



# COLORADO AEROLAB FAMILY HANDBOOK

## PURPOSE

This document is intended to outline the purpose, policies and procedures that govern Colorado AeroLab, Inc.'s Out-of-School Learning Centers.

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## Mission Statement

The Out-Of-School Time (OST) programs offer academic enrichment, college and career readiness, and recreational opportunities for students, and to serve families. Family participation is important to our program because of the dual-capacity framework, meaning we serve both students *and* families!

Colorado AeroLab partners with East and West Grand School Districts to offer educational and recreational programs for young people throughout the year. Activities are available afterschool, on 5th Day Fridays and during the summer.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science, and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

## Enrollment

CAL OST programs are open to all students who meet the minimum age and grade requirements and shall not discriminate based on income level, race, color, religion (creed), gender, gender expression, national origin (ancestry), disability or sexual orientation.

CAL staff and volunteers will offer tutoring activities and physical resources when needed. CAL's primary goal is to help students achieve their maximum potential as young people and as citizens of the world. The admission of children with special needs shall be encouraged when staff can provide the understanding and management of the child and when that child can be integrated into a group. Reasonable accommodation will be made to meet the needs of a child, but children with special needs must be addressed case by case.

Each child must have a completed enrollment packet on file. This packet includes a program liability and emergency procedure form; an emergency card/statement of health; handbook acknowledgement; sign in/out; media release forms; technology use and conduct/behavior forms; and immunization records.

Enrollment capacity will be decided by the number of available teachers and space. The program will post applications and registration forms online as well as through local communication channels (i.e., district push notification, local newspaper, etc.)

Colorado AeroLab will work with school leaders to provide adequate resources for students with Special Education plans as well as for English Learners. To the extent that is proper, staff will collaborate with district specialists to accommodate other special populations.

## Procedures for Student Recruitment

The following procedures will be implemented to successfully recruit and keep students:

- Students, parents, and community members will be informed of the program's implementation via news articles in the local newspaper, newsletters, flyers and/or announcements at events.

- Parents will be notified of student eligibility for participation through student registration forms and information posted online. Student eligibility will be based on the criteria outlined in the program application (unless otherwise adjusted through a program amendment).
- Recruiting and registration materials will also be available in Spanish.

### Schedules / Cancellations

A schedule of activities for the CAL will usually be provided in advance for the benefit of planning when children will attend. Pre-registration prior to program deadlines is important because staffing is arranged based on pre-registration and a limited number of spaces are available for each program.

Parents must notify CAL whenever a child will be absent on the day they are registered to attend. Please contact the Program Director when an absence is caused in cases of illness, death, or extreme emergency.

### Program Hours and Activities

CAL will offer programs during the school year (August-May) as well as during the summer. Specific days and hours of operation will be communicated to families via newsletters, website, digital and print media.

Activities vary throughout the year and schedules are built around the local school district calendar; consult the program activity calendar and regular newsletter for details of current activities.

### Holidays and Bad Weather

During the regular academic year, the calendar for the CAL OST program follows the local school district calendar including holidays and scheduled school breaks. On days when there is no school, including severe weather days, the CAL OST program is not in session. If school is released due to severe weather, the program will not be provided. On school days when regular classes are in session, but severe weather is predicted for late afternoon, the afternoon program hours may be canceled. CAL will follow the decisions of local school leaders.

On Fridays (for 4-day school weeks) when severe weather is predicted, parents will be notified by CAL staff or the school district's automated system if sessions are to be cancelled.

### Dismissal

Attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Parents of students who take the bus home should work with their schools' transportation directors to be dropped off at CAL OST program sites.
- Parents who pick up students will go to the designated area once the program is over for that day. If students are to be picked up by persons other than those appointed at the time of registration (those listed on the student's registration form), the site instructor must be notified prior to pick-up time, or the student will not be released.

### Early Pickup

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your child will not receive the full benefit if they do not take part in the full program day. Early

pick-up may be necessary at times, though please try to limit those as much as possible. When you arrive, please check in with the CAL OST staff, and be sure to sign your child out for the evening before leaving the building. If you want a person other than those listed on the registration form to pick up your student, the site instructor or program director must be notified prior to pick-up time.

### Late Pickup

Parents—or designees—should pick up students within 10 minutes after program ends. The learning center is not staffed after these hours. **A student may be removed from the program if he or she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked up after program hours and parents, guardians or emergency contacts cannot be reached. Young people will **never** be left alone at any CAL OST site after programs end for the day.

