



DENVER  
PUBLIC  
SCHOOLS

Extended Learning  
and Community Schools

# **Family Handbook** **2018-2019**



*Our Mission: Creating opportunities for  
school communities to engage and inspire  
Denver youth and families*



DENVER  
PUBLIC  
SCHOOLS

Extended Learning  
and Community Schools

### **General Contact Information**

DPS Extended Learning and Community Schools  
Acoma Campus  
1617 S. Acoma St.  
Denver, CO. 80223

Regular office hours:	7:30AM-3:30PM
Registration Office:	720-423-1781
Registration Fax:	720-423-1507
Web address:	<a href="http://discoverylink.dpsk12.org">discoverylink.dpsk12.org</a>
Discovery Link Program Questions:	<a href="mailto:discovery_link@dpsk12.org">discovery_link@dpsk12.org</a>



The Department of Extended Learning and Community Schools (DELCS) adheres to all policies, procedures, and regulation as established by the Denver Public Schools Board of Education.



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**DPS Department of Extended Learning and Community Schools**

The Department of Extended Learning and Community Schools (DELCS) oversees licensed **before and after school programs** (known as Discovery Link), in addition to after school enrichment clubs at several school sites throughout the district; At most sites, our programs serve children K to 5<sup>th</sup> grade who are enrolled in the Denver Public Schools. (*Students are no longer \*missing a word here\* for School-Age licensed programming beginning on the day of the their 13th birthday*).

Select Discovery Link sites are Child Care Center programs (as defined the the Colorado Department of Education) and serve children beginning at ECE age 3

The Department of Extended Learning and Community Schools’ programs are not funded though DPS General Funds. Most sites are fee-based programs. Fees are subject to increase based on corresponding programming costs. Some qualifying sites are funded by CDE 21st Century Community Learning Center monies. All of our sites provide high quality, recreational, educational, and cultural opportunities for youth and families. We comply with Denver Public Schools’ Policies and Procedures and The Colorado Department of Human Services Rules and Regulations for Discovery Link licensed programming.

**Inclement Weather Information:**

When Denver Public Schools are closed due to inclement weather, all Extended Learning and Community School Programs will also be closed. Information will be posted in SchoolCare Works and on our website. On Late Start days, Early Riser programs will open at their normal time and serve students until the school’s late start. Check the DPS website at [www.dpsk12.org](http://www.dpsk12.org) or local television stations for advance notice of closures.

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.

In extreme cases for older buildings that have partial or no air conditioning, the building administrator may decide to release students early. In the case of early release due to extreme heat in the building DELCS programming will not be held.

**LICENSED SCHOOL YEAR PROGRAMS (ECE-5th)**

<b>Early Risers</b>	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>
<b>After School</b>	School Dismissal -6:00 pm	After school 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. Choices vary by site and may



		include: homework help, science projects, arts and crafts, character building, dramatic play, technology and recreational games.
<b>Kadoodles</b>	12:00 pm - School Dismissal	Offered at Lincoln & 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>

### LICENSED DISCOVERY LINK SCHOOL AGE SITES K-Age 12

Students enrolling in the following School Age Sites must turn 5 on or before October 1, 2018:

Asbury	Creative Comm. Challenge (C3)	Inspire	Slavens*
Barnum	DCIS Fairmont	Kaiser	Southmoor
Bradley	Denver Green*	Lowry	Steck
Bromwell	Denver Language*	McMeen	Steele
Carson	Egleton	Munroe	Teller
Centennial	Edison	Newlon	Trevista
Colfax	Ellis	Park Hill	University Park
Cory	Hallett	Polaris	
Cowell	High Tech	Sabin	

