



## **After School Kindness, Inc. Policies and Procedures for School-Age Child Care Programs**

### **1. Purpose and Philosophy**

At After School Kindness, Inc., we are driven by a positive purpose to create an environment where kindness thrives among the children we serve. Our mission is to foster a nurturing atmosphere where empathy, respect, and compassion form the foundation for personal growth and lasting connections.

We are dedicated to enhancing family time by ensuring that the majority, if not all, homework is completed during our program hours. By providing structured support and a conducive learning environment, we empower children to excel academically, freeing up valuable family time for relaxation, play, and meaningful interactions that strengthen the bonds within each family.

Through our dynamic group tutoring sessions, we aim to unlock the full potential of every child. By offering personalized attention, tailored instruction, and interactive learning experiences, we strive to enhance academic scores, boost confidence, and instill a lifelong love for learning. Our commitment to academic excellence sets the stage for each child to achieve their highest potential.

We are committed to setting the standards for quality and care. By surpassing state regulations and hiring one Director for every ten students, we ensure that our program delivers an exceptional experience. This approach allows us to provide individualized support, maintain a safe and nurturing environment, and uphold the highest standards of quality assurance in everything we do.

Furthermore, we are passionate about making a positive impact on financially challenged families. Through our fundraising efforts, we actively seek to raise funds to help these families afford our before and after school care services. By ensuring accessibility and inclusivity, we create equal opportunities for all children to benefit from our enriching program, regardless of their financial circumstances.

Through our purpose and philosophy, After School Kindness, Inc. seeks to create a transformative experience for children and families. We aspire to nurture kind hearts, unlock academic potential, and redefine industry standards. Together, we create a community where kindness, education, and support intertwine, empowering each child to thrive and make a positive impact in their world.

## **2. Ages of children**

- 5yrs to 18yrs or children who will turn (5) on or before October 15<sup>th</sup> of the current calendar year may attend the program.

## **3. Services offered for Special Needs Children**

- An interview process will be required with the parent(s) or guardian(s) and child. All efforts will be made to accommodate the child's needs in accordance with the Americans with Disabilities Act and to integrate the child with his/her peers. Once admitted into the program, if it has been determined the child will need individual attention (for their safety and success) After School Kindness, Inc. will notify the parent that tuition will increase to twice the posted amount of regular rates in order to offer the best care possible. Parents understand that After School Kindness Inc. Directors and staff are not trained for Special Needs Children. It is important that our employees are prepared in case an emergency should arise, which is why we have an emergency plan set in place and practice it on a monthly basis. For children with disabilities, it is even more imperative that our teachers have a plan of action set in place that is geared toward the child's needs. We will work with the parents/guardians to make sure our teachers are prepared and aware of the different types of disabilities they will be working with by identifying and communicating transportation needs, supplies, and accommodations that meet the special needs of these students.

## **4. Hours center is open / Holidays**

- After Care Hours: School release time to 6:00 PM varies per school.
- Early Release Days: Before care will be offered (if available). After care will not be provided unless specifically noted.
- (If there are enough enrollments) Before Care Hours: 6:45 AM or 7 AM to start of school, varies per school.
- (If there are enough enrollments) Camp Hours: 7 AM to 6 PM
- Holidays/emergency closure days: Our program is closed when the school is closed, including holidays (unless otherwise notified). Holidays/emergency closure days have been factored into the scheduling and tuition for full-time and part-time schedules.

## **5. Inclement/Excessively hot weather or if a natural disaster occurs**

- After School Kindness, Inc. will host activities indoors if the weather is too hot or cold outside.
- If there is a tornado, all children will be led to a hallway where there are no windows until the weather has passed and it is deemed safe to exit.
- Fire and Tornado drills will be performed once every other month or as stated in the Director & Staff Responsibilities document. If there is a

fire or tornado, all children will follow the procedures to the next safest designated location.

### **6. Admission and Registration**

- Once you have paid the registration fee and your application admission status has been reviewed and approved, you will be sent an email with the next steps to get registered in the parent portal EZ ChildTrack for After School Kindness, Inc. Immunization form we provide must be filled out with your child's records and must be scanned and included in the application submission. The original immunization form with the Doctor's signature must be included separately. Health information must be updated annually each school year per state requirements.
- On the parent portal, you will be able to register your child, input billing information, view tax information, and scheduling.

