



Lisa D's Homework Club Parent Handbook

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MISSION STATEMENT: To provide the perfect balance of academics, fun and rewards in a safe and nurturing environment.

WELCOME: Welcome! We would like to extend an open invitation for you to visit our site. It is a place that will provide optimum learning opportunities for your child. Our staff members are experienced educators. What we expect of parents and guardians is that you read the notices that we give to you. We also want you to feel free to offer suggestions, comments and moral support.

PURPOSE: The primary goal of our school age program is to provide quality childcare for children before and after school and during camp. The program provides a safe learning environment for all children and a place where the children will learn to work and play with others.

PHILOSOPHY: Our staff members believe that all children are valuable. All children are individuals and deserve respect as a child and as a person. All children should be able to respect and relate to other individuals around them.

PROGRAM GOALS AND OBJECTIVES: Our goals and objectives as childcare providers are to contribute to the child's growth and wellness. We know that developmental ability and personalities can vary widely at any age. We help children to build self-control by learning to follow rules, sharing, taking turns, and working in a group. Our goal is for each child to be able to grow emotionally, socially, and mentally.

In order to attain the above goals, the staff will help the child:

- Gain pride in their own cultural background.
- Learn to work independently.
- Learn to live and play effectively with other children and value one's own rights and the rights of others.
- Realize many opportunities to strive and succeed physically, intellectually and socially.
- To offer educational experiences to enrich children 5-13 years of ages.
- Arts & crafts, sports, games, and multi cultural activities, etc.
- Grow in ability to express feelings and to understand the difference between feeling angry and feeling empathy for others.
- To work together with our parents to ensure the well being of our child(ren).

ENSURING PROGRAM ACCESS FOR ALL CHILDREN:

We serve all people without regard to gender, religion, or ethnicity. Questions regarding this policy may be directed to 760-285-1765. Consideration is given to the individual needs of every child and the reasonable ability of the program to meet those needs. In meeting the individual needs of each child both parents and staff should consider the following:

Snack and Meals: Does the child have allergies to certain foods; require any special food that can be handled by childcare staff?

Before and after School Care: Is the child able to stay with the larger group of children during the homework hour or benefit from the small group setting?

All Day Child Care Summer Program: Is the child able to participate all day and have the energy level to do so? Can the child participate in swimming and other activities? Do you give permission for your child to be transported on field trips?

Medication: Does the child need daily on-going medication to be administered by staff? Are proper permission slips on file, as well as a procedure for documenting the administering of the medication?

FINANCIAL POLICIES AND PROCEDURES:

REGISTRATION: You may choose from one of 2 plans for before/after school: 3 days a week or 5 days a week. A non-refundable, non-transferable registration fee of \$75.00 is charged for each child annually for the school year. Our summer camp registration fee is \$125 per child annually, which pays for your Water World pass. All forms must be completed before the first day of attendance.

PAYMENT SCHEDULE:

Monthly: Payments are due the 1st of each month. Should the 1st fall on a Saturday or Sunday, payment is due the Friday before the 1st.

Semi-monthly: Payments are due on the 1st & 15th of each month. Should the 1st or 15th fall on a Saturday or Sunday, payment is due the Friday before the 1st & 15th.

Weekly: Payments are due on Friday before care is received. Should the program be closed on a Friday, payment is due the last day of the week that the center is open.

Checks or money orders: Made payable to the Lisa D's Homework Club. Cash payment must be for the exact amount. The sites cannot make change, but they can apply any credit to your next payment.

Returned Checks: Returned checks must be replaced by money order/cash for the amount of the check, plus a \$10.00 service fee.

Late Payments: A late fee of \$20.00 is added each time a payment is late. If payment is not received this can result in termination of childcare services.

BALANCE DUE POLICY: NO ONE will be allowed to carry total amount due for more than 1 week past the due date. If payments are not current within the 1 week of the due date, the child(ren) will lose their space in childcare. Fees cover the operation of the center, staff salaries, supplies, curriculum materials, snacks, water, electricity, etc. We need everybody to be responsible for his or her childcare payment so that we can continue to give the quality childcare our children deserve.

