



# Wildcat Care

Held at Woodrow Wilson Academy

Family Handbook

2023-2024

## Enrollment and Registration

### Enrollment

The Wildcat Care is a licensed before and after school program that offers care for Woodrow Wilson Academy students, ages 5-12 years, 0 months old. Intent forms can be found online at [www.wwacademy.org](http://www.wwacademy.org) under the Wildcat Care tab. The form will be completed and turned in online. **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 the time of registration.** In addition, parents are required to provide copies of any health care plans or information regarding special care their child requires. 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. Payments can be made online, at the front office or with the Program Director.

### Program Schedule

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

- **Before school care** - 6:30 am-7:45 am. The last time to drop off your child in the morning is 7:30 am. Children are released at 7:45 am to go to class.
- **After school care** - 3:05 pm-6:00 pm.

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 for 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, morning WCC will begin at 8:30am and children will be released to class at the start of school at 9:45 am. On delayed schedule days you may only have your child attend morning WCC if he/she is 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 the WCC Program Director.

### **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 follow closing procedures to ensure that all children have left the building. Closing procedures include checking: attendance sheets, sign in and out forms, facility, playground and restrooms.

We understand that emergencies do arise and it may become impossible to pick up children from the program on time. If at all possible, please notify the program of your late arrival. **Any child left at the program after 6:00 pm will be charged \$1.00 per minute, per child.** Parents /emergency contacts will be notified by 6:05 pm, and if they cannot be reached and children are not picked up by 6:30 pm, 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 10<sup>th</sup> of the month 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 of the school. Tuition payments can be made online, at the school's office, or with the Program Director.

## **Charges/Credits for Absences**

A credit will be given for the following circumstances:

- Snow days
- Scheduled day off normal School day per Woodrow Wilson's School calendar

**If your child is absent for the day or is in an after school club or sport, you will still be charged tuition for that day(s) based on your child's submitted schedule. You can drop days but will not guarantee those days will be available after the club/or other after school activities end.**

Wildcat Care offers Child Care Assistance Program (CCAP) to any eligible families. Please talk to the Program Director for more details.

## **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.

## **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 <sup>st</sup> Child	2 <sup>nd</sup> Child + (10% discount)
Before School 1 Day-	<b>\$14.00</b>	<b>\$12.60</b>
After School 1 Day-	<b>\$20.00</b>	<b>\$18.00</b>
Before and After 1 Day-	<b>\$30.00</b>	<b>\$27.00</b>
Before School 5 days-	<b>\$65.00</b>	<b>\$58.50</b>
After School 5 Days-	<b>\$90.00</b>	<b>\$81.00</b>
Before and After 5 Days-	<b>\$130.00</b>	<b>\$117.00</b>
Before School Drop-in 1 Day-	<b>\$16.00</b>	<b>\$14.40</b>
After School Drop-in 1 Day-	<b>\$22.00</b>	<b>\$19.80</b>
WCC SNACK CARD/40 days -	<b>\$30.00</b>	<b>\$30.00</b>

## **Tax Information**

Our tax ID is located on each monthly statement. 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 in/out for the children. Families may enter through the front of the school, or can park on Carr. St. and enter through the back cafe doors facing Larkbunting St. **Families may also park in the driveway in the afternoons only. *Parking on Larkbunting is not permitted.***

**Children who are signed out during normal school hours and that do not make it back in time for the remainder of the school day will remain out and cannot attend Wildcat Care.**

### **Fobs/Key Cards**

Each family will receive a fob or key card during registration so they can access the building during WCC hours. We require these to be checked back in at the end of the school year and will be checked back out in the fall. Additional fobs/cards are available for \$15. Families will be charged \$25 for any replacement or unreturned Fobs or cards.

### **Authorized Pick Up**

Authorized adults are those who are 18 years or older and who 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 sheets. A photo ID will be required for first time pick-up.** Students will not be released to anyone under the age of 18. 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 keep 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 daily weather conditions. We will go outside when weather permits. We do ask that all clothing items be labeled with your child's name so we can return lost items. 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 20 degrees or above 98 degrees. Staff will determine how long children should stay outside depending on the weather conditions. 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. Snacks will be prepackaged or served following health department regulations. 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, please pack an extra snack in their lunch box for the day. See the fee schedule for punch card cost.

## **Health and Safety**

### **Emergency Procedures and Evacuations**

Emergency Procedures will be provided to you and will also be posted on the bulletin board. 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 name-to-face head count to ensure all children are accounted for. Staff closing the center at the end of the day will check the headcount form and the sign-out sheet 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 on file with the school nurse and a physician's 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 location, out of reach of children. Please note that Wildcat Care must have their own set of medications as we can not share with the clinic.