\*K-8 schools only provide programming through age 12

### LICENSED DISCOVERY LINK CENTER SITES ECE-Age 12

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
Brown	Must be <b>4</b> by 10/1/18	Roberts	Must be <b>4</b> by 10/1/18
CEE (Knight)	Must be <b>3</b> by 10/1/18	Sandoval	Must be <b>3</b> by 10/1/18
Isabella Bird	Must be <b>4</b> by 10/1/18	Valdez	Must be <b>4</b> by 10/1/18
Lincoln	Must be <b>3</b> by 10/1/18	Westerly Creek	Must be <b>4</b> by 10/1/18
McKinley-Thatcher	Must be <b>4</b> by 10/1/18		

### NON-LICENSED CENTER SITES

**\*\*Due to the design of programming, these sites do not qualify for CCAP**

Skinner Middle School	Denver Discovery Middle School
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## **LICENSED PROGRAMMING on Non-Student Contact Days:**

*Additional charges apply Dismissal and camp-day fees are not included in your regular monthly tuition. For more information please contact our registration office. **\*\*Families utilizing CCAP must have a site-specific authorization for camps if attending programming a site different from their regular schedule.***

### **Dismissal Day Programs**

**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, DELCS offers full day programming 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 (typically February). Each location will need to meet a minimum of 15 children (K-Age 12; minimum 6 for ECE) registered for the program to operate. If a site's numbers are too low, there will be an option for students to attend a program at a nearby site. Please provide your child with two non-perishable snacks and lunch as refrigeration is not available at the site. Dismissal Days are not a part of the regular programming: **Separate registration and tuition, a copy of current immunizations and health appraisals for Center Cites - see list on page 5 (if not a currently enrolled family) and pre-paid tuition are required for these services.** *As staffing and supply purchases are made based on camp registration, refunds for non-attendance will not be issued.*

### **Camp Programs**

**6:30 am - 6:00 pm**

Camps offer children a safe, fun and engaging camp experience at specific DPS sites during longer school breaks – Fall, 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. Please provide your child with two non-perishable snacks and a lunch, as refrigeration is not available at the site. Camps are not a part of the regular programming: **Separate registration and tuition, a copy of current immunizations and health appraisals for Center Cites - see list on page 5 (if not a currently enrolled family) and pre-paid tuition are required for these services.** *As staffing and supply purchases are made based on camp registration, refunds for non-attendance will not be issued.*

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

### **Early Release Days**

**school dismissal time - 6:00 pm**

Some sites offer extended programming to support Early Release Fridays (registration varies by site) - cost \$25/per session.



# PROGRAMMING INFORMATION

## **ATTENDANCE PROCEDURES**

### **Check In / Check Out (ECE – 5<sup>th</sup> grade)**

- Licensing requires that your child be accompanied by an adult and signed into the Early Riser program.
- If a program staff member is not present at Early Risers, you **may not** leave your child unattended at the program and notify the program specialist immediately.
- Children are released only to adults 18 years of age or older and must be listed in your *Contacts tab* of your SchoolCare Works account. Proper photo identification is required.
- 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.
- Legal documentation must be provided to the program specialist and DELCS administrative office for any parent or legal guardian who is denied access to pick up a child in any DELCS program.
- Parents/Guardians are required to check their child in/out daily for Dismissal Days and Break Camp programming.

### **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. Repeated late pick-ups may result in additional charges of \$1 per minute or up to a \$50 fee and possible dis-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.

**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 the school to check them out in your SchoolCare Works account.

### **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 in their SchoolCare Works account. Parents/guardians must designate a time that the student is allowed to sign themselves out. A Discovery Link staff member will call a parent/guardian at the time the student leaves for the day.



*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, Isabella Bird, Lincoln, McKinley-Thatcher, Bill Roberts Sandoval, and Valdez) students **ARE NOT** authorized to sign themselves in and out regardless of age.