### **7. Identifying the location of children at all times**

- No child will be out of sight of the director or program leader at any time.
- The program will be located in a designated classroom, cafeteria, loft, library, or playground.
- General Activities after school is released: Wash hands/bathroom, snack time, then each school will vary according to the day and time slot for their homework, specialty event instructor, or S.T.E.A.M. incorporated playtime.

### **8. Discipline Procedures**

- A. The child will be separated from the situation in a calm manner, and the staff member will discuss the desired behavior. We let them know that they are safe and secure to express themselves but that their behavior is not acceptable. Our Directors are trained to redirect the issue to a more positive atmosphere.
- B. Children will never be subjected to physical, emotional harm or humiliation.
- C. Staff will never use or permit another child to use corporal or harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening methods of discipline.
- D. Discipline will never be associated with food, rest, or toileting. These basic needs will never be denied or forced upon a child as a disciplinary measure.
- E. Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within the hearing/vision of the staff member at all times. The child will never be isolated in a locked room, bathroom, or closet.

- F. Verbal abuse, cursing, and derogatory remarks about any child are not permitted.
- G. Authority to discipline will never be delegated to other children, and After School Kindness, Inc. will never sanction one child to punish another child.
- H. In extreme measures: The upper management is to be contacted. Our Executive Director will contact the parent(s) to come pick up their child from the program. The issue will be written up as an incident report. After (3) recurring write-ups, we do have permission to remove the child from the program. However, we want to help create a solution with our Parents and do everything in our power to help enable the child to learn to self-soothe and overcome behavioral challenges.

### **9. Notifying parents of injuries, illnesses, or accidents**

- If a child requires medical attention, the parent(s) or guardian(s) will be notified, and necessary medical care will be sought from a licensed physician or medical facility. A responsible staff member will be present or within a visual and aural distance of any ill child. If considered not to be a serious injury, illness, or accident, the staff will properly administer first aid to the child and still notify the parent/guardian of the incident.

### **10. Lost child -- emergency procedure**

- After an extensive search of the entire school and its perimeter, if a child is lost for more than 10 minutes, the police and the Parents/Guardian(s) will be notified. If we cannot reach the parents, After School Kindness, Inc. staff will call every person on the "authorized for pick-up" list you provide at the time of enrollment.
- At no time will a staff member leave a child until all issues are resolved. Within 48 hours of a lost child incident, the Colorado State Dept. of Child Services will be notified.

### **11. Releasing Children**

- Children will only be released to the names of the people provided on the "Authorized for Pick-Up" submission when you enroll. No child will be authorized to leave with anyone that is not on the "Authorized Pick-Up" submission.
- If a parent/guardian is authorized for pick up, they will need to provide a driver's license to confirm their identity at the time of pick up before the Director can authorize the child to depart.
- Children may sign themselves out only if parents have given written consent.
- If a parent is not allowed to pick up their child, there must be a written custody court order in the child's file stating as such.

### **12. Late Pick-up/Drop-off procedure**

- If a parent or authorized pick-up person has not arrived by the designated closing time, After School Kindness, Inc. staff will call parents and/or everyone on the "Authorization for Sign Out sheet" and will stay with the child until an authorized person arrives to pick up. The parent is subjected to late fees.
- Once all emergency contacts have been called and there is still no response, the Director on site will be responsible for calling the police to report it after 30 minutes. This will be followed by a call to Larimer Child Protection Services.
- A "Late Pick-up" form will need to be completed and signed at the time of pick up, and additional fees for late pick will be applied.
- If a child arrives late to the program, they will be admitted unless the group has already left on a field trip. Once the group has left, the doors will be closed and locked. Staff will not be available to provide care. The parent will be required to transport the child to the field trip or make other arrangements.
- A \$1.00 per minute late pick-up fee will be charged to your account for all unapproved late pick-ups after 6:00 PM. After the 1st late pick-up, you will receive a warning and a discussion on how to resolve the problem. After the 2nd late pick-up, you will receive an additional \$20.00 penalty fee. After the 3rd late pick-up, you will receive a \$50.00 penalty fee and will be suspended from the program until further review.
- There will be no field trips or transportation of children during their time in our care. Our program remains at the school at all times unless of an emergency procedure where we should not be in the school.

### **13. Medication Delegation, Administration, Storage**

- All staff are licensed in CPR and Medication Administration upon authorized parent approval if necessary.
- Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with written consent from a prescribing practitioner and parent/guardian consent.
- All medications must be provided by the parent/guardian and kept in the original container, clearly marked with the child's name. Controlled medications will be locked and accessible to delegated staff only. The center may, with written parental/guardian consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff will be aware of which children have asthma and who may use their own inhalers

as needed. The center will administer medications for chronic health conditions or emergency situations by Medically Delegated Staff.