VACATION/SICK ABSENCES: Fees are calculated with 3 weeks of vacation/sick absence credit per year. Payment is required even if the child does not attend. Site Supervisors are to be notified in writing prior to a lengthy absence, or it may be determined that the child has left the program.

WITHDRAWING FROM THE PROGRAM:

To withdraw from the program the following is required: One week written notice given to the Site Supervisor specifying the last day of attendance. Tuition paid to cover the 1-week notice.

OPERATIONAL POLICIES AND PROCEDURES:

CENTER POLICY: Files are maintained on each child for health and attendance purposes. Files pertaining to eligibility standards and family service records are kept with limited access in files. Release of information from parent files is only provided with the consent of the parent who enrolled the child into the program. **Attendance is taken on a daily basis. We do not teach or enforce religious beliefs or practices.**

CENTER HOURS/DAYS OF OPERATION: Days of Operation: Monday - Friday 7am to 6pm.

PLACEMENT: Placement will be by grade level and according to individual needs.

VACATIONS/HOLIDAYS: See the September newsletter confirming exact days of closure for your site.

SIGNING IN & OUT PROCEDURES: A parent or designated person, who is at least 18 years of age, must sign the child in when brought to the center. Sign in includes full name and must match signature on driver's license. This is in compliance with Title 22 Licensing Regulations 101326.1 (b) and 101329.1 (a.1). The same process must be completed when picking the child up.

AUTHORIZATION TO PICK UP CHILDREN: No child will be released to a person not authorized by a parent to pick up the child. We must have written authorizations for persons picking up children who are not on the child's authorization list. Parents will be asked to list persons authorized when they register their child at the center. **ONLY** persons authorized in **WRITING** by the **PARENT** may pick up a child. This is for the child's protection. The staff will question anyone who is unfamiliar to them and check their ID and authorization to pick up a child. They will be stopped from taking the child if there isn't written authorization on file. If someone is not on the authorization list is planning to pick a child up, the parent must notify the Site Supervisor in writing and the parent must verify it verbally to the Site Supervisor. Remember: soccer, baseball games, practices, Brownies, Girl Scouts, Boy Scouts, meetings, etc. all need written authorization and verbal verification by a parent to the Site Director. **Reminder: Only written authorization will be accepted, along with verbal verification from the parent.** Staff will require that the person picking up the child show proper (photograph) identification at time of pick up.

DAILY ABSENCES: If a child is going to be absent the parent must call the appropriate center as soon as it is known that the child will not be attending. The program cannot be held responsible for any child who is not at the pick up point from school or not arriving at the childcare sites after school. **IF YOU FAIL TO CALL IN FOR ABSENCES MORE THAN 2 TIMES WITHIN A MONTH, YOU RISK LOSING CHILDCARE SERVICES.** Parents are to notify the center if a child is attending a school field trip. If the child returns late from a school field trip it is the parent's responsibility to communicate to the childcare site.

WE NEED TO KNOW WHERE THE CHILDREN ARE EVERY DAY FOR THEIR SAFETY AND PROTECTION.

The center's staff will do everything within their power to locate a missing child by:

- Calling the school office.
- Checking with the classroom teacher.
- Calling the parents at work and/or home.
- We will call the phone numbers listed for each child on the contact list.

LATE PICK UPS: Children need to be picked up on time everyday. Excessive late pick-ups will result in termination of all childcare services. After the closing time there will be a late charge of \$1.00 for every 1 minutes. This fee must be paid to the staff waiting at the time of pick up. Should a parent not have the means to pay the fee, it is due the following day. **Checks are to be made payable to the employee left waiting.** Should a parent fail to pick up their child(ren) by closing time the staff will attempt to call those listed on the emergency form. After **ONE (1) HOUR**, the proper authorities will be called and the child will be handed over to them. **REMEMBER**, if you or anyone on your authorization form changes jobs, offices, moves, etc. You must let the center staff know yours and their new address, phones #'s, etc. as soon as possible. This is the only way the staff can contact you if there is an emergency.

