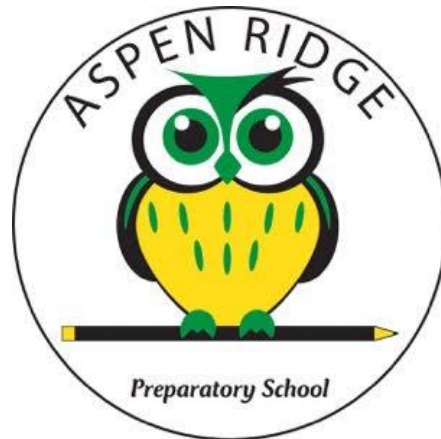


ARPS OWL'S NEST PARENT HANDBOOK 2017/2018

(Before and After Care)



Contact:

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Hours:

Early Birds (Before Care): 6:30 am - 8:00 am
Late Owls (After Care): 3:15 pm - 6:00 pm
Power ½ Hour (Before Care): 7:30 am - 8:00 am (Power ½ hour does not include breakfast)
Power Hour (After Care): 3:30 pm - 4:30 pm (Power hour does not include snack)

Cost:

Early Birds (Before Care): \$10 Per Day

Late Owls (After Care): \$15 Per Day

Power 1/2 Hour (Before Care): \$5 Per Day

Power Hour (After Care): \$5 Per Day

*Early release days are included, there will be no additional charge.

BEFORE CARE:

6:30 AM	Drop off Begins
7:15 AM	Breakfast
7:30 AM	Power ½ Hr. Begins
8:00 AM	Students Released to Classrooms

AFTER CARE:

3:15 PM	Free Time
3:30 PM	Free time: Check in Students (Parents must pay at this point)
3:45 PM	Homework Time
4:30 PM	Power Hour Ends
4:35 PM	Snack
4:45 PM	Games/Activities/Outside
6:00 PM	Student Pickup Ends

OUR MISSION:

We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success.

DRESS CODE:

Students are required to wear their school uniforms to The Owl's Nest at both before and after care. You can find all the information on ARPS dress codes at: http://aspenridgeprepschool.org/wp-content/uploads/2015/06/ARPS-Parent_Student-Handbook-16-17-1.pdf

HOMEWORK:

Students will have 40 minutes during after care's power hour to work on homework. Homework may also be worked on at before care at any time. The Owl's Nest staff members will be available to assist students with homework during this period. Students are extremely encouraged to do homework if they have been assigned work. If the student does not have homework they may color or read during this 40 minutes to avoid distractions for students with homework. If you do not want your student to complete homework during this time please contact Kaitlyn Thornton.

BREAKFAST/SNACK:

Every morning students will be served breakfast at 7:15 am. If a student arrives after 7:30 it is considered power ½ hour and will not be served breakfast. If your student is served breakfast you will be considered full morning before care. Breakfasts consist of meals such as: waffles, oatmeal, bagels, cereal, etc.

EXERCISE/OUTSIDE TIME:

If weather permits The Owl's nest will spend free time outside on the playground or on the turf. Students will be encouraged to play games and participate in activities after power hour and snack is over. ARPS Owl's nest staff will lead games , crafts, and activities every day for students to relax before and after a day of school.

RULES:

ARPS focuses on positive behaviors and helping every child develop positive social skills. We pride ourselves on positive behavior support and implement processes that guide students to becoming productive citizens. The following represents our school-wide values:

O - Own your actions and make wise choices.

W - Work hard, do your best.

L - Lend a helping hand.

★ Respect
★ All school rules are expected to be followed at The Owl's Nest.
★ Students are to leave all toys and personal items at home
★ No cell phones should be out while in The Owl's Nest
★ No sharing food (students may bring their own snack/breakfast to The Owl's Nest if eaten at snack/breakfast time)
★ Students must complete homework during homework time unless previously arranged
★ Students must ask a staff member before leaving the room/playground/current location of group
★ Students must be in uniform while in The Owl's Nest
★ Parents must pay when dropping off/picking up their student
★ Parents may drop off their children no earlier than 6:30 am and may pickup no later than 6:00 pm

PICKUP/DROPOFF:

Parents/Guardians are required to sign in their child to before care in the upper school cafeteria. You may not send you student inside to check themselves in. Parents/guardians are also required to pick their student up from after care. Please bring a valid I.D. to show staff members during checkout. The only people who are allowed to pick up your student are people who are on the authorized pickup list. There may be times where before/after care is outside on the playground or turf at the time of pickup/drop off.

