational, educational, and cultural opportunities for children, youth, adults, and families. We comply with Denver Public Schools' Policies and Procedures and The Colorado Department of Human Services Rules and Regulations for Discovery Link.

DISCOVERY LINK SCHOOL AGE SITES

Students enrolling in the following Extended Learning School Age Sites must turn 5 on or before October 1, 2016:

Bradley	Denver Language	Park Hill
Bromwell	Eggleton	Place
Carson	Ebert	TreVista
Centennial	Edison	Sabin
C3	Fairmont DCIS	Slavens
Cole	Hallet	Southmoor
Colfax	Kaiser	Steck
Cory	Lowry	Steele
Cowell	McMeen	Teller
Denver Discovery School	Munroe	University Park
Denver Green School	Newlon	

DISCOVERY LINK CENTER SITES

Please review the table below for minimum ages at the following Extended Learning Center sites:

Site	Minimum Age for Enrollment	Site	Minimum Age for Enrollment
CEE	Must be 4 by 10/1/16	Sandoval	Must be 3 by 10/1/16
High Tech	Must be 4 by 10/1/16	Swigert	Must be 4 by 10/1/16
Isabella Bird	Must be 4 by 10/1/16	Valdez	Must be 3 by 10/1/16
Lincoln	Must be 3 by 10/1/16	Westerly Creek	Must be 3 by 10/1/16
Roberts	Must be 4 by 10/1/16		

DAYS OF OPERATION

Discovery Link operates most days Denver Public Schools are in session, observing the same holidays as the Denver Public Schools. We will be closed on the following holidays: Labor Day, Thanksgiving (3 days), Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Cesar Chavez Day, Memorial Day, and Independence Day.

When Denver Public Schools is closed due to inclement weather, Discovery Link is also closed. On Late Start days, Discovery Link will open at its normal time and serve students until the school's late start. Check the DPS website at www.dpsk12.org or local television stations for advance notice of closures.

Dismissal Days and Break Camps are available at most sites (check with your program specialist) October 27, 28; November 4; November 21, 22; December 21, 22, 23, 28, 29, 30, 31; January 4, 5; February 3; March 28, 29, 30. See specific information on page 8.

OUR VISION AND MISSION

Denver Public School's Shared Core Values and Shared Beliefs serve as the foundation for all our work at DPS to ensure "Every Child Succeeds."

Our Shared Core Values:

Students First: We put our kids' needs at the forefront of everything we do.

Integrity: We tell the truth, and we keep our promises.

Equity: We celebrate our diversity and provide the necessary recourses and supports to eliminate barriers to success and foster a more equitable future for all our kids.

Collaboration: Together as a team, we think, we work and we create in order to reach our goals.

Accountability: We take responsibility for our individual and collective commitments, we grow from successes, and we learn from failure.

Fun: We celebrate the joy in our work and foster in our students a joy and passion for learning to last their whole lives.

Our Core Beliefs

- Every child has talent and potential.
- Our diversity is a community treasure and equity is the core of our mission.
- We can and will eliminate the opportunity gap that leads to achievement gaps.
- We must dramatically accelerate the progress we've made by investing more in what is working and embracing innovation.
- Every family deserves choice and access to high quality schools in their neighborhood.
- Our kids need all of us- educators, families, community partners and staff- and together, we are Team DPS.

The Department of Extended Learning & Community Schools and the Discovery Link team directly supports the district's vision, goals, values and beliefs. The Department of Extended Learning & Community School's vision and mission and philosophical approach to youth programs are directly aligned and meant to support the larger vision of the district that "Every Child Succeeds."

Vision

All DPS students

discover new possibilities,
connect with people and ideas,
experience enriching opportunities &
achieve – all day, every day!

Mission

The Department of Extended Learning and Community Schools supports and strengthens DPS students, families, schools and communities by delivering and facilitating high-quality programs and services that extend beyond the traditional school experience. This work creates safe environments where students and families gain the tools, resources and social competencies they need to achieve success.

Positive Behavioral Management

Discovery Link's behavioral management strategies align with both those of Denver Public Schools and the day-school practices of each particular site. Beyond this, our staff are trained in strategies place the students' needs first, ensuring we are supporting the whole child and prioritizing the safety of all students.

In order to foster respect for self and others we will work to provide:

- A safe and supportive environment, physically and emotionally
- Establish clear limits
- Provide team building opportunities; opportunities to get to know other students
- Behavioral redirection
- Meaningful relationships with all students

In the event a student's behavior escalates we will:

- Attempt to deescalate the behaviors
- Allow students to have a voice and choice in the resolution
- Contact parent/guardian as necessary

We will make efforts to not suspend or expel students from our programs. Parents/Guardians will be notified in advance if a child's behavior is deemed inappropriate and unsafe and the potential actions that could occur if the behavior continues.

Occasionally a student's behavior will rise to the level of temporary or permanent separation from the program. These decisions **must** be made in consultation with the supervisor and senior manager.

