

Parent Handbook 2023-2024



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RANCH HOUSE
7676 S. Continental Divide Rd.
Littleton, Colorado 80127
303.979.4070

COMMUNITY CENTER
1 Club Drive
Littleton, Colorado 80127
303.979.2233

DAKOTA LODGE
14422 W. Ken-Caryl Avenue
Littleton, Colorado 80127
303.979.4070

Welcome Families!

Welcome to Ken-Caryl Ranch Metropolitan District's (KCRMD) Preschool 2023 - 2024 school year! It is our pleasure to offer your child a great school year experience. This school year will be full of immersive and educational fun, brand new adventures, and making new friends.

To help us best serve you and your child, please read the following information on program policies and procedures. If you have any questions, comments, or suggestions, please feel free to contact me at (303)565-4519 x206 or at carac@kcranch.org.

We look forward to playing, learning, and growing with you and your family!
Sincerely,

Cara Curtis & the Preschool Staff

Ken-Caryl Ranch Preschool Mission Statement

We work to build a strong community with families by using a whole child approach to early education. We provide children with opportunities to develop socially, emotionally, and academically in a nurturing and enriching environment. As a dedicated team, we encourage educational exploration and healthy lifestyles as we foster a smooth transition from preschool to elementary school!

Core Values:

Passion • Diversity • Compassion • Integrity • Innovate • Empower

PROGRAM LOCATIONS & CONTACT INFORMATION

Full Day Location: Community Center		Half Day Location: Ranch House	
Address:	1 Club Drive Littleton, CO 80127	Address:	7676 S CNTNTL DIV Littleton, CO 80127
Ages 3 - 5:	Rainbow Room 303-979-2233 ext. 210	Ages 3 - 5:	Columbine Room 303-979-1876 ext. 142

PROGRAM FEES & PAYMENT

A \$125 annual registration fee per child or \$156 for non-District residents is due at the time of your child's enrollment and is non-refundable if your child is withdrawn from the program for any reason.

2023– 2024 Program Fees (Cost per month, August-May)

	Full Week**	Three Days (M/W/F)**	Two Days (T/Th)**
Full Day (Community Center Only)			
Resident	\$753	\$496	\$331
Non-Resident	\$941	\$620	\$414
Half Day (Ranch House Only)			
Resident	\$510	\$328	\$218
Non-Resident	\$638	\$410	\$273

**A non-refundable/transferable registration fee is due at the time of registration.

PAYMENT AND INVOICING

Payment is due the month prior for each month (August-May) and will be automatically charged to the credit card on file. A credit card is required to be on file to participate in the program. Payment must be received in full or you will be assessed an additional \$25 late fee for each late occurrence if the credit card is declined and your child will not be able to come to school until the balance is paid.

IRS STATEMENTS

The Program can provide an itemized statement for tax purposes. We also suggest that you keep a record of your monthly payments as an accurate account of your childcare expenses. The KCRMD Taxpayer Identification number is 84-1087303 for the Child Care Expenses form.

How to print your Tax Receipts:

1. Begin at the Ken-Caryl Ranch home page, <https://ken-carylranh.org/>
2. Click on the teal hexagon, *Register*, in the middle of the page at the top.
3. Click the yellow Sign In/Up button. *Do not create a new account! (If you don't know your password use the forgot password link)
4. After you are logged in click My Account button at the top right of the page.
5. This should bring you to a page saying **Account Options for "Your Name"** at the top. Underneath the Payment and Order Management heading, click on *Childcare Receipt*.
6. You will change the tax year to the year you need to print a receipt and move all family members over from the left box (available family members) to the right box (selected family members).
7. Once you have done that, click the dark grey *Run Report* button on the right-hand side.

8. This will bring you to a new page with your tax receipt for the year requested (2018, etc.) that you are able to view and print.

REGISTRATION INFORMATION

We offer program for 10 months of the year and follow the Jeffco School District school calendar as much as possible. Our program welcomes students of all backgrounds to attend. Our program does not discriminate based on gender, race, color, creed, national origin, or ethnic background.