### **Reporting Absences**

- If your child will not be attending program because of a scheduled appointment, vacation or other planned absence, **you must** 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. You can also email the site at: ([sitename\\_discoverylink@dpsk12.org](mailto:sitename_discoverylink@dpsk12.org)) e.g. [steck\\_discoverylink@dpsk12.org](mailto:steck_discoverylink@dpsk12.org)
- If a child does not arrive to after school 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 during the Early Riser program. However, for the safety of your student, please call to excuse them from the program when absent.

## **LEARNING ENVIRONMENT PROCEDURES**

### **Student Expectations: Positive Behavioral Management**

Extended Learning and Community Schools Programs' 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 de-escalate 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.



We

strive to support all students behavioral needs through positive behavioral supports. Within these supports we do follow Denver Public School's Discipline Policies. Please see these links for more detailed information.

<http://www.boarddocs.com/co/dpsk12/Board.nsf/Public#>

*Refer to policy JK-R*

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 program specialist's supervisor.

### **Family 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. Family 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.

### **Bully-Free Environments**

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.

#### How Families Can Help

- Learn more about bullying and cyberbullying at:
  - [www.cyberbullying.us](http://www.cyberbullying.us)
  - [www.stopbullying.gov](http://www.stopbullying.gov)
  - [www.safeschools.state.co.us](http://www.safeschools.state.co.us)
  - [www.common sense media.org](http://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](http://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.

#### **MEALS AND SNACKS**

- A nutritious snack as defined by the Federal Food Program (FFP) guidelines is served in the After school, Dismissal Day and Camp programs. 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 sites' program specialist.
- Some grant-funded 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 Dismissal Days or Break Camps, 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.
- DELCS 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.

## **PROGRAM ACTIVITIES & CURRICULUM**

### **Homework**

DELCS 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. ***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.



### **Screen Time/Media Usage**

In accordance with State of Colorado Licensing guidelines and best practices of the American Academy of Pediatrics, youth at Discovery Link sites shall engage with technology under the following guidelines: Television, recorded media, computer, tablet and media device time should not exceed 30 minutes per week. Exceptions will be made for special occasions, homework dependent upon technology and for technology-based skill building lessons. There is no restriction for children using personal adaptive equipment.

## **REGISTRATION**

### **Admission and Registration**

Before a child may attend any DELCS programming, his/her parent or guardian must complete the required online registration via SchoolCare Works. For all Discovery Link programming, Immunization records and Health Appraisal must be submitted to: [discovery\\_link@dpsk12.org](mailto:discovery_link@dpsk12.org). Registrations will not be confirmed until all required paperwork is submitted. A non-refundable deposit fee (\$35 for one child, \$50 for a family) is charged at the time of registration. There may be up to a 2 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 of this handbook.

### **Registration at Non-Home Schools**

Families can register a student at any of the DELCS program sites even if it is not the home school of the student. Families are responsible for transportation for students to and from their home school. Students must be signed in and out of all Discovery Link programs by an adult over the age of 18.

### **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 tuition. Fees for dismissal days and break camps are \$38.00 per day. Registration is taken on a first come, first served basis for these programs. Upon registration, confirmation will be sent via e-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 our SchoolCare Works 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 \$76.00 per day per child will be due at the time of registration/drop-in. Separate registration and tuition, a copy of current immunizations and health appraisals for Center Cites - see list on page 5 (if not a currently enrolled family) and pre-paid tuition are required for these services. As staffing and supply purchases are made based on camp registration, refunds for non-attendance will not be issued.***



### **Wait 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.

### **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:***

**Accident** In the case of a medical emergency (accident or illness), staff will call for medical assistance and contact the parent(s)/guardian(s) immediately..

### **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. DELCS Staff are **not responsible for lost, stolen or damaged items or money.**

### **Cell Phone policy**

Students are not permitted to use cell phones during program time unless specific permission is granted by DELCS staff for the purpose of a programming activity. Failure to adhere to this policy will result in the phone being collected by DELCS staff and returned to a parent/guardian at dismissal.

### **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. Students are welcome to bring 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.

### **Drills**

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

### **Eloper Policy**



“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.