Parent/Legal Guardian Expectations

It is the program's goal to provide participating children with a caring, nurturing, and respectful environment. This is possible when parent/legal guardian(s) cooperate by also exhibiting those traits. Parents/Legal Guardian(s) and visitors are expected to treat staff and the children with the utmost respect at all times. Intimidating, threatening or hostile behaviors; verbal, written or physical threats; physical contact; or inappropriate or offensive comments to staff will not be tolerated. If any such actions occur, appropriate authorities shall be contacted immediately, and the parent/legal guardian will be asked to remove their child from the program. Please help us provide consistent positive examples to all the children.

BULLYING

DPS is committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, harassment and any type of bullying behavior, including cyberbullying. Students who engage in any act of bullying are subject to disciplinary action, which may include suspension or expulsion, and referral to law enforcement.

What is Bullying?

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronic means, or by a physical act or gesture.

To protect students, DPS has several policies and procedures in place, listed below.

1. Bullying is not tolerated in our schools, buses or during school activities such as sporting events.
2. Bullying is classified as harassment and may constitute a violation of civil rights when it is based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status or disability.
3. Students who engage in bullying will face disciplinary action and, depending on the severity and pattern, may be suspended or expelled, or referred to law enforcement.
4. Curriculum and training are available to help teachers and parents prevent bullying.
5. All schools have procedures for investigation and intervention of students engaged in bullying behavior, as well as procedures to prevent bullying.

6. All schools have programs to help students who bully. Program methods include using re-education of acceptable behavior, discussions, counseling and appropriate consequences.
7. All schools support students who have been the victims of bullying. School psychologists and social workers are also available to assist students and families.

How Families Can Help

- Learn more about bullying and cyberbullying at:
 - www.cyberbullying.us
 - www.stopbullying.gov
 - www.safeschools.state.co.us
 - www.common sense media.org
- Parents or guardians can contact the school principal, school social worker, school psychologist or a teacher if they have a concern about bullying.
- Teach your child to tell a trusted adult at school and at home if he or she, or another student, has been bullied or cyberbullied.
- Anonymous tips on bullying can be sent to Safe2Tell at 1-877-542-7233 or by visiting www.safe2tell.org.

Harassment & Discrimination

All members of the DPS community deserve to learn or work in an environment in which they are treated with dignity and respect. Harassment has no place in schools, school grounds or DPS office locations. Harassing conduct by employees, students, families and community members, at any level, will not be tolerated.

Title VI, IX, ADA, Section 504

DPS does not discriminate on the basis of color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status or disability in admission, access to, or treatment in, its educational programs or activities. There is a grievance procedure for discrimination concerns. Inquiries or complaints alleging discriminatory actions may be addressed to **the U.S. Department of Education Office for Civil Rights, 1244 Speer Blvd., Denver, CO 80204, or to designated staff in DPS as follows:**

- **Director of Student Services/Support Services at 720-423-3437**
 - Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act
- **Chief Human Resources Officer at 720-423-3900**
 - Title IX of the Education Amendments of 1972

Reasonable accommodations will be provided upon request for persons with disabilities who wish to participate in DPS or school activities. Please contact the school or department at least three working days prior to the activity.

Harassment Based on Protected-Class Status

Every student within DPS has the right to learn in an environment free from sexual harassment or harassment based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry age, marital status, veteran status or disability. Complaints of harassment will be promptly investigated in accordance with respective Board policies.

OUR PHILOSOPHY

We strive for each Discovery Link program to be one we would actively seek out for our own children.

The Department of Extended Learning takes a positive youth development approach to our programming. Through this approach we aim to create developmental spaces and relationships that allow students to discover and reach their full potential. We do this through several ways:

- **Focusing on Positive Outcomes:** We use a strength-based approach to supporting students in building connected and caring relationships, promoting positive values, and participating in meaningful experiences.
- **Youth Voice:** We engage youth as partners and realize they are the experts in their own lives and learning and listen to their ideas and perspectives.
- **Long-Term Involvement:** We believe that youth need support throughout their developing needs and that these needs are constantly changing. Long-term connection with a program supports their opportunity to thrive.
- **Inclusive:** We strive to create programs that are impactful and relevant to **all** students.
- **Collaborative:** Students spend a lot of time in our DPS buildings. Our programs work to align with day-school programming and culture to provide students with continuity of environments.

We believe that after school programming is not enough, it has to be high quality after school programming. Extended Learning has been engaged in a quality improvement program for the last 5 years that is supported by practices that are research based and have shown to be effective and impactful. We work in partnership with the David P. Weikart Center for Youth Program Quality that has been the leader in this work since 2008.

This youth development approach works to create a safe, supportive and productive environment for kids. We believe it is a youth developer's job to create a space where youth needs are met, to provide fun and engaging learning activities, and to create a place where kids can thrive.