Registration is done online and can be found here:

https://apm.activecommunities.com/kcranchmetrodistrict/Activity_Search?detailskeyword=BEFORE&IsAdvanced=False&ddlSortBy=Activity+name&DaysOfWeek=0000000&SearchFor=2&SearchLevelID=2&NumberOfItemsPerPage=20&IsSearch=true

Registration for the next school year begins in February. You will be notified via email of exact dates as they get closer. A registration fee is required at registration to reserve space in the program and is non-refundable. Prior to the start date of the school year, families will receive a Welcome Packet email containing all information about where to go, what to bring and the preschool expectations. We utilize digital file storage where all your child's health, contact, and other required information will be uploaded and stored securely on our servers for easy access by the school when needed. All children are required by the Colorado Department of Social Services to have on file a current immunization record and a thorough medical examination before entering the program.

All required paperwork must be uploaded to ePACT (our secure digital filing system) prior to the first day of attendance or your child may not attend KCRP.

To attend care, all families must provide the following for each student through ePACT:

- Program registration online
- Current General Health Appraisal form (Your child's pediatrician should have this form, also attached to welcome e-mail)
- Your child's ePACT profile
- Current immunization record
- If needed, medication administration or health care plan forms*

If the desired schedule for your child is currently full, your child's name will be added to the program's waitlist. Removal from the waitlist and admission into a classroom will depend on space available based on individual classroom ratios. All paperwork must be completed, and the registration fee paid when a child is removed from the waitlist and enrolled into a classroom.

ADA(Children with Special Needs Policy)

a. The program will partner with families of children with special needs to support their inclusion. The teachers talk about inclusion in the classroom with all students. Teachers support inclusion with all students of all abilities. The program will make reasonable accommodations to support students with special needs.

- b. The program will partner with families of children with special needs to meet their learning and development goals. We will look at each child's educational needs individually.
- c. All reasonable efforts will be made to accommodate special needs of children entering a program in compliance with ADA. The district prohibits discrimination against people with disabilities. The district makes every possible reasonable accommodation for people with disabilities so that everyone may enjoy the programs and services we offer.
- If your family is waitlisted, you will be contacted via email when program openings occur.

PROGRAM HOURS OF OPERATION

Location	Hours of Operation
Rainbow Room, Community Center	9 am – 3 pm
Columbine Room, Ranch House	9 am – 12 pm

o **The program is closed Sept. 4 & 22, Oct. 19-20, Nov. 20-24, Dec. 20-Jan. 3, Jan 15, Feb. 16 & 19, Mar. 15 - 22, April 26.** Check the website for the most current preschool calendar.

Dates are subject to change. We will follow Jeffco Public Schools (specifically Bradford and Shaffer) as much as possible. Minicamp is offered during winter and spring break for an additional fee.

- o **First Day of School:** August 17th
- o **Last Day of School:** May 17th

CANCELLATION POLICY

Parents and guardians are responsible for paying for time reserved, not time used. Once a classroom space is reserved for a child, staffing is planned, and supplies are purchased, often weeks ahead of time. Therefore, fees the parent/guardian pays are not refundable or available for credit to another month. Refunds are not available for illness, occasional absences, snow days, field trips, vacations, or days the school is closed.

All program cancellations **must** be received via e-mail to the Director (carac@kcranch.org) 30 days in advance. Payment for the following 30 days will be required and will be pro-rated. The annual registration fee is non-refundable/non-transferable. If you choose to re-enroll your child in the program, you will be required to pay the non-refundable/non-transferable registration fee upon re-admittance to the program.

PROGRAM EXPECTATIONS

Parents may expect that:

- Their child is cared for in a safe, supportive environment.

- They are encouraged to share ideas, feedback, and concerns with any KCRMD staff
- They will be contacted to discuss and address any challenging behaviors.
- Their child will be engaged in a variety of high-quality enrichment activities all day!

The program expects that parents will:

- Read all distributed materials and read any emails sent out.
- Pay fees on time as explained in the Program Fees section.
- Keep the child's records up to date with Program Director.
- Drop off and pick up child on time.
- Follow the health policy as explained in the Health and Safety section.
- Contact the program if their child will not be attending on a scheduled day.
- Cooperate in efforts to address challenging behaviors.

