

**Kids Tech Child Care Lab Centers
Pickens Technical College
William Smith High School
AURORA PUBLIC SCHOOLS**

PARENT HANDBOOK

500 Airport Blvd
Aurora, CO 80011
303-326-2046 Ext. 27727

Center Hours: 6:45-4:30pm



Aurora Public Schools Kids Tech Child Care Lab Centers Pickens Technical College William Smith High School

Dear Parents and Guardians:

Welcome to Kids Tech at Pickens Technical College and William Smith High School!

This handbook was prepared to provide information about the policies and procedures of the Aurora Public Schools Kids Tech Child Care Lab Centers. Our centers are licensed through the Colorado Department of Human Services. Our program includes families as a part of each child's early childhood learning experience. We believe your child's success will be enhanced by positive interactions among you, your child and your child's teacher.

The Kids Tech staff welcomes you and your child to our program.

Mission Statement:

We believe that all young toddlers and preschoolers are yearning for their naturally inquisitive minds to be inspired and nurtured. It is the mission of Kids Tech to create independent thinkers who are eager to learn. The center focuses on the "whole child" approach to early childhood education and strives to meet the individual, nutritional, emotional, social, physical, and education needs of every child in a safe and caring environment. A wide variety of activities are implemented which allow the children to learn through discovery, interaction and manipulation. A family atmosphere with parent involvement is highly encouraged and promoted. The Kids Tech Program assures the realization of this philosophy by employing highly-qualified staff and by encouraging active participation from parents and community members.

APS Vision Statement:

Graduate every student with the choice to attend college without remediation.

General Policies

Access to Student Information:

The confidentiality of information provided by parent(s) or guardian(s) is maintained. Only authorized personnel and licensing authorities have access to children's records. From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is prohibited by federal law (Family Educational Rights and Privacy Act). The only exceptions to this include requests for information by a court subpoena or when information is shared with a different public school in which the child is enrolling.

Annual Notice to Parents Disability Discrimination:

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973 and, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.

For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in School Services, at phone number 303-344-8060, ext. 28024, or write to the 504 Compliance Coordinator, School Services, Aurora Public Schools, 1085 Peoria Street, Aurora, Colorado 80011.

For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act contact the Department of Exceptional Student Services at 15700 E. First Avenue, Aurora, Colorado 80011, 303-340-0510.

Notice of Non-Discrimination:

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, age, color, creed, national origin, disability or sex. In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and Titles VI and VII of the Civil Rights Act of 1964. Questions, complaints, or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance coordinator for these issues, Kathleen Hostetler, Legal Counsel, 1085 Peoria Street, Aurora, Colorado 80011, 303-344-8060 ext. 28009. This notice is available in alternative formats.

Senate Bill 03-072/Sex Offender List:

A state law (Senate Bill 03-072) passed in 2003, requires all schools to notify parents that they have the right to access law enforcement agency information concerning registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff’s office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.

City of Aurora Police Department	303-739-6050
Adams County Sheriff’s Department	720-322-1351
Arapahoe County Sheriff’s Department	720-874-3875

Harassment – Racial/Sexual:

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassments. To this end, the board prohibits the harassment of students through conduct or communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the director or by filing a grievance with the Office of Legal Counsel, Aurora Public Schools, 1085 Peoria Street, Aurora, Colorado 80011, 303-344-8060 ext. 28009.

Please see Web site <http://aurorak12.org/>; look for Policy Code JBB.

Critical Information:

It is critically important that parents provide the school with updated home and work telephone numbers throughout the school year. In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (early dismissal, parent delayed, etc.).

Family Conferences:

If you are interested in a conference you may request one, please contact your child's teacher.

Field Trips:

From time to time, the teachers may take children on brief walking trips in the vicinity of the school. Pickens Kids Tech does not leave the property grounds of Pickens. William Smith Kids Tech will occasionally walk to Pickens property. A minimum of two adults will be with the children at all times. All drop offs and pickups are to be made directly to the center during a walking trip.

Transportation:

Kids Tech does not do any transporting.