SCHOOL YEAR PROGRAMS

Early Risers	6:30 am - School Begins	This early morning program offers a relaxed atmosphere that helps children make a positive transition into their school day. Early Riser activities include reading time, homework help, arts and crafts, recreation games, and outdoor play. Children are dismissed to their class at the start of school. <i>Children may participate in the school's breakfast program if available.</i>
After School	School Dismissal - 6:00 pm	Afterschool offers fun and innovative programming that includes learning, play, and opportunities to try new things that supplement and expand the children's school day. These programs are designed to meet the unique needs of the students and community of each specific site. Each afternoon includes a nutritious snack and free outdoor or gym play depending on the weather. Children also choose from a variety of activities including homework help, science projects, arts and crafts, character building, dramatic play, technology and recreational games.
Kadoodles	12:00 pm - School Dismissal	Offered at Lincoln, Valdez & Sandoval, Kadoodles provides extended care to half day ECE and Kindergarten programs. Kadoodles offers a fun and creative learning environment that promotes socialization through plenty of group play. Many activities are planned to enhance the school day curriculum and special Extended Learning programs are adapted to the needs of preschoolers. The program provides center-based activities, teacher directed activities, free play and rest time. <i>Children enrolled in Kadoodles may bring their own lunch or participate in the school's hot lunch program at the regular school fee.</i>

Full Day Programming

Full Day Programming and camp fees are not included in your regular monthly tuition. Full day dismissal days and camp days are charged separately. For more information please see your program specialist.

Dismissal Day Programs (Discovery Days) 6:30 am - 6:00 pm

When the district or individual schools have a break or non-student contact days for teacher planning or conference days (typically on a Monday), Discovery Link offers full day programming on most of these days at specific DPS sites for an additional fee. Please note: no programs are offered on holidays. Generally, one dismissal day per calendar year is reserved for staff training and programs will not be offered. A minimum of 24 children must be registered for each dismissal day location for the program to operate. If site's numbers are low, there will be in option for students to attend a program at a nearby site. Please be aware, enrollment may be limited due to staffing. Breakfast & P.M. snack are provided. Please provide your child with a non-perishable lunch as refrigeration is not available at the site. Dismissal Days are not a part of the regular programming: ***Separate registration and tuition are required for these services.***

Camp Programs (Discovery Camp)

6:30 am - 6:00 pm

Discovery Link Camps offer children a safe, fun and engaging camp experience at specific DPS sites during longer school breaks – Thanksgiving, Winter Break, Spring Break, and Summer Vacation. Group activities are offered that develop creativity, communication and a sense of teamwork. Our camp programming may include special projects, guest speakers, and field trips. Breakfast & P.M. snack are provided. Please provide your child with a non-perishable lunch, as refrigeration is not available at the site. Camps are not a part of the regular programming: ***Separate registration, a copy of current immunizations (if not a currently enrolled family) and tuition are required for these services.***

Please note, it is very important to notify us if your child takes mid-day medications during Dismissal Days and Camps.

PROGRAM ACTIVITIES & CURRICULUM

Homework

The Department of Extended Learning and Community Schools is committed to supporting working families. One way in which we do this is by setting aside time and space in Discovery Link for the children to complete all or part of their homework. While we feel homework is an important element in our program, it is not the main focus. Discovery Link staff members will provide homework assistance in the Early Riser program and begin homework assistance in the After School program once children have had snack and an opportunity to go outside or to the gym. Please let the site staff know about your child's individual homework needs by completing the Homework Contract available at the site. ***Staff is not responsible for the completion or accuracy of homework and will not impose consequences if homework is not completed.***

Thematic Activities

Our Discovery Link site teams work with the day school teachers, students and families to develop programming that is based on both student need and interest. Our sites strive to build programming that is specific for each school community we serve. These program activities are set in a foundation of a safe and supportive environment and offer students multiple opportunities to engage with ideas in different ways.

Our Discovery Link staff also work with students to develop themes for programming. Since we work to integrate student voice and interest, the theme can vary from outer space to Egypt. Thematic activities support skill-building goals and encourage teamwork and collaboration between peers.

Physical Activity

In order to provide healthy recreational options for the children, programs offer curriculum-based organized physical games and activities during the week in the Early Riser and After School programs. These activities provide students an opportunity to build community and have fun while assisting them in getting their recommended 60 minutes of daily activity.

Video/Movies

Video viewing will be limited to **no more than two hours per month** for Early Risers, After School, and Kadoodles programs, and **two hours per week** for full day or week long Break Camps. Only G and PG movies will be shown. PG movies will not be shown if there are students present who are not permitted to watch PG movies. Please see the registration form to check the movie viewing preference for your child.

ATTENDANCE PROCEDURES

Sign In / Sign Out (ECE – 5th grade)

- We require that your child be accompanied and signed into the Early Riser program.
- Children are released only to adults 18 years of age or older listed on the *Information Card* of the registration packet after the proper identification has been checked.
- Verbal permission for an adult 18 years of age or older to pick up your child will be accepted via telephone only in an emergency. ID is required.
- Children are released to the parent and/or legal guardian listed on the child's *Information Card* unless a copy of the legal document denying such access is on file with our Discovery Link site and the administrative office.
- Parents/Guardians are required to sign their child in/out daily for Dismissal Days and Break Camp programming.

Walking Home

At Discovery Link **School Age Sites**, a child 8 years of age or older is allowed to walk home if the proper release waiver has been signed by the parent or guardian on the program *Information Card*. *Discovery Link reserves the right to revoke this privilege if at any time it is being misused.* We request that you visit the program at least once a month to obtain any communication pertaining to your child. Children will not be released to walk home in inclement weather or unsafe conditions.