### 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 the completed authorization form and the corresponding medication to remain on site for programming duration. Unused or expired medication must be picked up and signed out by the parent or legal guardian. Any medication left at the program after a child withdraws 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 or 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

At DELCS we are committed to creating and supporting a safe and healthy environment for all students. Occasionally, we may have a child too sick to attend program. When this happens, parents will be notified to come pick up their student in a timely manner. If any of the following conditions apply to your child you may be contacted to pick them up. Your student must be picked up within a reasonable time frame.

- 1) The child does not feel well enough to participate comfortably in usual activities.
- 2) The child requires more care than the program staff are able to provide.
- 3) The child is ill with a potentially contagious illness.
- 4) The child has signs or symptoms of a possible severe illness.

In addition to being sent home from program, your child may be kept from attending program until their symptoms have cleared up. Here are some guidelines for possible exclusions.

Illness	Exclusion Period
Diarrhea	Until situation improves
Common Cold (If severe)	Until symptoms lessen
Jaundice (Unusual color of skin, eyes or urine)	Until cleared by a medical professional
Rash (if accompanied by other symptoms)	Until cleared by a medical professional
Vomiting	24 hours after last episode
Head Lice	Until after the 1 <sup>st</sup> treatment



DELCS child illness policy aligns with CDPHE's *Infection Diseases in Child Care and School Settings* guidelines for Child Care Providers, School Nurses and Other Personnel.

### **Students with Special Needs**

*DELCS 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.
- During your the registration process you are required to identify if your child' has Individualized Education Program or Section 504 Student Accommodation Plan, Health Care Plan and/or Behavior Intervention Plan (as appropriate). NOTE: A physical copy of the plan must be provided to the site Program Specialist. **Your child will not be eligible to begin programming until this step is completed.**
- 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.

***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.***

### **Sunscreen at Licensed Programming Sites**

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.

### 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 as well as a Diapering Care Plan signed by a physician. 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.

### Tracking at Licensed Programming Sites

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 check-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.* **Failure to be in compliance with**



**license tracking regulations could result in licensing violations up to and including loss of license.**

### **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.

## **SCHOOL EXTRA-CURRICULAR ACTIVITIES**

Parents of children participating in an extracurricular 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 a field trip description, itinerary, and any 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 a child is unable to attend the field trip, the parent/guardian is responsible for notifying staff of their child's absence.
- We strongly discourage parents from picking up their student from field trip for the safety of the program.
- 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.

**Children are not allowed to be transported in the personal vehicle of any Discovery Link staff member.**

## **TUITION**

### **Tuition for Early Riser, After School and Kadoodles Licensed Programs**

Discovery Link tuition is charged at a daily rate which is calculated based upon your child's schedule (not attendance). See website for current year's payment schedule.

### **Tuition for Break Camps and Dismissal Days**

- **Pre-registration is required for all Dismissal Days and Break Camps at time of registration.** Registration for Dismissal Days will typically open 45 days prior to each offering and is available on a first-come, first-served basis.
- Dismissal Days are \$38.00 per day and **full payment is due at the time of registration.** Fees may vary based upon school schedules and hours of programming. Where space is available, the drop in rate for Dismissal/Camp days is \$76.00. You will be required to register and pay at the time of drop-off.
- **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 15<sup>th</sup> of the month prior to the billing due date. Discovery Link is not responsible for lost, stolen, or delayed mail.
- Payment of your account balance is due no later than the 3<sup>rd</sup> 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.
- 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.
- 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**

All balances must be cleared prior to either parent enrolling the child in additional programming. It is up to the parents/guardians 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. 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**

- **Credit card payments are not accepted over the telephone.** Discovery Link requires all parents who wish to make credit or ACH payment in the Connect portal through SchoolCare Works. Schoolcare Works provides parents with the option to either auto-draft or make an online payment. The DPS Department of Extended Learning and



Community Schools adheres to all policy and PCISS regulations regarding storing and securing financial information.