Television & Video Viewing:

Television and/or videos may not be used without permission of the student's parent/guardian. Television and/or video viewing are used sparingly, not to exceed 15 minutes. The programs will be curriculum based and add content to the curricular theme. The programs will be at a G rating or under.

Personal Belongings & Money:

Please do not let your child bring other toys or belongings from home, as bringing a treasured object to the school can create tension for the other children. Moreover, each child's personal storage space is limited. It can be distressing for children and staff members when things are lost or misplaced. We cannot assume responsibility for the loss of or damage to personal belongings.

State Licensing Requirements:

The Aurora Public Schools Early Childhood Program sites comply with all applicable licensing regulations and standards as set forth by the school district, as well as state, county and local licensing agencies. The regulations and standards relate to our

facilities, staff, health and safety procedures, nutrition, and teacher/child ratios. Our facilities are inspected regularly by health, fire and licensing compliance officials at each level; city, county and state.

Filing a Complaint:

We are fully committed to your child's well-being and to your satisfaction with Kids Tech. Please share your ideas, suggestions, or concerns with your child's teacher or with the Center Director at 303-326-2046. You may also contact The Colorado Office of Early Childhood, Department of Human Services at 1575 Sherman Street Denver, CO 80203 or call 303-866-5958. Our most recent report of inspection is available upon request.

Enrollment & Attendance Policies

Ages of Children Accepted:

Kids Tech at Pickens Technical College has five classrooms, one infant classroom, one toddler classroom, two preschool classrooms and one pre-kindergarten classroom. We accept children ages six weeks to six years. Kids Tech at William Smith High School has four classrooms, one toddler classroom, two preschool classrooms and one pre-kindergarten classroom. Kids Tech at William Smith accepts children ages one year to six years.

Admission and Registration:

All students will register with the Aurora Public Schools district at Centralized Admissions. After registering with the district families will then go to Pickens Technical College Building B to enroll and pay registration. The registration fee is \$30.00 per child per year. The final step will be completing all required paperwork for Kids Tech.

Kids Tech is open Monday – Friday from **6:45 to 4:30**. Pick up after 4:45 will be charged a late fee of \$1.00 per minute. The center follows the Aurora Public School 187 day calendar August thru May.

Attendance/Absences:

A consistent schedule is very helpful for your child, therefore, please bring your child regularly and keep the times similar. This way your child knows what to expect with the routine of the classroom. If your child will not be in attendance please notify the Director or email your child's teacher.

Withdrawal:

Students may be withdrawn by the parent(s) or guardian(s) from Kids Tech at any time. Notification should be received from the parent(s) or guardian(s) in writing regarding their child's withdrawal. A two-week notice for student withdrawal is required.

Kids Tech reserves the right to withdraw services when the Director has determined that a child's behavior is interfering with the learning and safety of others. Many steps are taken before the child is withdrawn from the center depending on the behavior. Modifications and accommodations are made to improve the behavior and after meeting with the teachers, director and parents if the behavior still persists, Kids Tech will dis-enroll. Kids Tech reserves the right to withdraw services if violations of any policies in the handbook occur.

Arrival and Dismissal Procedures:

Arrival: Students must be signed in daily on the classroom attendance sheet. You **MUST** remain with your child until they are signed in. **YOU OR A DESIGNATED ADULT (OVER 18 YEARS OLD) MUST BE LISTED ON THE EMERGENCY CARD IN ORDER TO SIGN YOUR CHILD IN AND OUT. THIS IS MANDATORY.**

Dismissal: Students must be picked up no later than 4:45pm. All students must be signed out daily by an authorized adult according to district and state policies and regulations. If someone other than the child's parent or guardian will be delivering or picking up a child from school, prior written authorization must be given. If a student has not been picked up on time, a "friendly reminder" will be given to the parent(s) or guardian(s) when they arrive. If a student is not picked up within 15 minutes of the class ending time, the office will be notified. The Aurora Police Department **WILL** be called 30 minutes after the end of the class session if no authorized adult has arrived and no contact with the responsible adult has been made. If a student has not been picked up on time, that child will remain with the facilitator until he/she is picked up by an authorized adult. The administrator in charge will always be notified if a child has not been picked up.