RELEASE OF CHILDREN'S RECORDS: Copies of children's records i.e. sign in/out sheets, physicals, registration forms, etc. can be released to the custodial parent(s)/guardian, who enrolled the child(ren) into the program. Copies of children's records will not be available to a non-custodial parent/guardian without the written permission of the custodial parent/guardian or through a court subpoena.

MEALS & SNACKS: The center will provide 1 snack on school days. For children with active appetites or special diet requirements you may wish to send an additional snack.

ZERO TOLERANCE POLICY: Lisa D's Homework Club has a zero tolerance policy for aggressive behavior. This means that if any child uses his (her) hands, feet or any miscellaneous object with the intent to injure another child, they may be immediately dismissed from the program. Dismissal is at the discretion of Lisa D's Homework Club and will be without a refund. NO CREDIT OR REFUND will be given if a child is suspended from the program.

SPECIAL CIRCUMSTANCES POLICY: When a child is mutually determined by the center's staff to need professional help beyond the capabilities of the staff, a referral to a professional resource in the community will be made to the family. It will be the families' responsibility to seek the help of a professional in cooperation with the center's efforts to best serve the child. If the family does not seek the professional guidance and the child's needs are beyond the recognized capabilities of the center's staff, the center reserves the right to terminate enrollment. If a child is terminated from the program due to a special circumstance, whether by the parent or center's staff, there is **NO REFUND OR CREDIT** given.

INCIDENT REPORTS: Incident reports will be filled out, a copy given to the parent and a copy placed in the child's file, if the child displays any of the following behaviors:

- Hitting, kicking, or biting the staff or other children
- Running away from the program/ teacher
- Damaging property belonging to the center, school and/or other children, abusive, foul or on-going unacceptable behavior
- Defiant, disruptive and/or out-of-control behavior
- If a child has three (3) incident reports filed within a year, the child will be dismissed from the program.

COUNSELING CENTERS: Lisa D's Homework Club will not recommend the use of certain counseling centers. The choice and decision has to be made by the parents or guardians of the child.

IMMEDIATE DISMISSAL FROM THE PROGRAM:

If it is determined necessary by the staff, Site Supervisor and Director, a child may be dismissed from the program effective immediately, if one or all of the following occur:

- A child is requiring constant one-on-one attention.
- A child is inflicting physical or emotional harm on other children.
- A child is physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program.
- A child has to be physically restrained from hurting other children/staff or themselves
- A child is constantly disrupting the class and shows no attempt to listen or abide by the rules.

There is **NO REFUND/CREDIT** given if dismissal is necessary due to a serious discipline situation.

TOYS FROM HOME: Toys must be left at home. If an item is brought to school we will not be responsible for it. No guns, or other toys representing destruction, are to be brought to the center. Lisa D's Homework Club is not responsible for the loss or damage to toys/games brought from home.

CLOTHING: We expect all children to wear comfortable, washable clothing. Children should not wear thong-type shoes or any clothing that may limit playing or movement. Tennis shoes are the safest to wear at the center. In the interest of safety, jackets are to have the cords removed.

PARENT CONFERENCE: Parents may request a parent/teacher conference or a director/parent conference to discuss their child's development or any other concerns. Upon request the staff will do a written observation of a child. We cannot emphasize enough the importance of parents sharing changes occurring in a child's life. Any changes a child may be experiencing at home will probably effect the child's behavior at school also.

We must be kept informed of any changes so that we can be sensitive to every child's needs. The staff's goal is to work as a team with the family to provide the best environment for the child's growth and development.

TAXES: Receipts will be given for cash payments and canceled checks can be used as a receipt for childcare payments. We advise parents to file receipts/canceled checks somewhere where they can be readily accessed as they serve as a record of total yearly childcare payments. **WE DO NOT PROVIDE STATEMENTS OF YEARLY TUITION PAYMENTS.** We do, however, have the IRS W-10 Tax Form available. Please see the Site Supervisor as tax time approaches.