Children may expect:

- To have a safe, caring, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To receive respectful and fair treatment.
- To have discipline that is constructive and non-punitive.
- To receive nurturing care from staff members who are actively involved with them.
- To have a variety of recreational opportunities for learning, fun and growth.

The program expects that the children will:

- Follow program rules.
- Remain with the group and program staff at all times.
- Learn to take care of materials and equipment used.
- Show respect and kindness to the other children and staff through action and words.
- Develop self-confidence through exploration and play.

Our goal is to create a safe, respectful, and positive community where students can thrive. Please review these expectations with your students.

PROGRAM NUTS & BOLTS

What to Bring to School *(Please bring the following each day of school. If additional items are needed on specific days, you will be notified. Please label all child's belongings with first and last name):*

- A reusable water bottle
- Tennis shoes or sandals that attach to the foot and protect the toes (**NO FLIP FLOPS**)
- Clothes that can get dirty and at least one extra of the following (labeled and in a Ziplock) to stay at school:
 - Shoes
 - Underwear
 - T-shirt
 - Shorts/pants

- A fun and positive attitude

Things to Leave at Home:

- Toys from home
- Valuables/Money
- Cell phones, portable game devices, and other electronics
- Nut filled snacks or lunch

Meals & Snacks

- **Please** send children to school with one snack (half day) or two snacks and a lunch (full day) every day. We require these snacks to be **NUT AND PEANUT FREE** and encourage snacks and lunch to be healthy and nutritious.
- Snacks and lunches will not be refrigerated; therefore, we ask that you send your food in with an appropriate ice pack.
- **Please mark all lunch boxes/containers/ice packs with the child's first and last name each day and label each snack if you have a preference on what they eat when.**
- During school, children will take part in occasional food parties and cooking projects. **Please inform the Program Director of any food allergies** prior to your child attending school and make sure your child's information is up to date with the appropriate medical records.

Attendance & Safety

Upon arrival and periodically during the day attendance will be taken to confirm a child is present and accounted for, both on and off site.

- **Parents or another authorized adult are required to sign out their child(s) every day of school.**
 - KCRMD and Social Services require that each child be signed in and out each day by a parent or other person with written authorization. For the safety of all, code words will be utilized in lieu of signatures. Please inform any authorized person dropping off or picking up your child of your code word. Your code word will be the word you choose on your ePACT profile.
 - **If you or an authorized person needs to drop off or pick up early, e-mail KCRpteachers@kcranch.org to ensure all teachers and the Director are aware of the situation.**

In the case a child does become lost, staff will notify the parents and local authorities immediately. Any lost child is reported to the police and Department of Social Services.

Authorized Release of Children

Children will be allowed to leave with authorized persons other than the parent only if permission has been given on the Parent/Legal Guardian portion of ePACT. In the case of an emergency, permission can be given in an e-mail or by phone message from the parents. When an unauthorized individual seeks the release of a child, the Director will be contacted along with any parent or guardian to ensure the child's safety.

Absences

- If you know your child will not be attending the program on a given day or if they're ill and won't be coming to school, please notify the staff by emailing kcrpteachers@kcranch.org.

Drop & Pick Up

- We utilize a contactless drop off and pick up process for the safety and wellbeing of our families and staff. Parents are not allowed inside the facility. For safety reasons, each family will have a unique codeword of their choosing that they will enter into ePACT to be used in the place of signatures. KCRMD accepts responsibility as the student care provider upon the parent's drop off and when their codeword is stated. Students of the program can be found in the designated room assigned at each facility unless otherwise stated. Parents may not leave a student at a KCRMD program site unless staff is there to supervise the student.
- **Parents, or another authorized adult, are required to “sign out” or provide their codeword every day of program at drop off and pick-up.**

Site Specific Drop Off and Pick Up Procedures

Ranch House Drop-Off:

- Please park along the curb in front of the building.
- When the staff member is at the door they will check your kiddos in
- Once checked in the students will wait together until all classmates have arrived.

Ranch House Pick-Up:

- The staff member will be at the door at noon. Parents will park along the curb in front of the building. Parent/Guardian must inform the staff member of their code word, and their student will be released.

Community Center Drop-Off:

- The parent will bring their child to the classroom door and will knock, alerting the staff they are there.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The student will enter the room and put their belongings away.