In order to keep all children safe, please help us by obeying all traffic laws around the school building.

A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may **NOT** leave that child inside a motor vehicle without supervision.

Supervision of Children:

Children are in direct supervision at all times. Children will never be left in a classroom alone. If a staff member has an emergency situation, another adult will be placed in that classroom to supervise until the staff member can return. Also, children are never allowed to leave the classroom without a supervising adult. Staff ensure children's whereabouts with sign in/out sheets and name to face attendance.

Late Pickup:

Children must be picked up by the time the center closes. If your child is picked up after 4:45pm there will be a late charge of \$1.00 per minute. **If a child has been left for more than 30 minutes and no authorized adult can be contacted by the classroom staff, the Aurora Police Department will be called.**

Repeated late pickups may result in your child being withdrawn from the center.

Lost Child Policy:

Children are supervised by adults at all times throughout the day. If a child is determined to be missing from school, a thorough search of the premises will be made prior to calling 911 and the child's parents. If a child should be missing on a field trip, the teacher will notify the facility being visited, the school, the police, and the parents or guardians.

Closings/Delayed Start:

Kids Tech follows the Aurora Public School 187 day Calendar.

Holiday and Break Closures

Labor Day

Fall Break (One Week)

Thanksgiving Break (Three Days)

Winter Break (Two Weeks)

Martin Luther King Day

Presidents' Day

Spring Break (One Week)

Weather-Related Delays or Closures

When bad weather is expected, Aurora Public Schools staff members assess weather conditions to determine if the district should delay start times, close schools, or proceed with the scheduled school day. Aurora Public Schools staff will also post updates on the district emergency information line at 303-326-1080.

Communicating Delays or Closure Information

If Aurora Public Schools closes schools or delays start times, APS will share this news with local television and radio stations and will post the information on the district Web site, <http://aurorak12.org/>.

Delayed Start Time

If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools. ALL STUDENTS WILL BE ON A ONE-HOUR DELAYED START TIME. SPECIAL EDUCATION STUDENTS WILL REPORT TO BUS STOPS ONE HOUR

LATER THAN ORIGINAL PICK-UP TIMES. Schools with delayed start times will end at their regularly scheduled times.

School Closings

Full-day closures: If Aurora Public Schools closes schools, classes will not be held and students should stay home for the day.

Early dismissal: If early dismissal is necessary due to extreme weather conditions, students will be released to the individuals that parents have identified on the child's Emergency School Closure Card.

Visiting School:

Parents are encouraged to visit their child's classroom throughout the year. Please make arrangements in advance with the child's teacher. Short, well-planned visits provide a better understanding of the child's school experience rather than long unscheduled visits. Since small children, particularly infants, tend to distract the classroom, we ask that parents not bring young children when visiting their child's classroom. Children not enrolled at the school must be accompanied by an adult when visiting school.

All visitors must check in and sign in/out at the main office.

Volunteers:

Volunteers are welcome to assist in classrooms as needed. They must first register with Risk Management. Please visit webpage <http://security.aurorak12.org/volunteers/> for policies and forms. The school administrator must approve all program volunteers based on the school district volunteer policy.

Health & Safety Policies

Child Abuse:

All staff members of the Aurora Public Schools District are obligated by law to report suspected abuse or neglect to the county Department of Human Services and/or the local law enforcement agency. To report suspected child abuse, please contact Arapahoe County Social Services at 303-636-1750 or Adams County Social Services at 303-412-5212.

Discipline:

District Philosophy Statement on Student Discipline and Shared Responsibility in Student Discipline (Summary):

The Aurora Public Schools Board of Education believes that learning is the primary function of the district and its schools. It also believes that students must not only master academic content, but also acquire behavioral skills that are necessary for their ultimate success. All social institutions, including schools and places of work, have rules that establish the behavioral expectations of its participants. In a public school district, these rules must reflect the need to promote an environment that is safe and conducive to learning. Such rules must also reflect the need for mutual respect and cooperation between all persons in the school community.