Due to Colorado Department of Human Services Child Care Licensing regulations, at Extended Learning **Center Sites** (CEE, Lincoln, Sandoval, Swigert, Valdez) students **ARE NOT** authorized to sign themselves in and out regardless of age.

If a program staff member is not present at Early Risers, please do not leave your child unattended at the program and notify the program specialist immediately.

Phone Call Releases are Not Allowed

Parents / Guardians MAY NOT call the site and ask staff to send their child outside. For the child's safety parents/guardians MUST come inside to pick up their child.

Tracking (ECE – 5th grade)

Each Discovery Link site utilizes a tracking system to identify where children are located at all times.

- As children enter the program space, each child pulls his/her white tracking card.
- Child hand the tracking card to the staff member conducting check in for the site or their assigned group. The staff member retains the tracking card and signs the child in. The child is then directed to the appropriate activity based on your site.
- The staff member conducting the sign in ensures the number of cards matches the number of children signed in on the roster and writes the current child count on the designated post-it/white board. If groups are headed to multiple locations, the total count will be noted, as well as the count that will be in each location.
- If the numbers do not match, the staff compare tracking cards to the sign-in and to an actual headcount to verify what child has been missed or incorrectly checked-in.
- If all children are checked in by one person for all groups, the staff member with the tracking cards divides children into groups and provides each staff member with the cards for their assigned group and notifies them of the number of children in their group.
- Each staff member conducts a count of their children to ensure their number of children matches their number of cards and conducts name to face check for every child whom they have just been handed a card.
- When leaving the program, the child gets the tracking card from a staff member and returns it to the tracking card slot. *Please support your child in ensuring their tracking card is returned upon your departure each day.*

Communication

Communication between staff and parents is vital for a quality program. Every site has a system for parents to receive information. It is the parent's responsibility to check for these materials at least once a month. Discovery Link also maintains a web site for information (discoverylink.dpsk12.org).

Late Pick-Up

Discovery Link programming ends at 6:00 pm each day and all children must be picked up by that time. If you are late in picking up your child, please call the site immediately to let the staff know your approximate time of arrival. Late pick up's will be charged \$1.00 per minute, per child that you are late to pick up. The fee will be assessed on the next month's billing statement. Excessive abuse (three or more times per year) of Early Drop-Off/Late Pick-Up could result in termination of the child's enrollment.

When a child has not been picked up from the site 30 minutes after the program has ended and staff has been unable to reach parents/guardians or any listed emergency contacts, staff is required by state licensing to call the Denver Police Department and the Denver Department of Human Services.

Absences

- If your child will not be attending program because of a scheduled appointment, vacation or other planned absence, please notify the site in advance.
- If your child is ill, please call the site to notify staff the child will be absent from the program.
- If a child does not arrive to afterschool as expected, a phone call will be made to verify the child's absence. If you cannot be reached, to ensure your child's safety, we may need to notify DPS Safety & Security or the Denver Police Department.
- Due to the variability of early riser attendance phone calls to verify child's absence will not be made. However, for the safety of your student, please call to excuse them from the program when absent.

MEALS AND SNACKS

- A nutritious snack as defined by the Federal Food Program (FFP) guidelines is served in the Afterschool, Dismissal Day and Camp programs. In the Dismissal Day and Camp programs, breakfast and P.M. snack is provided. (Some enrichment programs may not be included.) Menus are changed monthly and approved by the FFP in order to provide as much variety as possible. Special or extra snacks should only be sent with your child if there is a Special Dietary concern. Please discuss any concerns of this nature with your Discovery Link sites' Program Specialist.
- Some sites provide program participants with a dinner. Please see your Program Specialist for more information.
- If your child is registered for Early Riser, he/she may participate in the school's breakfast program where available.
- If your child is registered for Break Camps or Dismissal Days, he/she must bring their own lunch. Parents need to provide an insulated container for any lunches that require refrigeration.
- Children enrolled in Kadoodles may bring their own lunch or participate in the school's hot lunch program at the regular school fee.
- Lunch must meet one-third of your child's daily nutritional needs.
- Discovery Link will allow pre-packaged, store bought food to be brought to a program and shared with other children for birthdays or other special occasions. If you wish to have your child's birthday or a special occasion celebrated at Discovery Link, please contact the program specialist.

SCHOOL EXTRA-CURRICULAR ACTIVITIES

Parents of children participating in an extra-curricular school activity during their scheduled Extended Learning programming will need to complete the Extended Learning *Extra Curricular Provider Form*. These forms are available at your site and need to be completed prior to each activity (or sessions) and for each individual child. On days your child is registered for extra-curricular activities, your child is responsible to go directly to his/her enrichment activity at the end of the school day. The extra-curricular enrichment provider is then responsible for ensuring your child is signed into the After School program when the activity ends.

If for some reason your child's enrichment activity is cancelled and your child attends Extended Learning on a day he/she is not scheduled to attend Extended Learning, you will be charged a drop-in fee for that day.

