

Wildcat Care

Held at Woodrow Wilson Academy

Family Handbook



Enrollment and Registration

Enrollment

The Wildcat Care is a licensed before and after school program which offers care for Woodrow Wilson Academy students, ages 5-12 years, 0 mo. old. Intent or Waitlist forms can be found online at www.wvacademy.org under the Wildcat Care tab. These must be turned in to the Program Director before being accepted into the program. **Space is limited and will be based on a first come, first served basis.** Once your child(ren) have been accepted into the program, you will be provided a link to complete enrollment.

There is a one-time, non-refundable registration fee of \$50 per child or \$75 per family due at time of registration. In addition, parents are required to provide copies of any health care plans or information regarding special care their child needs. If re-enrolling at the start of a new school year, you will be asked to fill out all new forms. Please remember it is your responsibility to notify the program of any contact/phone number changes.

Program Schedule

Wildcat Care is open Monday through Friday with the following hours:

- 6:30am-7:45am: Before school care- children are released at 7:45 to go to class
- 3:05pm-6:00pm: After school care

Students left at WWA after 3:25 pm will be taken to the office where parents will be notified that they will be checked into the Wildcat Care program. Families will be charged accordingly for drop-in care.

Closure Dates

Wildcat Care follows the same school calendar as Woodrow Wilson Academy. Please refer to the WWA school calendar to closure dates. We will also follow any district/school closures due to snow or other emergencies. If the district calls a two-hour delay schedule, AM WCC will begin at 8:30am and children will be released to class at the start of school at 9:45am. On delayed schedule days, you may only have your child attend AM WCC if he/she were already scheduled to be there that day.

Attendance Policies and Procedures

Calling in Absences

The primary concern of the program is the safety of the children. If children scheduled to attend Wildcat Care will be absent for any reason, the WCC staff **must be notified.** You may phone or email the front office or WCC Program Director. You will be charged for any unexcused absences unless it is deemed an emergency.

Late and Missing Children

Children are expected to arrive at the after school program within ten minutes of school dismissal. If a child does not arrive on time for attendance, WCC staff will check with teachers and office staff in order to locate the child. If the child is still not accounted for, parents/guardians and emergency contacts will be called. If all attempts fail to locate the child within thirty minutes of school dismissal, the police will be called to assist with the search.

Closing Procedures

Each evening, program staff follows closing procedures to ensure that all children have left the building. Closing procedures include checking: attendance sheets, sign in and out forms, facility and restrooms.

We understand that emergencies do arise, and it may become impossible to get to the program on time. If at all possible, please notify the program of your late arrival. **Any child left at the program after 6:05 will be charged \$1.00 per minute per child.** If parents/emergency contacts cannot be reached by 6:30pm, authorities/social services will be notified.

Fees and Payments

Tuition Payment Policy

Tuition is generated from your child's schedule per your enrollment agreement and is due at the beginning of each month or week. Statements are sent via email. Please provide all email addresses you would like to be used for this purpose. If you would prefer a paper copy, please notify the WCC Program Director. Tuition received after the 10th will be subject to a \$10 late fee. Balances not paid in full in a timely manner, may be cause for removal from the program until paid. Tuition boxes are located in the front lobby area. Credit Card payments can be made at front office.

Charges/Credits for Absences

A credit will be given for the following circumstances:

- If your child has an excused absence from WWA due to illness or pre-arranged absence.
- If your child attends an after school club or sport and you choose to pick up from the activity and not have your child attend WCC after the activity. You must inform staff at the time your child is enrolled in the activity what your intentions are with either picking up or having your child to attend WCC and remain consistent with the chosen option throughout the duration of the activity.
- Other situations which deviate from the normal schedule due to emergencies.

Sibling Discount

Families with more than one child enrolled, receive a 10% reduced fee for the second child and each additional child when attending on the same days. This discount applies to tuition only. In order to receive this discount, children must be on the same billing account.