Community Center Pick-Up:

- The parents will knock on the classroom door, alerting the staff they are there.
- After knocking, the parent will take a step back allowing space for the staff member to safely open the door and greet the student.
- The staff member will answer and ask parent for the codeword and will then sign the student out.
- The staff member will then help the student get their belongings together and direct them to the door. The student will meet the parent at the door and walk out.

Late Policy

Our program ends at 3:00pm; parents whose child remains past the end of the day will pay late fees:

\$3 for every minute after program closes (per child)

The child may be withdrawn from the program if three late charges occur. Staff will document late pick-ups, you will be given a late pick-up form, and your credit card on

file will be charged. A copy will also be given to the director. If a child is not picked up 5 minutes after the program end time, staff will call parents and exhaust all emergency contacts to ensure child's safe pick-up. If all contacts are exhausted and parents and emergency contacts cannot be reached within 1 hour of the program end, the Program Director will notify the Recreation Director, and contact the local authorities and/or police to handle the situation.

We understand there are certain circumstances out of your control. If you know you are going to be late, please e-mail KCRPteachers@kcranch.org if possible or call the classroom to inform teachers of your arrival time.

Rest time (FULL DAY ONLY)

Rest time is a licensing requirement set forth by the Office of Early Childhood. We have rest time in each classroom for children in the full day program. Rest times consists of sleep or quiet time activities (coloring, reading, etc.) for children that don't nap. A comfortable, soft place for children to rest individually is required by licensing. You will need a crib sized sheet and blanket to go on top of the mat that we provide. Please ensure your child's rest materials can be rolled into one bundle that will fit into a standard sized tote bag or in their cubbies. Children are given quiet time, and if they choose to not nap, they will be given an activity. Parents must take bedding home at the end of each week to wash and bring back the following week.

Birthdays and Holiday Celebrations

We realize that birthdays are a very special and exciting part of a child's development. We are happy to celebrate each child's birthday in the classroom. For the safety of the student's, we don't allow homemade food to be shared amongst participants. Please e-mail the Director for approval of food that is still in its original packaging from the store. Keep in mind all ingredients must be listed and we are a nut free preschool.

Ken-Caryl Ranch Preschool welcomes both religious and cultural diversity in our classrooms. Because it would be impossible to celebrate all the holidays necessary to be completely inclusive, we reserve the right to celebrate the holidays that are specific to the children attending in each classroom at any given time.

Diapering and Toileting

All children enrolled in the program must be toilet trained and in cloth undergarments during their time at the center. **We cannot provide diapering of any sort due to the nature of our childcare license.** Pull-ups, swim diapers or diapers are not permissible at any time and children needing such will not be deemed toilet trained and will not be allowed to continue with the program. Strong independent toilet training skills include wiping by themselves, no more than two accidents in a week and no more than four accidents in a month.

We do understand that children have accidents. We ask that each child keep at least one extra set of clothes at school in their classrooms. In the case of an accident, soiled clothing will be stored in a bag and placed with the child's belongings to go home for laundering.

Visitors

We will have career or parent reader days throughout the year and other volunteers will come visit on site. All visitors must sign into our visitor log required by licensing and will be allowed in the classroom as long as a background checked employee is present at all times.

Behavior Guidance Policy

A variety of methods will be used to cultivate positive relations with family. Our program environment is warm and welcoming, so all children and parents feel a sense of belonging and membership. Our goal is to foster positive relationships between families to create a sense of community that allows for open communication should a challenge arise.

As standard procedure, staff will use a combination of positive re-direction techniques, giving children choices, offering help with problem-solving, offering natural consequences, and offering "cooling off" periods. These different methods help the child to internalize rules and to become self-directed in their behavior.

Discipline is not ever associated with food, napping, or toilet use. All staff, volunteers, and visitors participating in classroom activities will treat students with kindness, courtesy, and respect will expect the same from our students. Staff will be consistent and fair to all students when implementing the child guidance techniques.

The preschool program cannot serve students who display chronically disruptive behavior that is unsafe for themselves or others in the program. Examples of these behaviors may include behavior that inflicts physical or emotional harm on other students, abuses the staff, or ignores or disobeys rules designed to keep all students and staff safe.