- If a child has a communicable illness, they will be separated from the other children to lay on a sick mat with a sanitized blanket and pillow until a parent or guardian picks them up.
- Sunscreen lotion is highly recommended to be supplied by the parent and will only be administered by a staff member if the child prefers to apply it themselves. The child's name must be written on the sunscreen bottle or applicator.
- The child's name must be listed with the child's name on the item (ex., sunscreen, medications, inhalers, etc.)
- Storage: The storage of all prescribed and non-prescribed medications will be kept in a secure 11 5/8"H x 13 3/8" W x 10"D lockbox with a combination padlock out of reach from the children.

#### **14. Children's personal belongings and money**

- The school and company are not responsible for lost items or money. However, we do keep lost and found items in a locked cabinet.
- After School Kindness, Inc. will do everything possible to help the children keep all their belongings in a neat and orderly fashion by providing backpack hangers or tubs for them to keep their belongings all in one place.

#### **15. Meals and Snacks**

- After School Kindness, Inc. does NOT provide snacks. Water is provided at all times at water fountains. We highly recommend you pack your child(ren) a snack since the children are usually hungry after hours.
- If a snack is not being provided, one of our staff will contact you with a friendly reminder.
- Children will wash their hands before snack consumption. We are a peanut-free facility.
- Food will be provided before Christmas break and at the end of the school year as a special treat for the students. (Ex. Pizza party) Unless otherwise authorized.

#### **16. Visitors**

- Parents/Guardians must provide documentation to After School Kindness, Inc. staff of a visitor in advance. All Visitors must provide their name, address, purpose of the visit, and a photo I.D. Visitors will sign in and out at the time of their arrival and departure in the "Everything Binder."

#### **17. To file a complaint**

- To file a complaint, contact our office first in case one of our professional staff can help create a solution: (970) 833-5494 or contact: The Colorado Department of Human Services Division of Child Care, 1575 Sherman Street, Denver Co. 80203 or call (303) 866-5958 or 1-800-799-5876 Fire, Health and Inspection Reports are available upon request.

### **18. Child Abuse**

- Under Colorado CRS § 18-6-401, a person commits child abuse when he or she "causes an injury to a child's life or health, or permits a child to be unreasonably placed in a situation that poses a threat of injury to the child's life or health, or engages in a continued pattern of conduct that results in malnourishment, lack of proper medical care, cruel punishment, mistreatment, or an accumulation of injuries that ultimately results in the death of a child or serious bodily injury to a child."
- If any of our staff suspects that a child is the subject of child abuse, by law, they are to report all information, dates, and details to Larimer Co. Human Services Division 844-CO4-KIDS or Weld County, Human Services Division 970-352-1551 in a prompt and timely manner. We do not tolerate child abuse, molestation, or neglect.
- **Child/Staff Ratio:** State regulations require 1 staff member for every 15 children. Our goal at After School Kindness, Inc. is to provide 1 staff member for every 10 children in order to provide a higher quality of safety and attention for the children.
- **FBI/CBI/Trails (Child Abuse):** All staff must pass a deep background check in order to qualify to work for our program.

### **19. Notification of Cancellation of Students**

- Parents are required to give a (2) week's notice of cancellation if they intend to withdraw their child from the program.
- If parents wish to withdraw their child from the program, they must provide a two-week notice of cancellation. A two-week notice of cancellation is mandatory for parents who plan to discontinue billing.
- After School Kindness, Inc. will give a (2) week notice to our parents if services at a specific facility will no longer be provided for any reason.

### **20. Volunteers**

- Volunteers must sign in and sign out as per the visitor policy. Specialty instructors will follow the same policy. If a volunteer volunteers for more than (14) days per school year and they are counted in the staff-to-child ratio, they must have an FBI fingerprint and TRAILS background check. Volunteers are not allowed to be left alone with the children at any time. The



Volunteer’s function is to help supervise, educate, play, and maintain the safety of all the children. They must be directly supervised by a director or program leader and must read and understand the policies and procedures of the center. The volunteer's purpose is to create fun specialty event activities for the children to broaden their life experiences, self-confidence, and team-building skills for the children’s entertainment.