Schedule	1 st Child	2 nd Child + (10% discount)
Before School 1 Day	\$11.00	\$9.90
After School 1 Day	\$15.00	\$13.50
Before and After 1 Day	\$20.00	\$18.00
Before School 5 days	\$50.00	\$45.00
After School 5 Days	\$75.00	\$67.50
Before and After 5 Days	\$100.00	\$90.00

Drop-Ins

Drop-in care is offered based on space availability and is not guaranteed. All drop-ins must have prior approval from the WCC Director. Drop-in fees will need to be pre-paid or paid at the time of service. Families will be financially responsible at the time care is reserved and approved.

Tax Information

Our tax ID is located on each monthly statement provided. End of year statements will be provided upon request. Please contact the Program Director to request an end of year statement.

Arrival and Pick-up Procedures

Sign In/Out

Parents/Guardians must walk their child(ren) to/from the program and sign them in/out. Only authorized adults may pick up and sign for the child.

Authorized Pick Up

Authorized adults are those who are 18 years or older and have been designated by the parent or guardian on the Emergency Form on file. **Written permission from parent/ guardian will be needed to release a child to an adult not listed on enrollment forms or emergency information sheet. A photo id will be required for first time pick-up.** Students will not be released to anyone under the age of 16. A staff member will ask to see a photo ID of any unfamiliar person entering the premises.

Custody

Our primary concern is for the safety of your children; therefore we must be aware of any custody arrangements and kept abreast of changes as they occur. We require copies of original legal documents that state any custody arrangements.

Wildcat Care Policies

Clothing and Weather

Please make sure your child is equipped for all weather conditions. We will go outside when weather is permitted. We do ask that all clothing items be labeled with your child's name so we can locate lost items easier to return. Any items not labeled and left behind will be placed in lost and found at Woodrow Wilson Academy. Wildcat Care will not take children outside if the temperature is below 33 degrees or above 98 degrees. Staff will determine how long children should stay outside depending on the weather. If weather does not permit us to go outside, we will utilize the school gym, if available, to ensure children have an opportunity for physical recreation.

Snacks

There is an option to purchase a punch card for snacks for your child. Snacks will be prepackaged or served following health department regulations. We are unable to provide fresh or prepared snacks. Examples of snacks provided are as follows: crackers, fruit snacks, cheese sticks, pretzels, yogurt. If you would prefer to supply your child with an afternoon snack, you can bring in a box or bag of snacks with your child's name for us to keep on hand or pack an extra snack in their lunch for the day.

Health and Safety

Emergency Procedures and Evacuations

Emergency Procedures in the event that children will need to be evacuated from the school is posted in the gymnasium. We make every attempt to be prepared for emergency situations by conducting drills required by state licensing regulations. In order for us to contact you if we are evacuated from the site, please make sure emergency cards are updated with correct phone numbers and important information so we are able to reach you or an emergency contact. In the event that we cannot reach you, we will release your child with an emergency contact listed on your child's emergency card.

Lost children

WCC Staff conducts a half hour name to face head count to ensure all children are accounted for. Staff closing the center at the end of the day will check head count forms to make sure all children have been picked up, do a room search, bathroom check and then proceed to close the building. If any child has been left at the center, parents and emergency contacts will be called. If nobody responds, social services will be notified.

Medication

The program cannot administer any medication without the required medication forms and physician authorization. **The medication must be in the original container, with the pharmacy label showing the child's name and instructions for administering on the outside.** WCC staff cannot dispense any non-prescription medication such as aspirin, over the counter cough/cold medication, cough drops, ointments, homeopathic and other medicine without the medication forms and physician authorization. All medications will be kept in a locked box, out of reach of children.

Health and Safety

We want to promote a healthy environment for all children in our care and by doing so we request that each child is in good health and physical condition. If your child becomes ill while attending, WCC Staff we will notify the parent(s). We ask that you pick-up your child within 1 hour of being notified. Your child may not return until he/she is no longer having symptoms or is accompanied by a Doctor's note giving permission to attend the program.

Accidents and Medical Emergencies

All WCC staff is CPR and First Aid certified. If an accident occurs, the WCC staff will do the following: administer first aid, notify parents and document the accident.