When students fail to follow established rules, discipline may be necessary. The process will be instructive and corrective; its focus will be on helping the student to change or control inappropriate behavior, rather than on punishment. The ultimate goal will be the students' acquisition of self-discipline so that little external enforcement is required.

The Aurora Public Schools Board of Education believes that the existence of a fair and effective discipline program is the shared responsibility of all stakeholders, including students, staff, parents, family members, and the larger community.

Ref.: Policy ADH District Philosophy Statement on Student Discipline
Policy ADHA District Statement on Shared Responsibility in Promoting Safe Schools

All policies are available on the district Web site, at each school building and at the Education Services Center #4, 1085 Peoria Street in Aurora.

Health/Immunization/Medicaid/Medication:

Health

It is extremely important for parents to advise the center if a child has health problems or allergies. The school must be notified when a child is diagnosed with a communicable disease such as measles, pertussis (whooping cough), mumps, chicken pox, etc. A student with a serious health problem (examples include diabetes, asthma, seizures, etc.) must have an individual health plan, written by the school nurse, on file before attending school.

General Health Appraisal Form

The parent or guardian of each child must submit a statement of the child's current health status signed and dated by a medical provider within the last 12 months.

The General Health Appraisal Form must be submitted to your child's school within 30 days of enrollment. Failure to meet this State requirement will result in suspension from school until there is compliance with the law.

Immunizations (REQUIRED)

All students must show proof of immunizations before attending school. Students who do not submit an official immunization record or present a valid exemption will be denied admission to the Aurora Public Schools Preschool Program.

Failure to meet Colorado immunization law within 14 days will result in exclusion from school until there is compliance with the law. The law states that a child may be exempted from immunizations with a physician's medical recommendation or a written statement signed by the parent or guardian stating opposition based on religious or personal beliefs.

At anytime your child may be in contact with other children who are non-immunized or under-immunized. This notification is in accordance with the State of Colorado Rules Regulating Child Care Centers.

Medicaid

Our district participates in the School Medicaid Program, which allows APS to earn funds to expand health services for students. If/when your child is Medicaid-eligible; APS can bill the Medicaid program for services delivered in school, (including speech/occupational/physical therapies or nursing services, audiology, psychology or social worker services). A parent's signature on the "Family Address and Information Form" gives the Medicaid program permission to earn these funds. School Medicaid reimbursement does not affect the family's other Medicaid benefits in any way.

Student Emergency Information

It is essential that parents complete the "Emergency Contact" Information on the "Family Address and Information Form" at the start of every year and whenever there are changes. If your child is injured or becomes ill at school, the staff needs to be able to reach a responsible adult.

Medication

Students shall not be permitted to take medication while at school unless medication is administered in accordance with the procedure outlined in Policy JLCD and JLCD-R and in compliance with Section 12-38-132, C.R.S. of the “Nurse Practice Act”. Only the school nurse or health para who has completed the 4-hour Medication Administration Training will administer medication. If a student needs medication at school, an authorization form is required. The parent should notify the registered nurse or health room pareducator for specific medication guidelines.

Prescription medication supplied by the student’s parent or guardian must be in the original container from the pharmacy with a label that includes student name, drug name, dose specific to weight or age, time interval, route (e.g., by mouth, injection, etc.) and specific instructions. Non-prescription medications must also be in the original labeled container and should also be labeled with the student’s name. All medications must be stored in the school clinic, locked and inaccessible to children. All medications should be delivered to the health room staff by a responsible adult or by special arrangements and clear communication between parent and school staff. Controlled substances (narcotics and some behavioral medications) must be secured in the health office at all times and may not be carried by any student at any time.

Illness:

It is sometimes difficult to determine when to keep a child at home due to illness. The student must remain at home, if they have a temperature of 100° degrees when taken under the arm, or 101° degrees when taken in the ear. If the student has any infectious disease, the child should be kept at home and the building nurse should be notified.