DAMAGE TO PROPERTY: Should it be determined by collaboration between staff and parents that the property damage was the fault of a child; the parents/legal guardians will be responsible for all costs.

HEALTH AND SAFETY:

All children must be clean and in good health each day when they arrive at the center. We will not accept children who are ill. We must maintain a healthy environment for all of our children. If a child is ill, we expect the parents to make arrangements for their care. The site supervisor has the right to refuse admittance of any child if they have any signs of illness. These signs include, but are not limited to, runny nose and/or eyes, coughing or skin rashes. It is the parent's responsibility to call the site if the child is going to be absent. Other health problems such as pink eye, lice or worms must be immediately reported to the site so that we can check all children and take steps to halt the spread of the problem.

KEEP YOUR CHILD HOME IF THEY:

- Have a fever or have had one during the previous 24-hour period.
- Are taking an antibiotic (for the first 24 hours).
- Have a cold that is less than four days old.
- Have a heavy nasal discharge.
- Have a constant cough.
- Have symptoms of a possible communicable disease. These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever. Please notify us at once if the child should stay home.

If any symptoms of illness appear during the day, the parent will be contacted to pick up their child immediately. A physician's note may be required for any contagious disease. If a child is absent more than three (3) days, a doctor's excuse and authorization to return to the center may be required.

EMERGENCIES/INJURIES: In case of accidental injury we will make an immediate attempt to contact a parent. If necessary we will also call the ambulance or the paramedics. Until the arrival of the parent, an ambulance or the paramedics, the Site Supervisor will be in charge and make all decisions about the care of the child. Parents will assume responsibility for any resulting expense. The site will maintain a parent's signed consent form agreeing to this provision. It is to the child's benefit that the site is informed and all pertinent information is kept up-to-date such as, phone numbers, emergency contacts, etc.

HEAD LICE: Head lice are highly communicable. Once head lice make their way to the scalp, they begin to feed and this causes persistent itching. The key to prevention is avoiding contact with infested human hair or an object that harbors head lice. The insects themselves are only one to two millimeters long and their nits or eggs are sometimes mistaken for dandruff.

If a parent suspects a child has head lice:

- The family physician must be called.
- Nits must be removed with a lice comb and medicated shampoo.
- The child's clothing and surroundings must be cleaned.

Head lice are troublesome pests but rarely cause serious illness. The best way to protect your children is to teach them to avoid contact with items that could be carrying head lice, i.e. hats, combs, and brushes. **A child may not return to the program until they are lice and nit free. A staff member will check the child before they are admitted back into the program.**

ACCIDENT INSURANCE: Lisa D's Homework Club does not provide accident insurance.

GRIEVANCE PROCEDURES: If a problem or complaint should arise, please speak to your Center Director. Communication is the only way to ensure a successful program.

LATE/ABSENT: If your child is going to arrive late or will be absent from the program; please call 720-355-5384 to notify the staff. Please be ready to leave the following information:

- Child(ren) name.
- Your name and phone number.
- The date(s) of absence or when your child will arrive if late.

If your child arrives late to the program and the group is not present, please contact the staff at 720-355-5384.

VACATION: Please inform the staff if your child will be on vacation or will miss a day of the program. Program fees are not pro-rated for absences.

IDENTIFYING WHERE THE CHILDREN ARE AT ALL TIMES: At the beginning of each day, parents will sign-in. Once at the program, children will be placed in age appropriate rotation groups with a staff/child ratio no greater than 1:15. Along with head counts throughout the day, a buddy system will be used for everything such as getting drinks, bathroom breaks, and field trips. At the end of each day a parent must sign-out. Staff will follow up on any child not signed out to make sure they have made it home safely.

OFF-SITE TRIPS/PROGRAM: Children will be placed in attendance groups and buddy system will be used. Staff members will monitor head counts and a complete attendance will be taken on the bus before departing any location.

