



Aftercare Parent Handbook

Revised March 2019

Mountain Sage Community School
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Philosophy

Mountain Sage Community School offers Waldorf-inspired, arts-integrated education, fully incorporating sustainable living practices into student learning. Each child is empowered to cultivate meaningful connections to their intellectual, physical, emotional, social and creative capacities in healthy, safe and beautiful learning environments. Through a supportive community of peers, parents and teachers, each child will become a confident, self-directed and engaged learner, invested in their own education.

Our integrated curriculum gives students the opportunity to experience the interrelated nature of all subject and makes learning relevant in their own lives. Revealing the connections that exist across disciplines allows students to experience the world around them as an integrated whole. It facilitates active, engaged learning, and encourages children to bring their intelligences and experiences to the learning activity at hand.

MSCS After School Care program is a mixed-age, Waldorf-inspired, after school program. Afterschool care is intentionally designed to integrate a post classroom atmosphere for all ages to relax and be themselves. There is time to enjoy social interaction, enrichment activities, free play, homework help, cooking, games, handwork, art and crafts, and outdoor exploration. Research shows that mixed-age and mixed-ability groupings maximize student success by encouraging cooperative learning and peer tutoring. Inspiration for the aftercare curriculum is drawn from outdoor education, art, handwork, and Waldorf teaching methods with an emphasis on unstructured play. We understand that the students have been working hard all day in the classroom; the aftercare program is set up to allow students a safe and structured decompression space while simultaneously engaging their minds and bodies in a primarily outdoor setting. Mountain Sage is strategically located along several bike paths with easy access to the Poudre River, several parks, and several natural areas. There is endless opportunity for outdoor learning and exploration!

Age

MSCS After School Care program serves children ages 5 to 14 years old, in kindergarten through eighth grade.

Services Offered for Special Needs

As a community at Mountain Sage we focus on inclusion. Everyone is always welcome

to join another group at play. We encourage children not to rely on grownups for companionship by facilitating activities and play that meet the needs of all children. MSCS After School Care provides age appropriate centers for crafts, play, and encourages positive role modeling as a community.

We provide individualized social and emotional intervention supports for children who need them. Communication between the Aftercare Coordinator and school administration ensures development and implementation of a team-based positive behavior support plan with the intent to reduce challenging behavior.

MSCS is in compliance with the Americans with Disabilities Act (see Section 7.701.14, General Rules for Child Care Facilities). In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD - 3027, found online at

How to File a Program Discrimination Complaint

and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 - 9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250 - 9410; (2) fax: (202) 690 - 7442; or (3) email: program.intake@usda.gov USDA is an equal opportunity provider, employer, and lender.

Hours and Dates of Operation

Monday, Tuesday, Wednesday and Friday, after school care is in session from 3:45pm to 6:00pm. MSCS class teachers are notified of the students signed up for aftercare.

The schedule is as follows:

At 3:45pm students attending aftercare are sent to the school lobby where aftercare staff promptly signs them in on the aftercare daily roster. Students place their belongings in the kindergarten cubbies and enter the kindergarten/aftercare room. Aftercare staff makes snack, students eat and clean up by 4:30. At 4:30 the entire aftercare group decides on the main activity for the day. Choices include visiting the willow tree, playing on the playground, staying in the kindergarten/aftercare room for arts and crafts, and/or free play time. At 5:45pm students gather their belongings and place them by the door where parents arrive for sign out and dismissal, at or before 6:00pm.

On Thursdays, students attending aftercare are sent to the school lobby at 1:45pm (early release day for Mountain Sage Community School.) Students attending aftercare are sent to the school lobby where aftercare staff promptly signs in them in on the aftercare daily roster. Students will then transition into the aftercare program for structured craft time.

From 1:45 to 2:45pm MSCS aftercare staff lead craft time. Students are expected to clean up by 3:00pm to transition to snack. At 3:00pm the students and staff help prepare for snack. Students wash hands, use restroom, and set the table. Students eat at approximately 3:30pm At 3:45pm, students clean their dishes, compost waste, and begin transition to the next activity. At 4:00pm the entire aftercare group decides on the next activity. Choices include visiting the willow tree, playing on the playground, going on a nature walk, staying in the kindergarten/aftercare room for arts and crafts, and/or free play time. At 5:45pm students gather their belongings and place them by the door where parents arrive for sign out and dismissal, at or before 6:00pm.

