



**Corpus Christi Aftercare Handbook**  
**2410 N. Cascade Ave**  
**Colorado Springs, CO 80907**  
**719-632-5092**

**Mission**

Dedicated to excellence, we seek to educate each child, emphasizing spiritual, moral, physical, and social development, as well as acknowledging God's presence in all people. We work together to encourage children to become strong Catholic Christian leaders who will carry the message of Jesus Christ into the future.

**About After Care**

Corpus Christi's After Care Program provides care for Corpus Christi's students from 3yrs to 8<sup>th</sup> grade. The program offers opportunity for the child to explore activities in Art and Crafts, Science Experiments, Homework and Reading Time, and Outdoor Play.

**ALL POLICES AND PROCEDURES IN THE CORPUS CHRISTI CATHOLIC SCHOOL HANDBOOK APPLY TO THE AFTER CARE PROGRAM.**

**Staff**

Our After Care staff brings an abundance of knowledge and experience to our program. Our teachers are here to guide each child in a spiritually, fun and relaxed environment. The development and training of staff is a continuous process, which includes attending workshops and monthly trainings. We have a licensed director on site. Our teachers and aides are state qualified.

**After Care's Direct Phone Line**

If you need to reach the after care program please call the director at (719) 632-5092 ext-115 or (719) 632-5092 ext-105.

School Web site: [www.corpuschisticos.org](http://www.corpuschisticos.org)

Individual Teachers Email Address: First initial, last name @corpuschisticos.org

**Age Group**

Corpus Christi Aftercare serves children 3 years and 0 months to 14 years. We pledge to accept all children. No child will be turned away based on race, sex, national origin, or religion. Any decision related to a child with a disability will be in compliance with *Americans with Disabilities Act*. Children with disabilities are accepted on the basis of individual cases and staff capabilities.

### **Hours of Operation**

After Care Program hours are 2:45-5:30. The After Care program will follow the school calendar schedule.

### **Enrollment and Registration**

At the time of Registration:

- Pay a \$50 registration fee **per child**
- Fill out all registration materials in full and return with registration fee to the school office.

Indicate on the registration form, which plan your child will be attending; **(1 day minimum is required)**. All registration materials and registration fees must be received prior to attending the After Care Program. It is the responsibility of the family to keep enrollment records current. In addition, all students' state licensing forms need to be completed annually. Each child needs their most recent immunization on an approved Colorado form, supplied by the Colorado Department of Public Health and Environment. **All children registered in our program need a physical annually, until the age of 6 yrs. Six years and older need a physical every three years.**

### **Tuition and Payment Policy**

Full time after care will be billed with your tuition agreement. Part time after care will be billed monthly as a charge through TADS. Please note: separate invoices may be added to your TADS account for payment of aftercare fees..

### **Withdrawal Policy**

If a family would need to withdraw, a written notice must be given 2 weeks in advance. Any outstanding balance must be paid at the time of withdrawal.

### **Late Pick-Up**

Any authorized person picking up a child after 5:30 pm will be charged a late fee of **\$1.00 per minute, per child**. A grace period of 10 minutes will be granted the first time a child is picked up late. The authorized person picking up the child will sign a late fee slip that will indicate the charge. The late charge statement will be billed to you through TADS.com.

If the child is picked up late excessively, it is the right of the Corpus Christi After Care Program to discontinue the service of our care. Once the family is notified of the circumstances, they will have 5 days to find alternate care for the child. .

At 5:45 pm, if a child has not yet been picked up, the teacher on duty will make attempts to contact the child's parents/guardians, if unable to reach parents and the parents have not contacted the program, the staff will call the authorized people listed on the enrollment form. If at 5:45 pm all attempts have been made to all contacts, the police will be notified and will release your child to Child Protective Services. Child Protective Services can be reached at 444-5700 or 475-9593.

### **Sign-In/Out Procedures -Authorization Pick-up**

We will provide a daily parent/guardian sign in and out sheet. It must be signed by an authorized person on a daily basis when the child is in our care. Our staff will only release the child to the adult(s), for whom written authorization has been given, which is maintained in the child's file. Parents/guardians will need to notify the staff in writing whenever someone other than a parent/guardian will be picking up the child. The staff will check the photo ID of anyone unknown to them picking up a child even though the parent/guardian has given their permission: this policy is designed to protect the children. Once parents or authorized person sign out a child, that child becomes the parent's responsibility.