TRANSPORTATION

Extended Learning complies with Denver Public Schools policies and Colorado Department of Human Services Child Care Licensing Division Rules and Regulations regarding transportation of children. Transportation between Extended Learning sites is not provided. Transportation is provided by Denver Public Schools or another district approved vendor for field trips.

Field Trips

Information including an itinerary, permission slip and transportation fees are sent home to parents prior to field trips. This information is also posted at site. If your child arrives at the site after the group has left, it is your responsibility to transport your child to the field trip location. If you choose to not participate in a field trip day there will be no other alternative care provided by Discovery Link.

Transportation Safety

Students are actively supervised while on the bus. Staff will distribute themselves appropriately in the bus to be able to see and hear all children. Students are required to remain seated at all times while the bus is in motion. Buses will never surpass their designated capacity limits. Buses that are transporting three and four years olds are required to provide seat belts, staff will supervise their being properly belted in.

In the unlikely event of a roadside emergency, the emergency will immediately be reported to the dispatcher. All students will be kept on the bus unless it is determined it is safer for them to exit the bus. In such a case the driver will direct staff and students to a safe place away from traffic. If the bus is out of commission, another bus will come pick up students to take them to their destination.

SAFETY AND HEALTH

Discovery Link complies with Denver Public Schools Safety and Health Policies and Colorado Department of Human Services Child Care Licensing Division Rules and Regulations which provide among other things:

Medication

- If any type of medication is to be administered to your child during the program, a DPS *Student Medication Request Form* must be filled out completely with a doctor's signature before any medication can be given. This includes inhalers and Epi-Pens. If your student requires use of either one please provide our nurse consultant or Program Specialist with an anaphylaxis or asthma care plan. This form is available at registration or at your site. If necessary, completed forms may be e-mailed to us directly from your doctor. Children requiring medication must have completed authorization and medication to remain on site for programming. Unused or expired medication must be picked up and signed out by parent or legal guardian. Medication left at the program after a child withdrawals will be disposed of according to Colorado guidelines. *Please notify your site lead if you are having challenges providing this on-site medication.*
- Only staff that are trained in Medication Administration will administer and log medication.
- All medication needing to be administered must be brought to the program in its original pharmacy container with a label stating the child's name, name of the medication, the dosage, the number of doses per day, the date the medication is to be stopped and expiration date.
- All medications, regardless if they are over the counter or prescription, must be checked-in with a certified staff member and signed in by a parent or guardian. Over the counter medications must be sealed, unopened and labeled by the pharmacy. If the medication is a liquid you must provide a measuring device.
- Medications are stored in a safe place, out of children's reach.
- Expired medication will not be administered and will be returned to the parent/guardian.
- Any child needing mid-day medication who is registered for Dismissal Day or Camp must provide the authorization form and medication prior to starting the program. Parents will be responsible for transporting medications to the schools. Staff will not be responsible for transporting medications between sites.

Student Illness

- Any child who is sick will not be allowed at site per DPS exclusion guidelines. A parent or guardian is required to pick up the sick child within a reasonable time frame.

Students with Special Needs

Discovery Link will make every attempt to reasonably accommodate the needs of each child within the scope of staffing capabilities.

- Before the child can begin the program, parents will be required to meet with their site lead to ensure appropriate services are available. Additional meetings may be scheduled at the request of the staff or parent.
- Site staff will need to be made aware of all facts relevant to the daily care of your child.
- You are required to fill in your child's *Information Card* completely and share your child's Individualized Education Program or Section 504 Student Accommodation Plan, Health Care Plan and/or Behavior Intervention Plan (as appropriate).
- In order to provide reasonable accommodations, you may experience a slight delay in services while a Special Needs conference is held with staff and appropriate staff/materials are put in place to adequately serve your child. Discovery Link staff work closely with the day school to align the services students receive in the day school to afterschool.
- If your child requires assistance with toileting, feeding, or medication, parents, guardians or trained medical staff are required to provide supplies and training for Discovery Link staff prior to the child starting the program.
- In order for our staff to provide your child with the optimal care, parents/guardians of children with special needs who enroll in any full-day camp program will need to fill out the *Camp Special Needs Assessment Summary* form available at your site.

The Denver Public Schools does not and shall not discriminate on the basis of disability in the educational programs and activities of the district. It shall be the continuing policy of the district to ensure fair and equitable opportunities without regard to disability to all students and employees.

The Denver Public Schools Section 504 and Americans with Disabilities Act compliance officer is located at: Student Services, 1860 Lincoln St.

Toilet Training

All children must be completely toilet trained prior to starting the program.

Staff may not change diapers or pull-ups unless there is a special needs designation on file with the school. In the event that your child has an infrequent bathroom "accident" that requires a change of clothes, staff will contact the parents if necessary to provide appropriate clothing and care. For Kadoodles participants, we request that parents provide an extra change of clothing that will remain at the site for emergencies. In the case of an isolated event, staff will support the child in changing into unsoiled clothing.

Clothing

Discovery Link's daily curriculum includes outside activities and play. Children need to wear clothing appropriate to the weather. This is especially important for all-day programs. For winter break, a winter hat, gloves and boots are recommended. Please provide a brimmed hat for spring and summer camps. At all times children should wear comfortable shoes suitable for running and playing. Flip-Flops and dressy sandals are not considered appropriate footwear.