Sites must report in writing to the Department of Human Services within 48 hours using the Report of Injury, Accident, Hospitalization or Fatality form for any accident or illness occurring at the site that resulted in medical treatment by a physician or other health care professional, hospitalization, or death.

If a medical emergency arises while a child is attending the program, a parent or guardian will be notified immediately (if unable to be reached, the emergency contact is notified) and proper medical treatment sought. Information for hospitalization and/or medical treatment is filled out upon enrollment and filed on site. The WCC Program is not responsible for medical costs.

Transportation

911 will be called by WCC staff if a child is incapable of moving, talking, or is severely bleeding. When possible, a staff member will ride in the ambulance with the child if a parent is unavailable. WCC staff is never allowed to transport children in their own vehicles.

Communicable Illnesses

When children show signs of a communicable illness such as; lice, ringworm, strep throat, or chicken pox, they must be separated from other children. Parents will be notified and arrangements for child pick-up must be made. WCC staff will report any communicable diseases as outlined by the Colorado Department of Health. Children may return when they are no longer contagious. A doctor's note may be requested verifying treatment for contagious illnesses. State rules require the Wildcat Care Program to anonymously notify all families of any contagious illnesses. In addition, parents need to notify the WCC Director if their child has been exposed to a contagious illness.

Discipline

Children are encouraged to use their social skills to communicate issues amongst each other. WCC Staff will intervene as necessary and support problem solving and communication. At any time should a child be harmed or feel threatened, communication to WCC Staff is required ASAP so the problem can be investigated.

Discipline Philosophy

The WCC discipline philosophy is to teach children that they are responsible for their behavior. Guidance strategies are used in a positive and educational way and include redirection, discussion, separation and natural consequences. WCC Staff encourage and teach children to problem solve. Also, children are encouraged to use their social skills to communicate issues amongst each other. Program Leaders intervene as necessary, providing the appropriate amount of support. Physical or negative methods of discipline are prohibited. Family support and input will be utilized with children who have repeated disruptive or harmful behaviors. At that time, we will work together to determine any supports needed for the child. One such support may be a positive behavior support plan. At any time, families are welcome to access and consult an early childhood mental health consultant or other specialist as needed. If after repeated attempts to providing support, a child is still struggling with behaviors that can potentially harm others or themselves, and/or interferes with the safety of other children, the child will be disenrolled from the program. At any time should a child be harmed or feel threatened, communication to WCC staff is required ASAP so the problem can be investigated. Program Leaders are required by law to report any use or corporal of physical punishment by parent or other staff member.

Reporting of Child Abuse

In accordance with Jeffco Public Schools and Colorado Department of Human Services Rules and Regulations regarding child abuse, all WCC staff are mandated reporters of suspected child abuse or neglect. Reports are made to the Jefferson County Social Services or the police department in the community in which the program is located. To report abuse or neglect, call Jefferson County Social Services at 303-271-4131 or 1-844-CO-4-KIDS

Warnings, Suspensions, and Dismissals

Children enrolled in the program must abide by all program and school rules to continue in the program. A formal meeting will be scheduled with the family if a child is involved in behavior that is noncompliant, damaging to persons or property, leaves the area of supervision while attending the program, uses disrespectful or abusive language, or displays continuing disruptive behavior. If behavior continues, a written Behavior Plan will be put in place to help the child be successful. A formal meeting will be conducted with the parent, child and WCC staff to review the Behavior Plan. If the Behavior Plan is not followed, parents will be notified and the child will be suspended for two days. Noncompliance of the Behavior Plan will result in the child being dismissed from the program.

We reserve the right to incur a suspension without the written warning if the safety of others is threatened or deliberate abuse of property occurs. If there is a suspension from school, that suspension will also apply in the WCC Program. We do not give refunds or credits for children on suspension.

Conferences

Please email the WCC Director/Assistant Director, if you would like to set-up a conference. WCC Staff will always attempt to have a quick face to face with you at pick-up or drop-off but for longer conversations, a conference may be a better option. These will be set-up on an as needed basis. We are also available via email and phone, for any concerns or questions.