Children will be sent home when the following conditions exist:

1. Fever of 101° degrees or higher
2. Nausea, vomiting or diarrhea
3. Constant coughing and/or discharge from the nose that is yellow, brown or green in color
4. Seizures not diagnosed or under treatment from a physician
5. Rash or skin lesions not being treated by a physician
6. Lice or nits
7. “Pink eye” (conjunctivitis) symptoms such as red, watery eyes with discharge
8. Contagious diseases such as chicken pox
9. A child is unable to engage in normal school activities due to drowsiness or lethargy

Children with the above conditions will be required to remain out of the program for at least 24 hours. Children may return to the program when the following conditions exist:

1. Lesions are no longer weeping

2. Chicken pox lesions are crusted over
3. Lice are under treatment
4. Conjunctivitis has been treated and eyes are no longer discharging
5. Strep throat has been treated with an antibiotic for at least 24 hours
6. No fever for at least 24 hours without medication (Tylenol or Motrin)

Medical Procedures in Emergency Situations:

All staff members are required to be trained, recognized and certified in CPR, First Aid, and Universal Precautions. Each room has an outline of emergency medical procedures including emergency telephone numbers. In every situation, staff will follow the instructions of the poison control center, physician, or medical response team when providing first aid and/or administering emergency medications.

Meals:

Kids Tech provides lunch and snack at an additional charge. Kids Tech does not offer breakfast, therefore, your child will need to eat breakfast prior to school or bring breakfast with them. If you are providing your child's lunch and snack, please send this in a labeled lunchbox. If your child requires a substitute or is on a special diet you will need to provide meals. Parents will provide all formula or breast milk and food for students in our infant classroom.

Students may bring treats to school for their birthday, providing that a treat is provided for each child in the class. The Department of Health requires that all treats served in early childhood programs be purchased from a bakery or a store. No home baked items may be served.

Due to adverse allergies no peanut butter or nuts of any kind are allowed in the classrooms.

Please be aware of choking hazards when planning your child's snack for the day. The following can cause choking in children four (4) and under:

- hot dogs
- nuts and seeds
- chunks of meat or cheese
- whole grapes
- hard, gooey, or sticky candy
- popcorn
- raw vegetables
- raisins
- chewing gum

Diapering/Toileting:

An appropriate setting is found in each classroom so that the privacy and dignity of the child is respected at all times. Proper safety and health procedures must be followed at all times when diapering and disinfecting the changing area completely. Parents will provide all diapering supplies. Any individual needs and conditions of a child will be shared with the staff. In this way, each child's needs, development, and progress can be supported.

Outdoor Play:

Outdoor time will be held each day that weather permits. In the winter, if the temperature is 32° degrees (F) or above (with wind chill factored in) children will go outside. It is important that the children dress for the cold weather, i.e. coat, hat, mittens, boots. In the summer, children do not go outside if the temperature is above 90° degrees (F). Outdoor time is at least 30 minutes per day, weather permitting.

Sunscreen:

During hot weather, parents will need to provide a labeled bottle of sunscreen for their child. Sunscreen will be applied prior to outside time.

Safety Drill Information:

The following regulation is in accordance with the Life Safety Code, issued by the National Fire Protection Associations.

Evacuation/Fire Drills: Two drills in the first two weeks of school, followed by eight additional drills over the course of the school year. One drill must be a hazardous chemical drill.

Lockdown: Two drills per year with one drill being a level three drill.

Tornado: At least once annually. One drill is required before April 15th.

Emergency Information:

The Board authorizes the use of district facilities as shelter areas in the case of disaster or other medical emergency. Additional resources may be provided upon request from outside agencies. District personnel must be on site at the time of the building's shared use to provide supervision and site security. The Superintendent of Schools, Deputy Superintendent or a designee shall represent the district in coordinating disaster response with appropriate state and city officials, the American Red Cross and others requiring assistance from the district.

Tuition

Fees:

A **non-refundable** registration fee of \$50.00 is due at the time of enrollment for each child, \$100.00 per family. The registration fee is due yearly. You will be given a contract for tuition each year of enrollment.

Tuition is billed monthly. All payments must be paid prior to the services rendered. Full monthly tuition is due regardless of illness or parent approved absences. There will be no refunds, prorates or credits for preschool services. All payments are made with the cashier at Building B within Pickens Technical College.