FIELD TRIPS: Parents give Lisa D's Homework Club permission to take children on field trips by signing the authorization form in the registration packet. By signing the authorization form, parents are agreeing that their child can be transported in one of the following manners: bus, van, walking, etc. Staff will notify parents of any scheduled field trips. For the safety of each child, participants attending field trips must leave and return with Lisa D's Homework Club. Parents who wish to pick up a child early must make prior arrangements with the Site Supervisor. While being transported, children will wear seat belts, if available, at all times in City vehicles. When taking a bus, all rules and regulations for riding buses will be followed. Children will be under constant supervision while on Field Trips. Visitors or relatives of the children are not allowed to attend trips, only registered participants and trained staff. In the event of an emergency while on the road, the staff will contact the Site Director determine the steps to be taken to ensure the safety of everyone.

VISITOR POLICY: Visitors to our program will be kept to a minimum. Students will not be permitted to bring friends to the program or meet them at the site. All visitors to the program will sign in and staff members will inspect and record a form of identification. Visitors will also be asked to wear a name tag for the duration of their visit. The name tag will be provided by staff when visitors sign in and present identification.

PROCEDURE CONCERNING PERSONAL BELONGINGS AND MONEY:

Participants are asked to not bring any personal property - IPODs, MP3 players, Gameboys, PSPs or money to the program. If a participant does bring personal property it will be his or her responsibility. Staff will notify parents through the calendar if extra money is needed for any activity. Otherwise, additional money is not encouraged.

Cellphones are discouraged at Lisa D's Homework Club and must be kept in backpacks if your child needs to have one. Staff members will have cell-phones available to contact your child or visa-versa.

Parents need to label all personal belongings brought to the program. Participants should have a bag labeled with their name to store their belongings. Any items left behind at the end of each week will be placed in the Lost & Found.

POLICY CONCERNING MEALS AND SNACKS:

Safe drinking water is freely available to children at all times. However, children should bring a full water bottle to the program every day for their use.

Children must bring their own lunches and snack to the program. Staff members will check lunches to determine if they meet one-third of the child's daily nutritional needs. If the lunch is not adequate, or the child fails to bring a lunch, the staff will contact the parent to provide a lunch. If the parent cannot be reached, the Site Supervisor will provide a nutritional meal for the child, and the parent WILL BE CHARGED \$8.00.

On occasion, participants or staff may want to bring treats/snacks for a party or celebration. These treats/snacks must be prepackaged store bought items.

STUDENT'S PERSONAL HYGIENE: Each child will be instructed to wash hands with soap and water before meals, after using toilet facilities and upon returning from field trips.

ILL CHILD POLICY: If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child will be separated from the group.

COMMUNICABLE DISEASES and ILLNESS POLICY:

Communicable diseases include, but are not limited to, the following: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shigella.

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and given a mat and blanket if wanted.

We ask that parents notify the staff if their child has been diagnosed with a communicable illness. The Director will notify the local Health Department, staff members, and all parents of the participants enrolled at that site if further action is necessary. The child's confidentiality will be maintained at all costs.

PARTICIPATION EXCLUSION: Parents can choose to exclude their child from participating in any activity. Please indicate in the appropriate place on the emergency card the activities you wish to have your child excluded from. When possible an alternate activity will be provided. If we cannot accommodate your child in an alternative activity, we may require that you keep your child at home on that day.

VIDEO AND PHOTOGRAPHY: Participants in any public facility or program may be photographed or video taped for use in city publications or promotional materials. Please inform the staff in writing if there are legitimate reasons why your child should not be photographed.

REPORTING ABUSE: Employees who work with children is required by law to report suspected abuse or neglect. The staff will call the Director and advise of the situation. Then the employee will call Social Services and/or the Police Department and report the suspected abuse/neglect. Social Services/Police Department will determine the next course of action.