We rely on positive rewards and redirection for behavior management. If these strategies are not effective, staff will contact the family to discuss strategies to help the student be successful.

Repeated behaviors that are unsafe or inflict physical or emotional harm on others will be addressed in the following manner:

- A staff member will verbally redirect the child's behavior.
- If the disruptive behavior continues or repeats, a staff member will speak with the child and will decide upon an appropriate natural consequence.
- Staff will communicate the behavior with parents to come up with a plan to help the student; this may include a smiley face chart to be sent home weekly.
- Documentation of the behavior(s) will be made.
- If the behavior is more severe, a staff will fill out a Behavior Report that will be given to the parent picking up. The Director will receive a copy and will contact the family to discuss the situation.
- The family will be contacted if the problem persists over a period of time, and we will sit down together to figure out how to help your child thrive at school.
- If a student receives three written Behavior Reports, the student will be suspended effective at the end of the day of the third report. During the first week of the student's suspension, the parents and caregiver will meet in a conference setting in order to determine the conditions for reinstatement.

Parents will be responsible for the payment of tuition during the period of suspension or until the student is withdrawn from the program or is discharged.

- If the student is reinstated in the program and receives a fourth behavior-related incident report, the Director may suspend the student immediately and notify the parent to pick up the student. The student will be discharged from all youth programs effective the next day. Parents will not be responsible for payment for any tuition after the date of discharge.
- If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program or any staff, discharge will be seriously considered. This includes any type of physical abuse inflicted by the child on staff or other children.

Family Dismissal from the Program

A family may be dismissed from the program if the family does not comply with program policies. Reasonable efforts will be made to assist families in understanding and following our program policies. This scenario will be handled in the following manner:

- A staff member will verbally remind family of the policies and procedures that are not being followed.
- If the behavior continues, family will be contacted by the Program Director to discuss the policies and procedures that are not being followed.
- If the behavior continues, the Program Director and Recreation Director will meet with the family and discuss the policies and procedures in question and together they will come up with a plan to address the situation.
- If the policies and procedures are again not followed as laid out in the above plan, the family may be dismissed from the program at the discretion of the Program Director and Recreation Director. The family will not be responsible for payment for any tuition after the date of dismissal.

HEALTH AND SAFETY

SICK AT KCR YOUTH PROGRAMS

- If a participant has any one of the following conditions, the parent will be notified to pick up the participants immediately: **contagious disease, fever over 100.4F, vomiting or diarrhea, an accident requiring medical attention or the inability to participate in KCR Care activities.**

For more guidelines on when to stay home, reference [How Sick is Too Sick](#) published from CDPHE. Check out CDPHE recommended [Prevention Strategies](#)

- In case of **serious accident or illness**, parents of the participants will be called immediately. If necessary, the participants will be taken to one of the local hospitals by an emergency vehicle for treatment and the parents will be called as soon as possible. KCRMD will contact West Metro Fire Department who assumes the immediate care and responsibility if parents are not on the scene. Medical expenses will be the responsibility of the parent or legal guardian.
- If your student is absent due to illness during one or more of the scheduled attendance days the family is still responsible for payment.

- No credits or refunds will be given for sick days. Exceptions can be made in case of prolonged illness with a doctor's letter. All final decisions will be made by the director.

If a child becomes sick with any of these and is unable to participate in the day's activities at school, the parent/guardian will be called. It is expected that the parent, or another designated adult, will pick up the child within the hour.

Staff will follow this procedure if a child is to become ill while in the classroom:

1. Staff shall listen to the child's complaints of not feeling well.
2. They will make the child as comfortable as possible, separating them from the group if necessary (in sight of a staff member,) and pull the child's medical file.
3. All reasonable efforts will be made to respond to the child's complaints and to return the child to their activity if possible.
4. If a staff member feels that the child can no longer comfortably continue in the classroom, or if staff can no longer attend to the rest of the group, the child will be brought to the Program Director for further assessment.
5. Reported symptoms will be evaluated by the Program Director, and parents or guardians will be called if the child cannot comfortably return to the classroom. Any reportable communicable illnesses will be reported to the department of public health by the Program Director.
6. If a parent or guardian cannot be reached, staff will attempt to contact anyone else who is listed as an emergency contact on the child's emergency form to have them pick the child up.