**21. Policy on Withdrawing a Student**

- After School Kindness, Inc. Directors on site must document all behavior and report to the child’s parent/guardian. The parent/guardian is to sign off on the document stating they have read and understand the program's policies. After (3) reports have been documented, a meeting is to be set up between the parent, Director, and C.E.O. to discuss in further detail. We will provide options and work with the families to do everything we can to make your children succeed in our program. After (3) write-ups and discussions with parents, it is our last resort to withdraw the child from the After School Kindness Inc. program.

**22. Emergency Disaster Plan**

- In case of an emergency occurs when the building is to be evacuated, I give After School Kindness, Inc. the authorization to bring my children to the safe, designated emergency location for my child’s school stated below:

<b><u>Private/Charter Schools</u></b>	<b><u>Emergency Only Designated Location for Pick-Up</u></b>
Ascent Classical Charter School	Ptarmigan Country Club: 5416 Vardon Way, Fort Collins, CO 80528
Liberty Common (Aristotle) Campus Charter School	Spring Canyon Park: 2626 W. Horsetooth Rd. Fort Collins CO 80526
Liberty Common (Plato) Campus Charter School	Department of Human Services: 1501 Blue Spruce Dr. Fort Collins, CO 80524
Loveland Classical Charter School	Lifespring Covenant Church: 743 S Dotsero Dr, Loveland, CO 80537
Ridgeview Classical Charter School	Building R2 1900 South Lemay Fort Collins, CO 80525



American Legacy Academy Charter School	Country Club: 1620 Pelican Lakes Pt. Windsor, CO 80550
Saint John Evangelist Private School	Saint John the Evangelist Church: 1730 W. 12 St. Loveland CO 80537
Saint Joseph Private Catholic School	St. Joseph Catholic Church: 127 Howes St. Fort Collins, CO 80525
CEC (Fort Collins) Middle School	First Advantage Bank: 4532 Mcmurry Ave #100, Fort Collins, CO 80525
CEC (Windsor) Middle School	Westgate KinderCare: 4755 Royal Vista Cir, Windsor, CO 80528

**Additional Procedures & Notes:**

**Holidays / Days-Off:** Month to Month Fees have been pre-prorated according to the school’s calendar days off throughout the academic school year. The same monthly tuition price will apply for every month regardless of days off in that month. All holidays and school days off have been factored into our tuition pricing for full-time and part-time students.

**Enrollment Tuition Notes:** On the 1st of each month, if you have not communicated with the main office, we will assume your child is continuing with the program on their regular schedule. You will be charged for care until you call (970) 833-5494 to unenroll your child from the program. If you unenroll and then re-enroll, there will be an additional \$100.00 registration fee required to reinstate your child(ren) to the program, assuming space is available. Tuition is based on an average of 171 school days per year or 18 days p/mo.

If your monthly installments are *not* drafted for any reason, you are still liable for all payments for services once our audits are complete. Please contact the main office if you do not see a monthly charge on your account so we can make sure you are secured for further payments.

**Late Pick-Up Fee:** A \$1.00 per minute late pick-up fee will be charged to your account for all unapproved late pick-ups after 6:00 PM. After the 1st late pick-up, you will receive a warning and a discussion on how to resolve the problem. After the 2nd late pick-up, you will receive an additional \$20.00 penalty fee. After the 3rd late pick-up, you will receive a \$50.00 penalty fee and will be suspended from the program until further review.



**Tuition Late Fees:** \$5.00 declined credit card fee - \$30.00 additional fee if not cleared within 5 days of the due date after we have notified you.

**Cancellation Policy:** Cancel at any time with a 2-week emailed notice or call the main office to notify us of your withdrawal from the program. There is no cancellation fee.

**Payments Accepted:** Visa, MC, Discover, Check Debit Card, ACH Bank Transfer

**After Care Hours:** After Care: School Regular Release Time to 6:00 PM

**Before Care Hours:** 6:45 AM till the Regular School start times.

**Early Release Days:** Before Care will be available (if your school offers it). Aftercare will be closed unless specifically noted. No after school care if your child's school declares an emergency closer day and cancels all after school activities.

**Helpful Notes:**

- We follow the school's calendars to determine which days we are open. We do not operate from the school(s) on days out or emergency closure days.
- We must schedule and pay staffing two weeks in advance in the assumption your child will be there as you scheduled. There are no make-up days, refunds, or prorated discounts for days or hours missed for any reason that is not the fault of After School Kindness, Inc.
- Please be aware that space is limited due to high demand; if you withdraw your child from the program, there will be no guarantee that a spot will be available when you are ready to re-enroll.

**We look forward to providing the highest quality childcare for our community. Thank you for your integrity, communication, and trust as we serve you and your family throughout the academic school year.**