Aftercare Closures

Aftercare is not in session during various early release days (first day of school, day before winter break, last day of school), on days when school is closed due to inclement weather, and during holiday and summer breaks. The following website provides the calendar for the 2018- 2019 school year: <http://www.mountainsage.org/calendar.html> It is important that families check the site newsletter and or calendar for more information involving closures.

Inclement weather

Decisions about weather-related school closures are made by 5:30am. Parents and staff

will be notified through One Call Now (the school's voice/text communication system), email, and the Mountain Sage website. Please keep your email and phone information current so we can reach you. Note that we do not follow PSD's delayed start or heat day modifications.

MSCS believes all children should spend time outdoors daily. All children go out when the temperature is greater than 18° (including wind chill). If the temperature is between 18° and 0° the decision to go outside will be the choice of the teacher (depending on the preparedness of the students) and outdoor play may be shortened depending on conditions. When the temperature reaches 0° all students will remain inside.

Colorado weather can very quickly change. Children should come to school dressed in seasonally appropriate layers and shoes. Students should have rain/winter gear (weatherproof coat, boots and hood or hat) for cold, rainy and/or snowy days, as outside play is allowed in all but the most severe weather. Sunscreen and/or a sunhat should be worn to protect the skin on sunny days. Please note MSCS aftercare does not provide or apply sunscreen to children enrolled in our program. Students may however, bring and apply their own.

Activities will be monitored and/or modified due to weather conditions. Please help us care for your child, always send them to MSCS aftercare in appropriate clothing for the weather with a labeled water bottle and any additional supports he/she may need.

Enrollment, Admissions, and Fees

All students who attend MSCS are eligible to enroll in MSCS aftercare. Each parent must register for aftercare annually using the registration form located on the MSCS website. You will find the following options located on our aftercare website.

<http://www.mountainsage.org/after-school-care.html>.

Option 1 - Committed Enrollment

Families who need consistent, specific weekday after school care are billed on the 10th of each month at discounted rates for daily full-time usage and for multiple children (see below).

Monday, Tuesday, Wednesday, Friday Costs

- 3:30pm to 6:00pm \$20/day for first child & \$10/per day for each additional child.

Thursday Costs & Pick-up Options

- Pick-up between 2pm and 4pm: \$20/for first child & \$10/per day each for additional child

- Pick-up between 4pm and 6pm: \$40/for first child & \$20/per day each for additional child

Option 2 - Drop-in

Drop-in is always an option if space is available in our program on a given day. Call our office by 12 PM to make arrangements. Payment for drop-in is due at the time of pick-up.

- Cost for Drop-ins is \$10/hour, and prorated to the nearest half hour.

Other Payment Details

1. There is no charge for days that school is not in session.
2. Those who opt for *Committed Enrollment* participation will be billed on the 5th of each month. Payment will be due by the 20th of each month. *Committed Enrollment* families can pay by check, cash, or online (linked to monthly invoice). Billing is invoiced using the email listed on the family contact form provided at the beginning of the year for school enrollment at MSCS.
3. If your account is more than 30 days past due, your account status may become inactive and program attendance suspended until payment arrangements are made. If you are experiencing extenuating circumstances, please speak to the After School Care Director and contact the MSCS Business Manager to make arrangements.
4. Families who choose the Drop-in participation option will be expected to pay at the time of pick-up via cash or check. Those who do not pay at the time of pick up will be charged a flat rate processing fee of \$5.00 in addition to the fee for aftercare drop-in time.
5. There is a \$1 per minute late fee for children picked up after 6pm to be paid upon arrival.
6. Students who attend MSCS and whose parents arrive later than 30 minutes after dismissal time will be placed in aftercare. A \$1 per minute/child late fee will be charged for any child whose pickup arrives after 4:00pm M,T,W,F, and after or 2:00pm on Early Release day (Thursday). This fee will be due upon arrival. The school's late duty teacher will escort the child to aftercare where the parent/guardian is expected to sign out their child with aftercare staff. This rule also applies to guardians who have not called the school by 12:00pm to request drop-in care for their child after school closing hours.

Parent Communication Expectations and Continued Enrollment

Having clear and consistent communication is key to providing your child with the best after school experience possible. Thank you in advance for communicating any changes to your child's schedule, routine or behavior, illness, or any other information you want to share that may be important for us to know.