### **Late Arrival**

Children who arrive late will report to the cafeteria. If we are outside of the classroom, you will be notified with a sign on the door as to where our class is located.

### **Location of Children/Lost Child**

We count the children continuously, hourly and at every transition. Our daily sign in/out sheets will be verified at the end of each day.

The policy/procedure for a missing child is as follows:

1. Notify school administration
2. Immediately search the school grounds
3. Call 911
4. Notify parents/guardians
5. Contact Department of Human Services

### **Visitors**

All visitors, including family and volunteers, must check in with the teacher or director of the After Care Program. There will be a visitor log kept with the sign-in/sign-out sheet.

### **Absences**

If a child will be absent due to an illness or other reason, please inform us that your child will not be attending our program that day.

### **School Closures**

When Corpus Christi School is closed, After Care Program will also be closed. You will be informed by Flash Alert, local radio, television stations and e-mail.

### **Early Dismissal Days**

Our program will offer care to our full year families on noon dismissal days without additional fees.

### **Personal Belongings**

It is requested that children **do not** bring personal belongings from home except on designated days. All items should be labeled. If your child misplaces any item, please inquire immediately and check Lost and Found.

### **Clothing**

We suggest having coats, hats and seasonal gear. We will always try to endure the outdoors, but will consider the temperature. We provide smocks; however, some art products used may still come in contact with clothing and may cause damage. If your child would like to bring clothes to change into for Aftercare, time will be allotted for them.

### **Lost and Found**

If your child misplaces an item, please inquire immediately. Label all clothing items, backpacks, and lunch boxes for a quick return.

### **Snack/Lunch**

Snacks are provided daily for the children. If a child would like additional snacks, he/she may bring a snack from home. On noon dismissal days, there is no school lunch available. Please provide a packed lunch. No refrigerator or microwave will be provided. If your child has a food allergy, affirmation is required by a health practitioner. Our school is peanut awareness and may have peanut products. A guidance plan will be required and implemented for severe allergies.

### **Rest Time**

Children 5 and under are required to have a rest time for approximately 30 minutes. Quiet activities and books will be provided following the 30 minute rest period. Please provide a crib, a sheet, travel pillow, small blanket and/or favorite stuffed animal.

### **Video Viewing**

Videos that support curriculum may be used periodically.

### **Emergency Procedure**

Monthly drills will be practiced, to include fire, tornado, bomb and lock down procedure. In the event of an actual evacuation, the children will be located in the Parish Hall. Parents will be notified promptly. Emergency phone numbers and medical supplies will be accessible.

### **Accidents**

In the event of an emergency, every effort will be made to locate the parents of the child or emergency contacts. Minor injuries and accidents will be reported to parents or guardians at the end of the day. A minor injury is considered to be one that the staff can easily treat with basic first aid skills. If the injury is serious or life threatening, 911 will be called. All emergencies will be immediately reported to parents or guardians. In case of a head injury, parents will be notified immediately. After a serious accident or emergency/illness of any sort, a record of the incident and the procedure taken will be made and filed in the student's file.

### Inclement Weather

Information regarding school closures or delayed starts will be broadcast on local television/radio networks. Parents are able to register with our internet based system called **Flash Alert** to receive emergency information. Please contact us for more information.

If the weather would continue to decline during the day, parents will be notified of an early closure.

Teachers will make a judgment call regarding outside activities during extreme temperatures. See **Clothing** category for more information.

### Sunscreen

We provide **Rocky Mountain Sunscreen SPF 30**. If this product is not acceptable, please provide an alternative. **These products may only be used as a preventive.**

### Medication

All medications and over the counter products must come with a doctor's order and parent's authorization. Forms are available upon request. All prescription and over the counter medications must be in its original container (cough drops, aspirin, eye or ear drops, etc.). Your child is **not** allowed to carry **any** form of medication on them or in their backpack. Medications are stored in a lock box in our main office. A trained staff member will administer medicine.