If your child has a known medical condition (allergy, asthma, diabetes, seizure disorder, etc.) please contact the Program Director and make sure your child's medical information and ePACT profile is up to date. Please provide necessary medication and appropriate forms for its use via your healthcare provider.

Accident Reports

If a child is involved in an accident while at school, the staff will complete an Accident Report which will be sent home with the parents or guardians. This report will also remain on file with the director.

Medication Administration

- When a student must take prescription or over the counter medicine, the parent must provide a completed, signed medication authorization form. Please contact the Director for the applicable form.
- The medication must be provided in the original container accompanied by the doctors' directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one -month supply should remain at the program at any time. All medication will be stored in a locked box accessible only to staff trained in medication administration.

Sunscreen

- Our program uses Rocky Mountain Sunscreens 50 SPF broad spectrum sunscreen.

- Should your student need to utilize a different brand of sunscreen, please send the sunscreen in the original container, labeled with your student's name. Please inform the staff and/or director if you will be supplying sunscreen for your student

Transition plan

a. Transitioning into preschool for the first time is a new but sometimes intimidating experience. Ken Caryl Ranch Preschool teachers want to help make the transition easy. We have an open house time for an hour where students and parents can come and meet the teachers and get to see the classroom. This is a time where we will go over the parent handbook, teacher introductions and there will be time for Q&A. At any time if the transition needs extra support, we have an open-door policy to meet with families and students to see how we can support further.

b. Transitioning mid-year enrollments are also very important to our program and class. We can do a tour and meet the teachers before the start date to the best of our abilities. We will introduce the child and have intentional get to socialization activities. At any time if the transition needs extra support, we have an open-door policy to meet with families and students to see how we can support further.

c. Transitioning out of the preschool if a child moves away is another time KCR teachers will support the child and their family. We will talk about it individually with each child and in a group, setting based on how comfortable the family is with sharing those details. We will host a farewell party so friends can say their goodbyes. At any time if the student needs extra support, we have an open-door policy to meet with families and students to see how we can support further.

d. Transitioning into kindergarten is another milestone in our preschool. It is always bittersweet when a child ages out of our program and we want to make sure that transition is supported and easy as possible for the child. Toward the end of the school year, we start talking about kindergarten and what it looks like. We help the transitioning students by networking with the surrounding elementary schools. We also host a final graduation day at the end of the school year where we invite all families and students to attend to say farewell and good luck. Ongoing kindergarteners will get a completion certificate for preschool and will be recognized during the graduation ceremony. At any time if the transition needs extra support, we have an open-door policy to meet with families and students to see how we can support further.

Interpreters and resources for communication policy

If families need an interpreter KCR will support by using a translator for the appropriate language with someone in the organization and if no one else is available, they will try their best to communicate through online translation. Staff will be welcoming and support all incoming families with their home language.

Community Service Policy

We strive to connect our families with doctors, dentists and partnership near Ken Caryl Ranch:

Doctors

- [Greenwood Pediatrics](#)
- [Littleton Pediatric Medical Center](#)

Dentists

- [Blue Sage Dental](#)
- [Sprout and Bloom Pediatric Dentistry](#)

b. [Jefferson center for mental health](#)

c. KCRP Partnership with [Open Arms food bank](#)

d. [WIC](#) information

Inclement Weather

In the case of inclement weather children will be allowed to play outdoors in temperatures above 25 degrees F (when dressed appropriately) and as hot as 100 degrees F (when proper shading and hydrating conditions exist). Otherwise, children will be required to play indoors. If we feel weather conditions create health hazards to the safety and wellbeing of program participants and staff (i.e. tornados, flooding, etc.) we reserve the right to close the program.

Emergency Plan

In case of an emergency or natural disaster we follow the procedures listed below:

Someone appearing on KCRMD property with a firearm

- 911 will be called and children will be taken out of danger by initiating a lockdown following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.
- Quarterly drills will be practiced.

Someone appearing inside KCRMD property with a firearm

- 911 will be called and children will be taken out of danger by initiating a lockdown following Standard Response Protocol (SRP) procedures.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly drills will be practiced.