Parents/guardians of *Committed Enrollment* participants, please notify the MSCS office by 9:00 am if your child will not be attending aftercare on a given day. If you fail to notify the MSCS office, this will result in a fee for the original amount you have signed up for. If you have a special circumstance and know in advance you do not need care on a given day, please email the Aftercare Coordinator one week in advance to avoid fees.

If your child is sick and did not attend school, you will not be charged for the reserved spot as he/she will be taken off the roster when notification of absence is reported each morning.

If the parent/guardian of a *Committed Enrollment* participant fails to communicate and/or uphold their aftercare enrollment commitments two consecutive times, their child will be taken off the *Committed Enrollment* roster and placed on the waiting list.

When do you need to notify the MSCS Aftercare?

- If you wish to use MSCS after school drop-in care.
- If your child is a *Committed Enrollment* participant and your after school schedule changes.
- If your child will be late to aftercare because they are attending another MSCS club or program first.

Guidance for Staff Parents

MSCS provides free childcare to staff with children in attendance at MSCS. This is a privilege and benefit for staff at MSCS. However, this service does not grant extra privilege to staff parents over non-staff parents. Thus, there are specific guidelines staff must abide by in order to continue utilizing free childcare, allowing cultivation and continuation of a fair and ethical aftercare program.

MSCS aftercare aims to provide a consistent atmosphere for all students in aftercare so transition comes easily and not by surprise. Therefore, staff children must attend until at least 4:30pm on Mondays, Tuesdays, Wednesdays, Fridays, and until 3:45pm on Thursdays. By requiring staff to honor these time minimums, it allows the aftercare group in attendance to have time for snack, free play, and clean up before transition to the day's primary activity.

If staff members wish to use aftercare on an "as needed" basis they can sign-up for to *Drop-in* participation. The weekly roster is overseen by MSCS front office staff during the school day.

Staff parents/guardians of *Committed Enrollment* participants, must notify the MSCS office by 9:00 am if their child will not be attending aftercare on a given day. Failing to notify the MSCS office by this time, this will result in a fee for original amount you have signed up for (\$20 for staff parents).

If a staff parent of fails to communicate and/or uphold their aftercare enrollment commitments two consecutive times, their child will be taken off the roster. They will still be eligible for *Drop-in* if space is available for a given day.

If your child is sick and did not attend school, you will not be charged for the reserved spot as he/she will be taken off the roster when notification of absence is reported each morning.

If you have a special circumstance and know in advance you do not need care on a given day, please email the Aftercare Coordinator one week in advance.

Withdrawing Services

MSCS requests two weeks of notice should you choose to end care for your child whenever possible. The end date should be submitted in writing to the Aftercare Coordinator via email. This courtesy enables staff to update records and maintain program continuity. Unpaid balances must be cleared prior to the last day of attendance and upon re-enrollment.

MSCS aftercare is committed to ongoing and transparent communication with parents/guardians. We work as partners with families and will actively seek resolution/restoration for any issues that may lead to withdraw of care prior to withdrawing care. If for any reason, MSCS aftercare deems it necessary to withdraw aftercare services for a particular child/family, parents/guardians will be notified by both phone and email with as much advanced notice as possible.

Questions, Concerns, Guidance

We encourage you to contact us with questions, concerns, and celebrations to share with our staff. We value and respect the opportunity to hear your thoughts in an effort to continually improve our program. If these conversations need to occur away from children and require our undivided attention, we ask that you schedule a time with our staff outside of our time with children. You can schedule a meeting by contacting the Aftercare Coordinator. You will find contact information at www.mountainsage.org

Ensuring the Location of Children

We have a 15:1 student teacher ratio at all times with two certified program leaders. During transition, program leaders are required to maintain a head count of all children. When transitioning, staff is required to move throughout zones of the playground and play area to check blind spots and stay close to children who need additional support.

Aftercare staff must make eye contact with each student who enters the program as they sign each child in at the time they transition from school to aftercare. Parents are required to sign their child out, recording the time, date, and verifying with a signature and proof of identification.