Sunscreen

Discovery Link will provide Rocky Mountain Sunscreen SPF 30 to students for use before any outdoor play or activities. If you do not want your child to use Rocky Mountain Sunscreen, please provide an individual bottle of sunscreen with your child's full name or opt to apply sunscreen to your child before attending the program.

- Children 4 years of age and older must apply sunscreen to themselves under the direct supervision of a staff member. Discovery Link staff **will not** apply sunscreen to your child(ren).
- Discovery Link staff **will be** responsible for reminding your child(ren) to apply sunscreen prior to outdoor activities.
- Discovery Link staff **will be** responsible for applying sunscreen to children that are 3 years old or need assistance.

Accidents/Illness

In the case of a medical emergency (accident or illness), staff will call for medical assistance and contact the parent(s) immediately. In case of non-life threatening illness, staff will call the parent(s) to pick the child up from the program.

Drills

Discovery Link follows the procedures established by the Denver Public Schools and the Colorado Department of Human Services for fire, tornado and lockdown drills.

Missing Child

- If a child who has signed in to a Discovery Link program is missing, staff will conduct a search of the school building, inside and out.
- If the child has not been found, staff will notify the child's parent/guardian and the Denver Public Schools Safety and Security office and possibly the Denver Police Department.
- The incident will be documented including all steps taken and times at which each action was taken.

Eloper Policy

An "Eloper" or runner is defined as a child who runs from the programs.

If a child runs from the program we take the following steps:

- A staff member follows the child from a safe distance (to prevent student from running farther).
- Another staff member notifies the parents or guardians.

- The staff member will keep line of site with child at all times. If at any time the staff member cannot see the child we will follow our Missing Child Procedures. (See above)
- The staff will maintain the safe distance until the child returns to the program or the parent/guardian arrives.
- If the child leaves the building, Denver Public Schools' Safety and Security will be contacted.
- If a child leaves school property, staff will contact 911.
- If at any time the child is in imminent danger, staff may physically intervene.
- A meeting with the parent/guardian may be required before the child can return to the program.

Visitors/Parents/Guardians

- Visitors/Parents/Guardians to Discovery Link are required to check in with the program specialist, sign the visitor's log, and state the purpose of their visit.
- Visitors/Parents/Guardians unknown to the staff will be asked to show identification and provide the reason for visiting the program.
- Visitors/Parents/Guardians are welcome to visit any Discovery Link for no more than 30 minutes per week.

Human Services and Child Abuse Reporting

- If you have a complaint concerning suspected licensing violations at this or any other licensed child care facility, you should report your concerns by calling the Colorado Office of Early Care and Learning at 303-866-5948.
- Colorado Children's Code requires caregivers to report suspected cases of child abuse. If you suspect child abuse or neglect, you should report your suspicions to the Department of Human Services by calling their hotline at 1-844-CO-4-KIDS.

Belongings

All of your child's belongings should be labeled with his/her name. A specific area will be designated at the site for these belongings. Children are discouraged from bringing toys, electronics, and money from home without permission from the Program Specialist. Discovery Link is **not responsible for lost, stolen or damaged items or money.**

Extreme Weather

- Discovery Link programs do not run if the district closes the building for any reason. In an event of inclement weather that could impact district closure, please consult the district's website or the news.
- In the event of extreme heat, the program staff work with the building administrator and facility manager to cool the building and keep students comfortable. This can include providing fans, swamp coolers, extra water and moving the program to cooler parts of the building.

REGISTRATION FOR DISCOVERY LINK

Admission and Registration

Before a child may attend Discovery Link, his/her parent or guardian must complete the required paperwork. A completed payment agreement and Information Card must be submitted. Immunization records and Health Appraisal must be submitted to the registration office. **A copy of your immunizations must be submitted to the program prior to your child's first day.** A non-refundable deposit fee (\$60 for one child, \$75 for a family) is charged at the time of registration. There is a three-day processing period before the child can attend the registered program(s). Children with special needs may require a longer processing time to accommodate the special needs conference with site staff and accommodations or staff training for appropriate care. Please refer to the children with special needs section on page 17.

Dismissal Day and Break Camp Registration

Pre-registration is required for all dismissal day and break camps and is not included in your regular before and after school registration. Registration is taken on a first come, first served basis for these programs. Upon registration, a confirmation letter will be sent via e-mail or standard mail to confirm your child's registration. Parents/Guardians who have not registered for Dismissal Day or Break Camps and use drop-in care for their child(ren) will be asked to complete an *Information Card* immediately at the site. ***A drop-in will only be accepted if your child is already in the registration system with Discovery Link and we are able to maintain the licensing staff to student ratio required by the Department of Human Services. If the drop-in is permitted, a fee of \$70.50 per day per child will be assessed to your account.***

Waiting Lists

If a Discovery Link site reaches maximum enrollment, we will keep a waiting list for those interested in enrolling if and when an opening becomes available. The maximum number of students allowed in our programs, space limitations, and student to staff ratios are determined by the Colorado Office of Early Care and Learning as part of the licensing requirement for child care centers. We will make every effort to accommodate those on the waiting list. When an opening becomes available, the first person on the waiting list will be notified as soon as possible. Once this person is notified, the Registration office will hold the spot for 3 working days for a response. If no response is received the next person on the waiting list will be notified. Once the opening is accepted, the registration process will begin.