Flooding

- Staff will move to a safe location as conditions further deteriorate, provide any first responder emergency care as needed (CPR, First Aid, etc.) and take attendance.
- Staff will call emergency authorities to report the situation and request help if needed.
- Staff will call Program Director or Recreation Director.
- If a District vehicle is safe for transportation, staff will use it cautiously to transport participants to safety. If necessary, wait for emergency medical vehicles for transportation.
- Parents or all authorized guardians will be notified as soon as possible.

Tornadoes

- Staff will locate the safest place, take attendance, call local authorities/emergency services and call Program Director.
- If indoors, staff will find a basement or a room with no windows (i.e. gymnasium, bathroom, etc.)
- If outdoors, staff will help children lay flat on the ground in a ditch.
- Parents or all authorized guardians will be notified as soon as possible.
- Monthly seasonal drills will be practiced.

Fire

- Staff will direct children to move quickly and orderly to the designated exit while one staff will check restrooms.
 - All participants will walk in an orderly manner to the outside area—one program leader will lead, and one will bring up the rear behind all participants.
 - Attendance will be taken. If there is anyone unaccounted for, staff will alert the Program Director and they will alert Emergency Personnel.
- The group will stay in the designated area until emergency personnel give further instruction.
- Monthly drills will be practiced.

Evacuation

If the entire area must be evacuated due to a hazard announced by Emergency Personnel, staff and children will be moved to the pre-designated relocation site. The person in charge will ensure a notice of the relocation site is posted on the entry to the facility which includes contact information. On arrival at the pre-designated relocation site, the person in charge will direct selected staff to notify parents or guardians to come pick up their children at the pre-designated relocation site.

- In Case of an Evacuation to the WEST – we will travel via KCRMD 14-passenger buses to the Ken-Caryl Dakota Lodge (14422 W. Ken Caryl Ave. Littleton, CO 80127, 303-979-1876)
- In Case of an Evacuation to the EAST we will travel via KCRMD 14-passenger buses to Ken-Caryl Ranch House (7676 S. Continental Divide Road, Littleton, CO 80127, 303-979-1876)

PROGRAM LICENSING

The KCRMD Preschool Program is licensed by the State of Colorado, therefore we are held to high safety and programming standards. A copy of the licensing plan is available for your viewing at all times. Please contact the Preschool Director for more information.

REPORTING STUDENT ABUSE/LICENSING VIOLATIONS

Safety

- Staff will keep a child from getting into a car with a parent or guardian under the influence of drugs or alcohol. They will call the police to give the child and parent a ride home. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol because the program insurance does not cover transportation unrelated to the program.
- The program's **license requires staff to report suspected cases of child abuse** to local authorities. This includes the reporting of neglect or parents who appear to be impaired by drugs or alcohol.

“Any parent/staff who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County

Department of Social Services in the county in which the student resides, or local law enforcement agency in the community in which the incident is believed to have occurred. Any complaint or reasonable causes of suspected licensing violations with a childcare facility shall be filed with the Colorado Department of Social Services."

Suspected Student Abuse reported to: Jefferson County Department of Human Services 900 Jeffco Parkway Golden, CO 80401 (303) 271-4131	Licensing Violations reported to: Colorado Department of Social Services Division of Student Care 1575 Sherman Street Denver, CO 80203 (303) 866-5958
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FAQ's

1. If our student attended the program the previous year, do we need to fill out new forms?

Yes! We are required by law to update our forms annually at the minimum. We are requiring completion/reconfirmation of an ePact profile at the start of every program attended. If you have completed one for summer, you will need to "reconfirm" your student's information when ePact notifies you to for the start of the school-year.

2. Do the registered families receive priority registration for summer camps?

We no longer offer priority registration for summer camps. There will be two registration windows, one for KCR Residents and one for Non-KCR Residents.

3. Who should we call when our student will not be attending the program or becomes ill while attending school during a scheduled day to attend?

Please email kcrpteachers@kcranch.org

4. Is there coverage for days the school is closed?

No, unless there is a mini-camp offered (in purple on the family calendar).

5. Does calling ahead relinquish parents from paying the late fee if they arrive after 3:00pm?

No. The fee for picking up after 3:00pm is \$3 per minute, per student and the credit card on file will be charged.