SOCIAL SERVICES NUMBER BY COUNTY:

Adams/ 303.287.8831

Jefferson / 303.271.1388

Broomfield / 720.887.2200

COMPLAINTS: Complaints regarding suspected licensing violations must be reported to:
Colorado Department of Human Services Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
(303-866-5958)

Complaints regarding the actual program need to be reported to the following:
Lisa Caronna / 760-285-1765.

EMERGENCY POLICY (INCLUDING ACCIDENTS AND INJURIES): In the event of a medical emergency, accident, or injury, the parent will be notified. If needed, 911 will be called and paramedics will determine if transport to a hospital is necessary. A staff member will go to the hospital until a parent arrives. Parents must complete the section in the registration packet, which gives the Lisa D's Homework Club permission to secure medical attention and transport if the parent cannot be reached and the condition of the child warrants medical observation.

INCLEMENT WEATHER/EXCESSIVELY HOT WEATHER POLICY:

Lisa D's Homework Club is an outdoor/indoor program. In the case of inclement weather, steps will be taken to insure your child's safety. The following procedures may be followed:

Children will be kept inside if the temperature is below 30 or above 95. If extreme weather persists, a decision will be made to cancel programs. If weather is too severe for safe passage, parents will be asked to pick up all children at a safe location.

EVACUATION PROCEDURES:

Each site is required to have a written evacuation plan in case of natural disaster including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs in the park or shelter area.

If staff members decide that an evacuation is necessary, the following procedure will be used:

- Call 911 if deemed necessary.
- Children will be notified of the need for evacuation by blowing whistle three times.
- Staff will move children as a group in an organized manner to a predetermined safe location.
- Once students and staff are safe and secure, the Site Director will be notified of evacuation, the location, and status of the group.
- Site Director and staff will determine the next steps such as notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.
- Lisa D's Homework Club will conduct evacuation/tornado drills every monthly.

STORAGE OF MEDICATIONS:

Medications will be in a locked box and dispensed by a staff member at the appropriate time according to the dosage marked on the container. A written record of all medication dispensed is required and no medication may be kept with participants. Written permission from the child's doctor must be on file before prescription medication can be dispensed.

Medication must be kept in the original container. Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of medication, date filled, physicians name, child's name, and directions for dosage. When no longer needed, medications must be returned to parents or guardians, or destroyed.

Medication will be dispensed and a record made only by persons trained in first aid. Staff will be trained prior to administering medication to any child.

The written record of medication administered will include the child's name, date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

Children who have asthma will be permitted to carry their own inhalers and use them as directed once written parental consent and authorization of the prescribing practitioner is received.

Medications that require refrigeration: The procedure for storing and administering children's medicines and delegation of medication administration will be in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".

SUN PROTECTION: The staff must obtain the parent/guardian's written authorization to apply sunscreen on an emergency basis to their children's exposed skin. This authorization is in the registration packet. Parent's must apply sunscreen prior to dropping their child(ren) off at Homework Club.

DISCIPLINARY GUIDELINES:

Discipline will be appropriate and constructive or educational in nature such as:

- Diversion - redirect child to an appropriate activity.
- Separation of the child from the situation.
- Talking with the child about the situation.
- Praise for appropriate behavior.

Children will not be subjected to physical or emotional harm or humiliation. Staff members will not use corporal or other harsh punishment. Separation will be brief and appropriate for the child's age and circumstance. Child will be within hearing and vision range of a staff member. Authority to discipline will not be delegated to other children.

DISCIPLINARY ACTION PLAN:

Minor behavior problems:

- Child will be separated from the group.
- The staff and the child will determine when the child is able to return to the group.
- The staff will log the incident and what means of discipline was used.

Major behavior problem or continued inappropriate behavior:

- Child will be separated from the group.
- The staff and child will reflect upon the behavior and decide on problem-solving strategies.
- The staff member will notify parents and discuss their child's behavior and what the next steps will involve. These steps could include a parent/child and staff conference or behavior modification contract.