Guidance, Positive Instruction, Discipline and Consequences

Students and staff at Mountain Sage are expected to model and follow our four Positive Behavior Values: *Kind, Safe, Respectful, and Responsible*. We seek to put into practice the values necessary for a compassionate community; a loving community in which each child is valued and appropriately supported, a community of respect in which conflicts are resolved or mediated, a community of responsibility in which we (children and adults) show up on time and do our best.

Teachers will communicate specific expectations, and the consequences of failing to meet such expectations, to their students. When there is divergence from these expectations, the teachers will seek age-appropriate interventions to redirect behaviors.

- 1) Safety first - Including but not limited to: no hitting pushing, shoving, tripping, pinching, destruction of property and other unsafe physical actions. We are a drug, alcohol and weapon free program.
- 2) Be kind, and respect others and yourself: Name calling, putdowns, teasing and bullying are not tolerated.
- 3) Be responsible for your own learning/participation: Come to aftercare on time and be prepared.
- 4) Be supportive of everyone's learning/participation: No disrupting the after school care environment.

Accepting Change: Children are encouraged to problem solve on their own unless it becomes a question of safety. We encourage them to accept changes in the direction of play in a group and to be easy going enough to find something else to do if they no longer like the game, rather than demanding their own way. Similarly, one child should not be allowed to insist on a change in play for all the others.

Sharing Resources: Materials and forts on the playground are not "owned" from one recess to the next, though the children are encouraged to be respectful of others'

creations. Children need to practice courteous manners with each other when working out how to share things. They sometimes need assistance with this.

Physical Wellbeing: Children should always be free to move. As much as possible, they are encouraged to stay at least a few feet from a given object so their range of motion remains open in all directions. The only contact allowed is a light tap on the shoulder, back or hip when playing tag. Tackling or wrestling of any kind is not allowed.

Illnesses, Accidents, and Injuries, and When to Stay Home

A child should not participate in aftercare if he/she has the following:

- The child does not feel well enough to participate comfortably in usual activities.
- The child requires more care than the childcare or school personnel are able to provide.
- The child is ill with a potentially contagious illness and exclusion is recommended by the child care health consultant, health care provider, or the state or local public health agency.
- The child has signs or symptoms of a possible severe illness, such as trouble breathing. The list below outlines common symptoms that could possibly be related to an infectious disease. The list indicates whether to exclude a child exhibiting a particular symptom. If a child is excluded based on symptoms, and not a diagnosed illness, the child should be allowed to return to child care when the illness is not communicable as described below and provided that the child can participate in routine activities.

Symptom Exclusion Guidelines

Cough - Exclusion shall occur if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing. The child should be allowed to return once symptoms have subsided, or a health care provider clears the child.

Diarrhea (defined as stools that are more frequent and looser than usual) - Exclusion shall occur if any of the following conditions apply: the child has other symptoms along with the diarrhea, such as vomiting, fever, abdominal pain, or jaundice; the diarrhea cannot be contained in a toilet; there is blood or mucous in the stool; or the child is in diapers. The child should be allowed to return 48 hours after the diarrhea has subsided.

Mouth Sores - Exclusion shall occur if the child is drooling uncontrollably. The child should be allowed to return once symptoms have subsided, or a health care provider clears the child.

Rash - Exclusion shall occur if the child has symptoms in addition to the rash such as behavior change, fever, joint pain, or bruising not associated with injury, or if the

rash is oozing or causes open wounds. The child should be allowed to return once symptoms have subsided, or a health care provider clears the child.

Stomach Ache / Abdominal Pain - Exclusion shall occur if the pain is severe, if the pain appears after an injury, or if the child had symptoms in addition to the stomach ache, such as vomiting, fever, diarrhea, or jaundice. The child should be allowed to return once symptoms have subsided, or a health care provider clears the child.

Swollen Glands - Exclusion shall occur if the child has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, or fever. The child should be allowed to return once symptoms have subsided, or a health care provider clears the child.

Vomiting - Exclusion shall occur if the child has vomited more than two times in 24 hours; if the vomit appears bloody; if the child has a recent head injury; or if the child has symptoms in addition to the vomiting, such as fever or diarrhea. The child should be allowed to return once symptoms have subsided, unless the child had fever or diarrhea with vomiting, then the child should be allowed to return 48 hours after the vomiting, fever and diarrhea has subsided.