MONEY MATTERS

Tuition for Early Riser, After School and Kadoodles Licensed Programs

- Discovery Link tuition is divided into nine equal payments per year beginning in August and ending in May. Monthly tuition is calculated by multiplying the daily fee times the total number of days children are in school and that Discovery Link offers care. This total is divided by nine to obtain the nine equal monthly payments.

- We do not include school breaks or dismissal days in the total number of care days because many parents do not choose Discovery Link on these days. We do offer care on most dismissal days and break camps during the winter, spring and summer breaks for an additional fee.
- Depending on the start and release times of your child's selected school, monthly tuition payments range from \$54 to \$632.
- Space is limited and registrations are taken on a first-come, first served basis.

Tuition for Break Camps, and Dismissal Days

- Tuition for Break Camps are calculated at a weekly rate only. Dismissal Days are calculated per day. Charges are added to the next month's billing cycle.
- **Pre-registration is required for all Dismissal Days and Break Camps.**
- **Parents/Guardians who receive child care assistance must provide authorization from CCAP *before* the break camp or dismissal day.** Authorization must detail the specific date(s) and school location the child(ren) will be attending. If the authorization *is not* received, the charges will be assessed to the parent's/guardian's account and they will be responsible for full payment.

Billing

- Discovery Link sends out monthly statements on the 15th of the month prior to the billing due date. Discovery Link is not responsible for lost, stolen, or delayed mail. If you have not seen your bill by the 20th of the month, please contact us to have the bill resent to you.
- Payment of your account balance is due no later than the 1st business day of the month. If payment is not received within 5 business days of the tuition due date, a \$25 non-reversible late fee will be assessed to your account.
- If payment has not been received within 13 business days of the tuition due date, your child(ren)'s enrollment will be terminated. At that time, to reinstate your child, you must contact the Discovery Link Registration office to obtain reinstatement eligibility information before returning to the program.
- The individual signing the payment agreement assumes full responsibility for the entire tuition amount. However, any adult listed as an authorized pick up is responsible to communicate to the account holder any information regarding registration that is given to them at the time of pick-up. Split billing between two parents or guardians on one account will not be allowed.
- There is a three day minimum per week for any program in which a child is enrolled. You must use your days as contracted, and cannot "trade" unused days. Under special circumstances accommodations can be made; please talk to the program specialist at your site.
- It is the parent/legal guardian's responsibility to check their child(ren)'s Sign In/Out sheet regularly for billing information.
- If accounts remain unpaid thirty days after disenrollment from the program, they may be referred to a collection agency for further action.

Split Program Account Billing

If parents who are separated/divorced and do not share the same residence are interested in splitting accounts, the child's account must not have a balance that exceeds \$350. All balances must be cleared prior to either parent enrolling the child. It is up to the parents to resolve the matter of bringing the account to zero (0) balance prior to either parent registering the child for any program.

If Split Program Account Billing is elected, each parent will be fiscally responsible and will register the child for their selected programs, along with a registration fee. If non-payment occurs on one account, the child will be withdrawn from the corresponding program that has not been paid. Accounts will only be split if a child is attending more than one program. Any drop-in, late fees, etc. will be charged to the corresponding billing account. You may be required to sign an additional split program account billing agreement.

Payment Options

- Payments can be mailed or hand carried to our main office at 1617 S. Acoma St. Denver, CO 80223. Make all checks, money orders, or certified funds payable to DPS Community Education.
- Monthly tuition payments *are not* accepted at Discovery Link school sites.
- Credit card payments **are not** accepted over the telephone. Discovery Link requires all parents who wish to make credit or bank card payments to make a payment in our office or set up an account with Tuition Express. Tuition Express provides parents with the option to either auto-draft or make an on-line payment. If you do not have access to a computer to make an on-line payment, please speak with a Discovery Link site staff member and they will assist you. The DPS Department of Extended Learning and Community Schools adheres to all policy and PCISS regulations regarding storing and securing financial information.

TUITION EXPRESS Payment Processing Service – *You must sign up for this service. Verification of financial information should be done every year.*

- Tuition Express allows you to authorize Discovery Link to automatically debit your checking, savings, or major credit card for your tuition expenses on the 1st business day of each month. Along with this premier payment processing service, parents have the ability to receive their payment receipts via email. Tuitionexpress.com keeps parents in touch with the Discovery Link financial office as well as your personal finances.
- Tuition Express takes approximately one billing cycle to take effect. You may receive a statement with a balance prior to activation. You are responsible to make the payment before the payment due date.

Here are just a few of the many benefits of Tuition Express:

- Receive all your payment receipts via email.
 - Email notification of all non-sufficient fund (NSF) items or declined credit card transactions.
 - View and print transaction history reports.
 - Easy access to change the email addresses notifications are sent to.
- You are unable to change your bank information via the Internet. You must complete a new Parent Authorization Form*, attach a voided check from the new account (if applicable) and submit it to your center. Your center will then make the changes and notify Tuition Express.