If a child breaks the contract, or if the safety of others is at risk, staff will contact the Site Director. The Site Director will decide whether to suspend the child temporarily from the program or whether the child should be removed from the program entirely. A parent or guardian is required to pick up their child in a timely fashion if they are unable to adhere to the disciplinary plan and/or determined by staff to pose a safety risk. The registration fee will not be pro-rated or refunded.

AMERICANS WITH DISABILITIES ACT:

Lisa D's Homework Club welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, national origin, age, or disability. If your child has a disability and you would like to request special accommodations, please contact the Site Director at 760-285-1765 least 24 hours prior to your first day of participation, preferably two weeks prior.

We support the Americans with Disabilities Act and strive to comply with all aspects of the law to ensure barrier-free participation. This includes extra staffing support, modified games and activities, and strong parent communication. It is our goal to make this a positive experience for all students regardless of physical or emotional disabilities.

ASSESSING SPECIAL NEEDS:

Childcare programs are required to make an individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. There may be situations where we are unable to accommodate a special needs child. Upon registration, parents with children with special needs will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether our program can meet the needs of the child.

The individualized healthcare plan shall include the following, as needed, for the child and must be signed by the health care provider:

- Medication schedule.
- Nutrition and feeding instructions.
- Medical equipment or adaptive devices, including instructions.
- Medical emergency instructions.

CONSIDERATIONS BEFORE ENROLLING A SPECIAL NEEDS CHILD:

Though our program is state licensed, please consider the following limitations of our program before enrolling your special needs child.

- Limited hand washing facilities.
- Limited restroom facilities.
- Many activities are held outdoors and students are exposed to sun.
- Field trips are held off-site and can be a difficult transition for many special needs children.

BULLYING POLICY: Bullying is not tolerated in Lisa D's Homework Club!

Bullying: Creating a "caring community" is one of the goals of the Lisa D's Homework Club. In order to achieve our goal, we will be working together to learn more about problems many young people face such as peer pressure, conflict, and bullying. Staff, students, and parents all play an important role in helping to create a caring community, one in which all children feel valued and safe.

If you believe your child is being bullied:

- Please notify the staff immediately.
- Make sure your child knows that if he/she is feeling bullied or unsafe he/she should notify any staff member right away.
- Any concerns may be brought to the attention of Lisa Caronna (760) 285-1765.

If your child is doing the bullying:

First Offense: Your child will be asked to write a "think sheet" to complete. This will encourage students to think through their actions and will encourage them to determine a more appropriate behavior. A staff member will contact you to discuss the incident and review the "think sheet."

Second Offense: Your child will be suspended from camp for the remainder of the day and you will be contacted to pick up your child in a timely manner. Depending on the severity of the incident, your child may be suspended for additional days as determined by the Site Director.

Third Offense: Your child will be required to leave the program.

Each situation will be dealt with on an individual basis. Staff will adhere to this policy as closely as possible.

A Parent's Guide to the Understanding of Child Sexual Abuse

Sometimes parents have to face issues they would rather avoid.

What is Sexual Abuse? The sexual abuse of a child occurs whenever any person forces, tricks or threatens a child in order to have sexual contact with him/her. This contact can include such a non-touching behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from sexual handling of child (fondling), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult's sexual needs or desires. "Candy is my best friend. I play at her house a lot. Today her daddy asked us to look at some pictures. They were nasty pictures of people with no clothes on". He said, "Doesn't that look like fun?" I didn't think so, but I said, "Yes".

Who Gets Sexually Abused? Any child of any age is a potential victim of sexual abuse. Here are some important facts to keep in mind. Although the majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.

- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret. "When Mommy goes to work, I stay at Mrs. Jenkin's house. I wish I didn't have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkins' son, Ralph, sometimes makes me do bad things. Yesterday he made me take off my underwear and he put his finger in my "privates". He said, "You better not tell". Children may keep a sexual assault a secret for many reasons. They may fear rejection, blame, punishment or abandonment; they may think people won't believe them. Boys are less likely to report an abuse than girls. *The closer the relationship of the offender to the child, the less likely it is that the child will report the incident.*

How Can You Determine If Sexual Abuse Has Taken Place? First and foremost, if your children confide that they have been sexually assaulted, believe them! Children very seldom lie about such a serious matter. Also be aware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography and oral sex usually present no physical signs of abuse.