Fever (defined as a temperature over 101°F orally) - No exclusion is necessary, unless the child has symptoms in addition to the fever, such as a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, or difficulty breathing. Excluding a child or staff who has an infectious disease from child care or school can decrease the spread of illness to others. In the following situations in which a child does not have a diagnosed disease/condition, but has signs or symptoms indicative of an infectious disease, exclusion (defined as keeping a child from attending the child care or school setting) from the child care facility shall be considered:

Headache - No exclusion is necessary, unless the headache is severe and accompanied by additional symptoms like vision problems, stiff neck, or behavior change. Jaundice or unusual color of the skin, eyes, stool, or urine Exclusion shall occur until a medical exam indicates the child does not have hepatitis A.

Earache - No exclusion is necessary.

What we do when a child is ill in aftercare:

- Isolate/separate the ill child from the other children.
- Notify the child's parents/guardians of the child's illness and their symptoms. If the child needs to be excluded, keep the child isolated/separated from other children until the parent/guardian can pick them up.
- Take child's temperature.
- If a child is coughing or sneezing, they should be reminded to cover their mouth and to wash their hands afterward.
- After touching or caring for the ill child, staff should avoid contact with other children until they have washed their hands.
- Log the illness in the required illness log. Indicate child's name, assigned classroom or group, date and time of symptoms onset, describe symptoms, actions taken, and date or time child returned to their group setting. In cases in

which the child has a diagnosed illness such as chickenpox, hand, foot and mouth disease, Norovirus or Salmonella, the Colorado Department of Health & Environments *Infectious Diseases In Child Care and School Setting* should be referenced and guidance followed. When unvaccinated children are exposed to a vaccine preventable disease such as measles, mumps, rubella, and pertussis, the state or local public health agency needs to be consulted in order to determine if exclusion of unvaccinated children is necessary. If a cluster or outbreak of an illness occurs involving two or more unrelated children, the state or local public health agency also needs to be consulted.

Evacuation, Shelter, Lockdown, and Active Shooter Information

Lock Out

In the event of a potential threat outside of the building, staff will go into a lock out status. During a lock out, the program continues as usual with the exception of anyone being allowed to enter or exit the school. Doors are locked and blinds are closed. MSCS staff are in communication with MSCS administration, and potentially, the police. Once staff have received word that the threat is diffused, the program will go back to normal. Parents will be notified upon pick up the site was on a lock out status.

Lock Down

In the event of an immediate threat inside or outside of the building staff and children will go into a lock down status. During a lock down, the program stops and the children and staff go to a predetermined area, usually a pantry, bathroom, or closet, in the building with the intent to hide. Emergency contact information will go with the children. Parents are notified via phone as soon as staff have received the all-clear. MSCS staff, MSCS administration, and /or police are authorized to put the location on lock down if there is a perceived threat to the care and concern of children and staff. MSCS aftercare staff will implement the same or similar active shooter process and location.

Fire Drills

Staff and students will practice fire drills. These drills are timed and recorded with the number of staff and children present along with how long it took to reach the safe zone. MSCS aftercare will use the same safe zone as the school day.

Tornado Drills

Staff and students will practice tornado drills. These drills are timed and recorded with the number of staff and children present along with how long it took to reach the safe zone. MSCS aftercare will use the same safe zone as the school day.

Reunification of Families

The sooner students are reunited with their caregivers, the less likely they are to exhibit traumatic stress. Programs are responsible for being accountable and maintaining the chain of custody for students both during and after a crisis event. A predetermined and practiced reunification process helps ensure the safety and security of our students and

will not add to any stress or trauma as a result of the event. MSCS aftercare staff will implement the same or similar reunification process and location as MSCS.

Evacuating Children with Disabilities

Upon enrollment of children with special needs, MSCS aftercare staff may ask families for additional information as to how to safely and effectively evacuate a child needing additional support with movement, medication, social emotional support, or other topics that may arise.

Relocation Addresses:

Niner Bikes, 2330 E Prospect Rd, Fort Collins, CO 80525

Orthopedic Center of the Rockies, 2500 E Prospect Rd, Fort Collins, CO 80525

Guidance Policy for Ill Staff

Staff working in child care facilities are frequently exposed to various infectious diseases and may become ill. If ill with diarrhea or vomiting, child care and school personnel should not work until at least 48 hours after the last episode of vomiting or diarrhea. This is especially important for staff that work in food service or handle food in any manner. The *Infectious Diseases In Child Care and School Setting* guidebook should be referenced and guidance followed when staff have a diagnosed illness.