** Record Retention Notice: DPS Extended Learning shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express program. Tuition Express is in line with all PCI security standards for technical and operational requirements.*

Financial Assistance

- ***Only one discount will apply for each family.***
- A 10% discount will be given to families automatically when their monthly tuition exceeds \$405.00.
- 10% discounts will not apply to split family program billing accounts.
- Income Eligible Financial Assistance
Applications are available on our website, at our main office, and by request.
- Income changes that effect financial assistance eligibility must be reported to the financial office within 30 days of the change.

Human Services Child Care Assistance (CCAP)

To use Child Care Assistance Program as payment, the parent/guardian must complete and adhere to the following:

- Parent/Guardian **must provide written authorization** from their county department for the current school year.
- Parent/Guardian is responsible for payment of the deposit fee if authorization is not accompanied by registration.
- PRIOR authorization is required from your CCAP case worker if the child's schedule changes during the school year or if a Dismissal Day or Camp is attended.

If interested in assistance, please contact your county Department of Human Services office for information.

Outstanding Balance

If there is an outstanding balance of any amount, registration for Dismissal Days, Break Camps, Early Release Days and Summer Camp drop-in care or any special event will not be accepted. Furthermore, parents/guardians will not be permitted to add days to their child's schedule or register for care for the following school year.

Returned Checks and Credit Card Fees

There is a \$30 service charge for every returned check. Unpaid service charges will be considered as an outstanding balance on your account. After two returned checks or two credit card declines; only cash, money order, or certified funds will be accepted for the remainder of the school year.

Schedule Changes

- If you need to change your child's schedule, you must complete and submit a *Schedule Change Form* **five business days in advance**. The proper form can be picked up at the site or downloaded from the Discovery Link website. The form must be turned in to Discovery Link staff, not the day school staff. If you drop a program, there is no guarantee that space will be available should you decide to add the program at a later date.
- Schedule changes will be accommodated whenever possible, but will not be allowed if the program is full and maintaining a waiting list. Before adding a program you must contact the registration office to determine if there is space available. You can be added to the waitlist if you choose.
- A \$10 administrative fee will be charged for the first schedule change, \$15 for the second and \$25 for each additional change thereafter.

Schedule Change Forms must be turned into the Discovery Link main office or at your program site. When your schedule change has been processed, the appropriate adjustments will be made to your account.

Withdrawal

- If you choose to withdraw your child from Discovery Link for any reason, you must complete the *Withdrawal Form* available at your site and on our website.
- *Withdrawal forms* must be submitted five business days in advance. Your withdrawal is complete when you have received your confirmation from the front office. *Withdrawal Forms can be faxed, mailed or submitted at the Discovery Link school site. Do not turn in to the day school staff.*
- If you choose to re-enroll your child in the same school year, we cannot guarantee that space will be available. A \$25 reinstatement fee will be assessed at the time of re-enrollment.
- If you are withdrawing from the **Summer Camp** program you must withdraw before the withdrawal deadline or you will forfeit the tuition for that week of camp. Please look at the current summer payment schedule for this withdrawal deadline. Summer camp deposits are not refundable or transferable.

Refunds for Withdrawals

After receipt of a valid withdrawal and if applicable, a refund check will be sent via US Mail within 7 to 10 business days after it has been processed by the finance office. All other credit balances will remain on your Discovery Link account unless a written request is submitted to the Discovery Link financial office.

Early Risers or After School Drop-In Care

Drop-in care is only available if we are able to maintain the licensing staff to student ratios required by the Department of Human Services.

- In order to utilize drop-in care, your child(ren) must be enrolled in either Discovery Link Early Risers or Afterschool. This option is not available for our "Camp Only" customers.
- Drop-ins will not be accepted if a program has a waitlist.
- Drop-in care must be approved in advance by the Program Specialist.
- The cost for drop-in care is \$12.00 for the Early Riser program and \$17.00 for Kadoodles and After School programs.

Drop-In Forms are available at your site and must be completed and signed by the parent and the site lead.

Dismissal Day or Break Camp Drop-In Care

Parents or Guardians who bring their child(ren) to Dismissal Day, Break Camp and have not registered will be assessed a \$70.50 drop-in care fee per day, per child.

- Parents or Guardians will be required to complete an *Information Card* and *Drop-in Form*.
- Child(ren) will only be accepted if we are able to maintain the licensing staff to student ratio required by the Department of Human Services.
- Drop-in fees will be assessed to your account on the next scheduled billing statement.
- Drop-in privileges will be revoked if used excessively.
- Final decisions regarding drop-ins will be at the discretion of the Program Specialist.
- Refunds will only be issued for unused drop-in care if notice is given 24 hours before the scheduled day.

Account Credits

- Discovery Link does not issue credits for any days you elect not to send your child to the program. If your child experiences a severe illness or injury requiring prolonged absence, please contact us.
- Discovery Link does not issue credits for any days that DPS is closed due to district or school closures for events such as inclement weather.

Program Closure

In the event that Discovery Link needs to close a site or a program, parents will be given one month notification.