If a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching or bleeding in the genital or anal area discomfort in walking or sitting
- The discovery of a sexually transmitted disease

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances.
- Bed-wetting.
- Fear of certain places or certain people (*such as daycare center or a friend*).
- Loss of appetite.
- Clinging to a parent more than usual.
- Behaving as a younger child (*such as an older child sucking his/her thumb*).
- Withdrawal.
- Excessive masturbation.
- Unexplained changes in behavior at school day care, or in relations with peers.
- Acting out the abuse with dolls, friends, or through drawings.

Keep in mind that although these are the most common signs of sexual abuse, there may be other causes for these changes. However, sexual abuse **should not** be ruled out as a possibility.

What Can You Do To Prevent Sexual Abuse? You teach your children many safety rules. You tell them to look both ways before crossing the street what to do if they get hurt, not to talk to strangers and so on. Discussion relating to sexual abuse prevention can be included in this normal teaching process. Your children need not be made afraid or suspicious of all adults in order to accomplish this. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does anything that makes them uncomfortable, they should report it to you or another adult that they trust. You can teach your children they have the right to say "NO" if asked to do something that make them uncomfortable, even if the person who asks is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter-of-fact.

Other Things Parents Can Do To Lessen The Risks Of Sexual Abuse:

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children that have regular contact with your child.
- Check out fully any baby-sitters or day care providers. Ask for references and then check them. Do not use childcare settings that prohibit drop-in visiting. Visit your child's daycare facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary. "Uncle Bill takes me to lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his thing. I want to tell Mom, but I'm scared she'd get mad."

What IF You Discover Your Child Had Been Sexually Abused?:

Children's reactions to being sexually abused differ greatly from child to child because of the child's age, his/her personality, and nature of the offense. The offender's relationship to the child and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset by the abuse; often, they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term.

The following are some suggestions if you discover your child has been sexually abused:

- Believe your child; reinforce that fact he/she is not to blame for what happened.
- Immediately report the abuse to the proper authorities/Child Protective Services or any law enforcement agency.
- Assure your child that you still love him/her.
- Allow your child to talk about the incident(s), but do not pressure him or her to do so.
- Let your child know that he/ she will be protected from further assault. Protection of your child should be your first concern.
- Seek medical care if you suspect any sexual abuse may have occurred. Although sex offenders rarely seriously damage children physically, internal injury may have occurred and the risk of a sexually transmitted disease must be considered.
- Discuss any possible medical complications with your physician.
- Be aware of your own feelings concerning the abuse. Although you may have many feelings including shock, anger and disbelief, make sure your child understands your feelings are not aimed at him/her.

Remember, you have the primary responsibility for your child's well being. With a little time and effort you may prevent your child from being injured in an abusive situation.

Just Sexual Abuse?:

Be aware of other forms of abuse, especially if your child is left in the care of others. Make it a habit to examine your child's body. *(This can be done in a casual manner while dressing or bathing.)* Question any unusual marks, bruises, bumps, welts, etc. While everyone should report suspected child abuse and neglect, the Colorado Penal Code provides that certain professionals and laypersons must report suspected abuse to the proper authorities. The mandate reporters include: Any childcare custodian (*teachers, licensing daycare workers, foster parents, social workers*) Medical Practitioners (*physicians, dentists, psychologist, nurses*) Non-Medical Practitioners (*public health employees, counselors, religious practitioners who treat children, probation officers, county welfare department employees*).

Employees of a child protective agency who fail to report suspected abuse by a mandated report (listed above) within 36 hours is a misdemeanor punishable by up to 6 months in county jail, a fine of not more than \$1,000 or both. If you believe a child is being (or has been abused by an individual or relative) report it to any police or sheriffs department.