Missing Child

MSCS has strict accountability policies and procedures. If a child becomes missing or intentionally runs away from our program, staff will search for the child for 10 minutes prior to contacting parents and or police. If the child is judged to be in immediate danger, staff will call 911. MSCS staff is trained to remain with the group while sending a staff to actively pursuit the child and encourage their return. Should the child not be located within 10 minutes the parents and police will be notified. If a child intentionally runs from our staff, the child will immediately be placed on a behavior plan. Suspension or care may be terminated at the discretion of MSCS staff.

Transportation and Field Trip Permission

MSCS offers a variety of experiences for children. Should our programming change and a special activity outside of our normal scope of activities be planned, parents/guardians will be asked to give additional permissions for children to participate. As a general rule, MSCS staff does not transport any child by vehicle for any reason. Parents will always be notified and asked for permission before transporting their child unless in case of emergency. MSCS requires signed parent permission for children to participate in nature walks, and any other off campus excursions.

Video Viewing and Electronic Device Policies

Television and video viewing are not permitted at any time in the MSCS after care program. Use of all hand-held electronic devices such cell phones, iPads, etc. are strictly prohibited at all times on campus for students. We understand that some students who bike or walk to school need a phone for safety and communication with their parents

after school. Such uses are acceptable, but the electronic device must be kept in the students backpack or with the teacher and remain off during aftercare.

Releasing Children to Persons with Written Authorization

Lead certified and program directors responsible for the safety of each child in the program, may only release students to an authorized adult listed on the school's family contact form (All-in-One form). If an adult is picking up a student, the program staff must check the identification of the adult if he/she has not done so before.

Late Pick-up After Closing Hours

As mentioned previously, a late fee of \$1 per minute/child will be charged for any child picked up after 6:00pm. This fee will be due upon arrival via cash or check. If payment is not received at pick up, a processing fee of \$5.00 will be added to the total aftercare balance.

If a child is not picked up by 6pm, aftercare staff will call the first emergency contact provided on the family contact form (All-in-One form) required for each student. If the first contact cannot be reached, aftercare staff will call the second emergency contact. Aftercare staff will wait with the child until the child is picked up by an adult authorized to do so. If MSCS staff is unable to contact/locate any authorized contact to come for the child, aftercare staff will notify the MSCS School Director. Ultimately, if no one can be reached, the Police and Child Protective Services will be contacted.

Parents/guardians complete a family contact form at the beginning of each school year. This form includes a list of those authorized to pick-up. If family contact/pick-up information changes, parents/guardians must physically enter the school to update the form supervised by member of the MSCS staff.

Late Arrival to Aftercare Group

If a student is running late to aftercare, the MSCS teacher attending to the late child must escort them to aftercare group. The attending MSCS teacher is responsible for signing the child in on the daily roster recording the name, time, and contact information for parents. This should include the child's family contact form (All-in-One form).

Storing and Administration of Medicines

In compliance with Section 12-38-132, C.R.S of the Nurse Practice Act, MSCS aftercare staff is required to be delegated in medication administration by a licensed nurse practitioner under contract with MSCS. Only persons who have been delegated may administer medicine to children. Medication may only be given to students who have written authorization. The administration or application of medication, including over the counter and prescription medications, dietary supplements, or facilitating a medical procedure shall be done only on written order and or prescription of a licensed doctor or dentist or per the parental/guardian written request.

All medications are secured from access by children, stored in high cabinets yet readily accessible to staff.

MSCS staff must carry a first aid kit on their person when leaving the building with the aftercare group. This is to ensure proper medical care of children while away from the classroom/in transition, if needed. MSCS staff is required to bring the appropriate medication, resources, and supplies to care for a child when immediate access to the building is not an option.

Cleaning Supplies/ Sanitization

Cleaning products are kept in locked cabinets in areas not accessible to children. MSCS labels all cleaning supplies and test kits are provided to ensure proper sanitization levels. Eco-friendly hand soap is provided at all hand washing sinks with dispensed hand towels to ensure proper hand washing.