Volunteer Policy

Due to licensing regulations and requirements, WCC does not accept volunteers.

Visitors

All visitors must sign in at the front desk. Visitors will not be allowed to take students outside the program. All visitors must be accompanied by a staff member.

Non-Smoking

The Jefferson County School and Woodrow Wilson Academy are tobacco and drug free environments.

Personal Belongings

The WCC Program is not responsible for personal items children bring from home. Children are encouraged to leave toys, games, or other belongings at home. There are times when children are allowed to bring items from home for special projects or events; in this case we would ask that the items are labeled with the child's name and that the children take responsibility for their belongings. Items needed for the school day should be kept in a backpack.

We ask that any electronic devices your child brings, be kept in his/her backpack during program hours. This includes cell phones, hand held video games, iPads, Kindles etc. If a child is found with a device, WCC staff will either ask the device to be put away in child's backpack or confiscated until parent/guardian arrives for pick-up.

Child Responsibilities

- Be respectful towards others.
- Remain with a staff member at all times. Ask permission before leaving the room for bathroom, drinking fountain, etc.
- Follow the daily schedule.

Parent/Guardian Responsibilities

- Observe and follow the WCC policies and procedures as stated in the Parent Handbook. Please be aware that policies may change from time to time and will be communicated by your WCC Director.
- Be respectful towards WCC staff.
- Disrespectful and abusive behavior is not acceptable.
- Parent input and involvement is an important component of a quality enrichment program. Suggestions are always appreciated and given consideration.
- Parents are responsible for staying current on program information by checking email.

WCC Staff Responsibilities

- Provide a safe, structured and engaging environment.
- Provide a variety of activities that meet the components of the WCC daily schedule.

- Respect and value children’s ideas and feelings.
- Manage behavior in a way that is fair, equal, and respectful.
- Inform parents and children of program policies and activities.

WCC policy does not allow WCC staff to babysit, transport or interact on social network sites with students enrolled in the WCC Program.

Activities at WCC

Parents have the right to opt out of any activities that are not a part of the daily schedule (i.e. watching a movie, walking to the Oakhurst Park). Parents will be informed of these activities ahead of time and given the opportunity to choose an alternative activity for their child. A permission slip will be given for any off-site activities.

Homework Policy

WCC Staff will sit with the children and read questions or assist with homework during homework time. Homework time will consist of at least 30 minutes per day (excluding Fridays) of quiet time for the kids to work on homework. **WCC Staff will not be responsible for correcting homework. This is the responsibility of the parent to check their child’s work at the end of each day.**

Wildcat Care- Daily Schedule	
3:00-3:30	Snack/Indoor Recreation- Children (K-4 th) will be gathered by WCC staff and walked to the cafeteria. Children (5 th -7 th) will be released to the cafeteria to check-in with WCC staff. They will be able to wash hands and have their snack. When finished, they may go to the gym for indoor recreation activities.
3:30-4:00	Outdoor/Indoor Recreation- Depending on weather we will either be on the playground or utilize the gym for indoor recreation, if available.
4:00-4:30	Homework Time- Children will be required to work on homework, read or do a quiet independent activity (if they do not have homework) during this time. WCC staff will assist children with homework, as needed.
4:30-6:00	Free Choice/ Planned Activities- WCC staff will provide crafts, or activities for children. Children may also choose to utilize the toys/games of their own choice. One room may continue to be utilized for children completing homework, if needed.

Complaints

To file a complaint about this facility please contact:

The Colorado Department of Human Services
 Division of Child Care
 1575 Sherman Street
 Denver, CO. 80203-1714
 Or call 303.866.5958
 1.800.799.5876

Americans with Disabilities Act

Wildcat Care, Woodrow Wilson's Before and After School Program will adhere to all Policies associated with the American with Disabilities Act. See the Site Director to see if we can accommodate your child's needs.

Wildcat Care Staff:

Christina Lauer- WCC Program Director, clauer@wwacademy.org 303-431-3694 ext 310

Joy Watson- Director, jwatson@wwacademy.org 303-431-3694 ext 178

To contact us, you may email or call, 303-431-3694.