- 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 Discovery Link.
- We do not accept cash payments.
- Monthly tuition payments *are not* accepted at Discovery Link school sites.

### **Financial Discounts**

Sibling discount-10% discount for all siblings. No discount will be added for the first child.

*Discount will be applied to the lesser charged schedule.*

### **Income Eligible Financial Assistance**

- All families will be required to apply for financial assistance every school year even if they have previously received financial support. If you qualify for CCAP you must apply prior to submitting a financial assistance application.
- The amount of financial assistance awarded to each family will be impacted by the overall amount of available funds and may be different than in previous years.

You can find more information as well as apply for CCAP at:

<https://www.denvergov.org/content/denvergov/en/denver-human-services/programs/children-and-families/childcare-assistance.html>

If your family's circumstances prevent you from applying for CCAP, please speak to the program specialist at your site.

Income changes that affect 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.
- Parent/Guardian is responsible for adhering to all CCAP recipient requirements, including the proper use of the Attendance Tracking System (ATS).
- 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.



### **Outstanding Balance**

If accounts remain unpaid thirty days after disenrollment from the program, the account will be referred to a collection agency for further action. Once submitted to collection, payment cannot be accepted by our department. You must work directly with the collection agency.

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.

### **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.

### **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.
- There will be no fee assessed for the first schedule change. A \$10 fee will be applied for the second schedule change and \$15 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, emailed or submitted at the Discovery Link school site. Do not turn in the form 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 \$35 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. You must reply to the emailed receipt from the financial office and confirm your mailing address to receive your refund check. All other credit balances will remain on your Discovery Link account unless a written request is submitted to the Discovery Link financial office.

### **Enrichment Refunds**

A full refund will only be awarded to those who withdraw a week prior to the first class. This policy allows us to fill spots in programs and clear wait lists. Partial refunds will only be considered prior to the 2nd class of the session.

- If a parent wishes to make changes, and add a more expensive enrichment, payment is due immediately.
- If a family is enrolled in our regular Discovery Link program and requests an enrichment refund, a credit will remain on the account unless otherwise requested by the parent.
- Families can expect refunds within a two week time frame and no receipt will be emailed. Transaction history may be viewed on our connect SchoolCare Works portal.
- Once the 2nd class of the session begins, refunds/make-up days will not be issued for ANY reason, including, but not limited to, inclement weather days, days that the District cancels school, religious holidays, or child illness.

### **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 After School. 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 \$13.25 for the Early Riser program and \$18.50 for Kadoodles and After School programs.

In order to “drop in”, you must email your Program Specialist at site at least 24 hours in advance of the time you wish to drop in. For morning programming, you must email by 6:00 a.m. the day prior and for p.m. programming you must email by 3:00 p.m. the day prior. This process is in place to ensure we have adequate staffing.

Once your child is checked in on the iPad on the day he/she is dropping in, SchoolCare Works will simply add the charge to your account. No other paperwork is necessary, and payment can be made at <https://connect.schoolcareworks.com/login.jsp>.

**Dismissal Day or Break Camp Drop-In Care \*\*\*Only if Space Available**

*Parents or Guardians who bring their child(ren) to Dismissal Day, Break Camp and have not registered will be assessed a \$76.00 drop-in care fee per day, per child. Registration in the Connect Portal **and** payment due at time of drop-off.*

- 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 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.

## MISCELLANEOUS

### Babysitting



DENVER  
PUBLIC  
SCHOOLS

## Extended Learning and Community Schools

- Discovery Link does not prohibit its staff from providing babysitting services on their own time. These employee will provide these services solely in his or her individual capacity and not as an employee or agent of Discovery Link.
- An *Agreement and Release for Babysitting Services* form must be completed by the parent/guardian and the Discovery Link staff member before services are provided. This form can be obtained from the site Program Specialist.