Personal Belongings

MSCS provides each child with space to store personal belongings. We do not have places to store items of high sentimental or personal value. We advise that you do not send money, valuable items, or any items of sentimental or personal value that you may have concern about if lost. Please label all of your children's belongings. If labeled, lost articles can be more readily returned to the rightful owner. Unclaimed articles will be placed in the MSCS lost and found. MSCS is not responsible for personal items or money that becomes lost or stolen.

Meals and Snacks

MSCS aftercare complies with all health and safety requirement pertaining to meals and snacks. Please indicate any unique circumstances we should be aware of regarding allergies, food restrictions or dietary needs through the family contact form (All-in-One form) as well as the aftercare registration website. A healthy, nutritious, sugar-free snack will be provided to meet the needs of each child. Gum, candy, sugary foods, and sugary or caffeinated drinks are not allowed. Additionally, MSCS is a peanut restricted school, for the safety of those students with severe allergies.

Mountain Sage Community School is committed to waste reduction, as part of our sustainability mission. We model sustainable practice through snack time as we limit the use of plastic bags, trash and waste. The staff and students will prepare snack together. Through this, staff models the proper way to recycle, compost and use resources efficiently with little waste.

Procedure Regarding Visitors

Visitors will be required to show an identification and sign into the visitor's log. Intimidating, threatening or hostile behavior, verbal threats, physical contact, inappropriate or offensive comments directed towards staff or children will not be

tolerated. Please support us in providing a positive learning environment for our children.

Filing a Complaint

We wish to foster a healthy, effective communication process between staff and parents. To help us achieve this goal, we encourage using the following guidelines when questions arise:

1. Questions/concerns should first be brought directly to your child's teacher. Ensuring timely communication with your child's teacher about any concern is very important.
2. In most cases, email should only be used for the dispersal of information, clarifying information, or coordination. A good use of email is to request a phone or personal meeting.
3. If at all possible, sensitive questions or concerns should be brought in person. If a scheduled meeting is not easily achievable, a phone call is the next best option.
4. If you have utilized the above modes of communication and still feel that your child's teacher has not adequately answered your questions or alleviated your concerns, please contact the School Director. The result will mostly likely be a facilitated meeting that helps you and the class teacher solve outstanding issues. A teacher may also request a facilitated meeting if s/he believes it may be helpful for resolution.

If a situation is not resolved, the following option is available for continued support.

To file a complaint about this facility or any facility, contact:

The Colorado Department of Human Services
Office of Early Childhood, Division of Early Care and Learning
1575 Sherman Street
Denver, CO. 80203-1714
or call, (303) 866-5958

Mandated Reporter

All MSCS staff are mandated by Colorado Law to report any reasonable suspicion of child abuse and neglect to the Larimer County Department of Social Services. Annual training regarding the reporting of suspected or known child abuse and/or neglect is provided by the school at the start of each school year. Staff is required to notify administration when such a report is made. This ensures proper follow through and care for the child at hand.

Suspension and Expulsion

We believe that all children want to be successful and want to learn. If they are having

difficulties, it is our task as teachers and parents to help remove or mitigate those impediments. Angry words and actions or long lectures increase anxiety and self-blame in a child whose actions are expressions of anxiety and poor self-esteem. We strive to give fair and appropriate consequences for behavior in a manner that lets children know we love them, but not the poor choice they made. When a child misbehaves, consequences should be appropriate to the offense. For example, if property is damaged, it can be replaced or repaired. If someone is hurt, apologies and amends must be offered. If time is wasted, free time may be used to make it up. More serious, repeated behaviors (bullying, defiant behavior, willful disruption) are given firm consequences (including suspension) if the problem cannot be solved using restorative justice practices to repair the harm done. The goal is to change the offending behavior while protecting the emotional and physical safety of all of the children.

Staff will use meetings, instructional and literary examples, and a variety of techniques (role playing, conflict resolution, pedagogical stories, etc.) to address these social problems.

The School Director, at his or her discretion and on a case-by-case basis, may initiate suspension for a student if the above consequences are ineffective at improving student behavior, regardless of the incident(s). Suspension can provide time for staff and parents/guardians to plan a strategy for the student to return. It also allows the student and parent/guardian an opportunity to reflect on behaviors and develop a new relationship to the expectation of the teacher and school. Suspension can teach reasonable consequences directly related to negative actions. Generally, suspension will not result from a specific conduct violation, but rather due to a student's repeated inability to successfully respond to prior mentioned consequences and restorative practices.