## **Sunscreen**

Sunscreen must be worn outdoors at all times, no matter the duration of being outside. If you do not want your child to wear sunscreen, parents must sign and complete a waiver stating that Wildcat Care is not held responsible if your child gets a sunburn. Families are welcome to provide their own sunscreen for their child that can be kept on site.

## **Illness Policy**

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 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 are 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 is sought. 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 are never allowed to transport children in their own vehicles.

## **Communicable Illnesses**

When children show signs of any communicable illness 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 with 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 with 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 support 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 provide 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 or 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 303-271-4357 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 if you would like to set-up a conference. WCC Staff will always attempt to have a quick face-to-face discussion 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 and these items should be labeled with the child's name. Children will take responsibility for their belongings. Items needed for the school day should be kept in a backpack. **ALL electronic devices your child brings to school should be kept in his/her backpack during program hours.** When a child is found with a device WCC staff will ask that the device be put away in the child's backpack or it will be confiscated until pick-up by the parent.

## Responsibilities

### Child's Responsibilities

- Be respectful towards others and keep your hands & body to yourself
- Remain with a staff member at all times. *Ask permission before leaving the room for the bathroom, drinking fountain, or to access their backpack.*
- Follow the daily schedule & routine

### 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 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 provided for any off-site activities and must be signed by a parent and returned to the WCC Director or staff.

### 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 30-45 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 AM (Before) Schedule**

6:30- 7:00 am	<b><u>Children Arrive/Check in/Table top Activities</u></b> Parents will need to walk their child in and sign them into the WCC program. Children will set their backpack down and may play table top activities.
7:00-7:30 am	<b><u>Breakfast Snack</u></b> Children will either bring their own morning snack to eat OR they may purchase a snack card at the school's office or WCC Staff. We will offer a two-choice snack that is in the breakfast variety. Please note that we cannot heat or keep things cold for your child.
7:30-7:45	<b><u>Clean Up/Dismiss</u></b> After cleaning up our area and gathering our backpacks we will line up and WCC staff will walk your child(ren) to the main halls and dismiss them to class. Any item left in WCC in the morning will be put on the sign-in/sign-out table.

**Wildcat Care Daily PM (After) Schedule**

*May vary depending on the needs of the children*

*Children that are enrolled each day will be located to ensure that they are safe and in an approved activity or location.*

3:05-3:15 PM	<b><u>Roll Call &amp; Announcements</u></b> WCC staff will gather children in the gym to take attendance and dismiss to wash up for an all together snack. <b><u>Snack &amp; Social Time</u></b> Children will be gathered by WCC staff and walked to the cafeteria. They will wash hands and have their snack. This will be free choice seating unless issues with safety arise; at that point, assigned seats will be implemented. After eating they may socialize at their tables. All children will help with the clean up process.
3:15-3:35 PM	
3:35-4:10PM	<b><u>Outdoor/Indoor Recess</u></b> Depending on the weather we will either be on the playground or we can utilize the gym, flex or cafeteria when available. Please make sure your child is dressed for the weather. <i>Children who are not dressed for the weather cannot attend outdoor recess.</i> <b><u>Homework/Downtime</u></b> Children will be required to work on homework, read, or do a quiet independent activity. If they don't have any homework, this time will be used for downtime and Free-choice/Dramatic Play toys are closed during this time.
4:10-4:55PM	
4:55-5:30PM	<b><u>Free Choice/Dramatic Play</u></b> WCC staff will provide games, crafts or activities from which children may choose. They may also play in the Dramatic Play area when spots open up. On occasion we may be able to use school checked-out tablets as well. Children can also use the games and toys on their own.
5:30-6:00 PM	<b><u>Clean Up/Checkout</u></b> At 5:30pm we will all clean our areas and join back together in the cafeteria. Children may play table-top activities and they will prepare to go home for the day. Parents will need to sign their child(ren) out of the afternoon WCC program on the check out sheet on the table by the cafe back door.

**Children are not allowed to return to their classroom after they check in at the afternoon Wildcat Care program.**

## **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 Americans with Disabilities Act. See the Program Director to see if we can accommodate your child's needs.

## **Wildcat Care Staff:**

Brigitte Green- Director, [bgreen@wwacademy.org](mailto:bgreen@wwacademy.org) (Wildcat Care phone: 303-431-3694 ext.310)

Crosby Howerton- Program Leader. [crhowerton@wwacademy.org](mailto:crhowerton@wwacademy.org)

Anja Hammer- Program Leader, [ahammer@wwacademy.org](mailto:ahammer@wwacademy.org)

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