LATE PICKUP POLICY:

Any students that are not picked up from the regular school day by 3:30 pm will participate in Power Hour and parents will be charged \$5.

PAYMENT PROTOCOL:

The payment protocol will be introduced before the beginning of the school year, please be on the lookout.

BEHAVIOR MANAGEMENT GUIDELINES:

Students are expected to behave in The Owl's Nest as they are expected to during school. We ask students to please follow the S.O.A.R. to ensure safety and success at ARPS.

S- Safety

- O- On task**
- A- Academic Attitude**
- R- Respect & Responsibility**

TRANSPORTATION:

Transportation is not provided for The Owl's Nest. All students are dropped off by parents or authorized adults 18 years or older, checked into care and picked up by parents or authorized adults 18 years or older at the appropriate hour.

HEALTH:

Children showing signs of contagious illness may not come to school. This is for the protection of your child as well as the other children. If you have to administer medication related to the presenting condition/illness, your child is probably not well enough to attend school. If you are not sure if your child's illness could be contagious, please contact the teacher and/or the School clerk.

Parents will be contacted to immediately pick up their child if an illness develops during school hours. If a parent cannot be contacted (all numbers called – home, work, cell, pager, etc.) for a child's illness, an emergency contact will be called to pick up the child. The ill child will be isolated from other children and supervised by a school staff member until the parent or emergency contact arrives. The child may not return to school until he/she is symptom-free, without the aid of medication, for at least 24 hours.

School Clerks assist the preschool in giving first aid and determination of illness. Please keep the staff and School Clerk up to date on all of your child's health concerns and current medications.

INJURIES AT SCHOOL:

If a child receives an injury, the parents will be contacted to discuss the accident. The decision will then be made whether to come and pick up the child immediately or wait until the end of the day.

If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a Band-Aid may be placed on it. We are not allowed to place medication of any kind on the wound(s).

If an injury is serious, 911 will be contacted immediately and the parent will be contacted. If the illness or injury is severe and custody of the child is shared, both parents will be contacted. If the parents cannot be reached, an emergency contact will be called. If none of the emergency contacts can be reached, the Principal and/or Preschool Teacher will make the decision concerning emergency care for your child.

LOST CHILD PROCEDURE:

Children are actively supervised during The Owl's Nest, however; in the unlikely event that a child is missing, the following emergency plan is put into effect: The staff will thoroughly search

the school and grounds for the child. After ten minutes, the parents/guardians and the police will be contacted. The staff will start to search the area surrounding the school.

WEATHER AND SUNSCREEN:

Before and After care will go outside when weather permits. Sunscreen must be applied prior to the child's arrival at school, or they must bring their own and apply it themselves.

Please make sure that your child is dressed appropriately for the weather each day. Any child that is well enough to attend school will be considered well enough to go outside.

MEDICATIONS:

According to Colorado State regulations, District policy, and the Nurse Practice Act, medication given to a child at the school must be authorized with a written statement from the child's doctor to the school with the knowledge and written consent of the parent/guardian. This authorization must be renewed with each new prescription and in the case of long-term medication, on an annual basis.

All medication must remain the original container bearing the original pharmacy label that shows: child's name, prescribing doctor's name, pharmacy name and telephone number, date prescription filled, expiration date, name of medication, dosage, how often to give medication and length of time medication is to be given. When no longer needed, medications shall be returned to parents or guardians.

Non-prescription medications will only be administered by school staff with written consent from a doctor. All medication will be kept in a locked container in the Health Clerk's office and will be administered by a staff member that has been trained in Medication Administration.

CHILDREN'S PERSONAL BELONGINGS

Please do not send any toys or money with your child.

EMERGENCY CLOSING OF SCHOOL

In an emergency closing of the school, before and after care will not be held unless notified.

EMERGENCY PROCEDURES

Fire, Tornado, and Lock Down

All drill procedures are posted in the cafeteria by the door. If you would like a more detailed description of the procedures, please talk with your director. The Owl's Nest will participate in practice drills throughout the year.

EVACUATION

Emergency procedures for an off-site evacuation are posted by the cafeteria door. In case of an actual emergency, parents may be asked to pick up their children at an off-site location. Please talk to your child's teacher about the designated off-site evacuation location.