### Illness

A child that has symptoms of illness will be carefully monitored. Parents will be notified if the symptoms deteriorate. A child will be sent home for any of the following conditions:

- 1) The illness prevents the child from participating comfortably in activities.
- 2) The illness results in a greater need of care than the staff can provide without compromising the health/safety of the other children
- 3) The child has any of the following conditions:
  - fever of **100.0** degrees with signs of illness
  - lethargy, irritability, persistent crying, difficult breathing, wheezing, other signs of serious discomfort
  - diarrhea and/or vomiting
  - contagious disease (strep, head lice, RSV)
  - possible conjunctivitis (yellow, green, or white drainage from eyes)
  - yellow/green nasal drainage

**Child needs to be picked up as soon as possible once notified. Your child must be symptom/medication free for 24 hours in order to return.**

### Discipline

Discipline is essential in the school as a whole, if effective teaching and learning are to result. Our goal is to not punish a child for misbehavior, but to develop in each child a sense of self-discipline which grows out of respect for oneself and others.

### **Aftercare Expectations**

- Respect teachers
- Respect other's personal space, feelings and all property
- Be responsible and make good choices

### **Unacceptable Behavior**

- Disrespect towards teachers/others
- Biting/spitting
- Fighting/hitting/shoving/pushing
- Dishonesty
- Inappropriate language/gestures
- Destruction of property
- Stealing
- Leaving the premises/teacher or classroom
- Sexual or peer harassment\*
- Verbal threats

The plan we will implement to assist students in making good choices will begin with a verbal warning. If the behavior continues, staff will redirect that child to move somewhere else, sit out during outside time, or whatever staff deems necessary. Depending upon the situation, student may be instructed to write down what happened and to explain their behavior to their parent when they are picked up.

Each incident will be reviewed on a case to case basis to include age and development. A child may be sent home due to severity of behavior. Incident/Behavior will be documented and placed in child's file. Parents may request a copy.

### **Persistent Inappropriate Behavior**

If a child's inappropriate behavior causes harm to the health and safety of other children/staff (fighting, damage to property, or consistent failure to comply with Corpus Christi rules), parents will be called to pick up their child immediately. They may be required to keep their child home the following day. If the behavior continues after the child returns, a progressive guidance plan will be implemented.

The progressive guidance plan will include:

- documentation of the observed behavior
- interventions that will be used
- documentation of the child's progress
- suggestions for outside resources
- steps necessary for the student to succeed

If after the implementation of the progressive guidance plan, the child continues to exhibit inappropriate behavior, Corpus Christi reserves the right to release the child from our program.

## **Sexual Harassment Policy**

**Corpus Christi does not tolerate any peer/sexual harassment of students, teachers, or other adult employees.**

Sexual harassment includes:

- unwanted sexual advances
- improper physical contact
- improper sexual comments
- creating a hostile/offensive environment

Peer harassment includes:

- unwelcome taunting, teasing, or bullying
- verbal/physical abuse based on religion, race, or physical appearance
- unkind behavior which interferes with a student's education/self-esteem

**Harassment is serious and non-negotiable in how it must be legally governed. Corpus Christi will investigate any incident of harassment, including false accusations, and act according to the legal advice received.** Refer to School Handbook for more detailed information regarding sexual harassment policy.

## **Communication**

Communication is the key to a successful partnership of parents and staff at Corpus Christi Catholic School. We encourage parents and teachers to be in regular communication with one another in the best interest of the children. Please address any problems or concerns that you have immediately.

## **Child Abuse and/or Neglect**

A Colorado Statute (19-10-102 to 115) requires the reporting of child abuse and or neglect cases to the appropriate county department of local enforcement agency. Childcare workers are required to report suspected abuse or neglect. It is the intent that as the result of such reports, protective social services shall be made available in an effort to prevent further abuse and to safeguard and enhance the welfare of such children.

### **Report Suspected Child Abuse**

El Paso County Department of Human Services  
105 North Spruce  
Colorado Springs, Co 80905  
(719)444-5700

### **Report a Licensing Complaint**

Department of Human Services  
Child Care Licensing  
1575 Sherman St.  
Denver, Co 80203  
(303) 866-5948

### **To Obtain Childcare Rules and Regulations**

[http://www.cdhs.state.co.us/childcare/licensing\\_home.htm](http://www.cdhs.state.co.us/childcare/licensing_home.htm)

**Please sign and date this page. Keep handbook for a quick reference**

I, \_\_\_\_\_ have read and understood the policies and procedures of  
Corpus Christi Aftercare Handbook.

\_\_\_\_\_  
**Signature and Date**