### Behavior Policy

The behavior policy helps students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participation and interaction with others. The main reasons for using behavior expectations are these:

- to prevent harm to self or others.
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

The following expectations will always be in effect to foster a healthy, safe, and secure environment for everyone.

- Follow the rules outlined by the program staff. *[If programs are conducted with a partnering school district, the partner district's student handbook and code of conduct will be followed.]*
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be responsible for their own actions. They alone make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural, and logical consequences will be given for inappropriate behavior.

If a student has a discipline issue, the parent or guardian will receive notification. Parents will be informed of their child's behavior and may be asked to take part in a discussion to resolve special situations. If a child shows chronic negative behavior, he or she may be suspended from the CAL OST program or may be asked to no longer take part. We reserve the right to suspend or end a student's attendance from the CAL OST program at once if a student's behavior calls for it.

### Student Guidance

CAL makes every effort to cultivate positive child, staff, and family relationships, by fostering a friendly, welcoming environment for children. We support a socially and emotionally respectful program environment, and we implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in kids. CAL is committed to providing individualized social and emotional intervention support for children in need, including methods for

understanding children's behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.

The staff handles behavior problems at, or before the time of occurrence. Parents and students must review and sign the Conduct and Discipline Policy waiver during registration. Parents and guardians should thoroughly discuss these expectations with their children.

Direct and adequate supervision helps redirect children and gives suggestions before a problem occurs. Otherwise, a child may be separated from the others for a brief period in a safe, lighted, well-ventilated area. AT NO TIME will any discipline action include:

- corporal or harsh punishment.
- an association with rest or toileting.
- threats or coercion.
- verbal abuse or derogatory remarks.

The parent must immediately remove from CAL any child who becomes uncontrollable or causes willful physical harm to others or to the CAL equipment.

### Health and Safety

CAL staff ensure a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the site instructor knows what to do if a problem should occur during program hours. Please let us know of your child's physical or health condition so we can do our best to serve your family.

If a child becomes ill while in the out-of-school time program, the parent, guardian, or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child at once:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

### Medication Administration

Please do not send your child/children to the afterschool program if they show symptoms of illness. Please refer to CDPHE's most recent document of "How sick is too sick" when questioning if you should send your child to school. This document is attached to the end of this handbook.

In case of any illness, the child shall be isolated from the other children in the CAL program, if possible. The parent, guardian, or other designated person shall be contacted at once to remove the child from CAL. Colorado AeroLab must report major communicable diseases to parents as well as to the county health officials.

CAL staff are not able to administer medications to any child. Please make other arrangements if your child needs medication during program hours.

### Emergency Policy

In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived.

If the EMT decides the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student assume the cost, if any, of the emergency vehicle and/or emergency room.

### Student Injury

If a CAL student is injured during program hours, these actions will be taken:

- Medical personnel and the site coordinator should be contacted at once.
- Follow first aid procedures at once.
- Contact added emergency personnel (if necessary) and notify parents at once.
- Complete the school accident form and give it to the CAL site coordinator, program director and school principal.

### Transportation

Students who take part in CAL's programs may be transported to and from the sites using the regular school transportation system. For students with special needs who require special transportation, wheelchair-accessible buses are used. In the event wheelchair-accessible buses are unavailable, CAL staff will work with families to make alternative transportation arrangements.

### Supervision

Staff manage the supervision of children while on site, as well as during field trips, and know where children are at all times. Seat belts will be used for all children while being transported. Certain field trips/special activities may require an added waiver to be signed by the parents for their child(ren) to take part.

### Field Trips

Field trips are defined as travel away from program premises, under the supervision of a staff member. Student safety is an important consideration. The coordinating staff member handles ensuring that all steps have been taken to meet identified safety needs, including the need for adult supervision. This will also include a list of medical needs or allergies for CAL staff taking part in approved field trips.

The following procedures shall apply to all student trips:

- It is the responsibility of the Program Director to approve each trip. The program director will supervise the process used by the staff and students.
- The staff member shall provide parents with information about the purpose of the trip and other pertinent information. Each student taking part in a trip must have the waiver signed by his/her parent or guardian, and emergency contact information.
- School district buses or small vehicles will be used as the transportation for all field trips.

### Photo/Video Release

We may occasionally want to use photographs taken of students on the organization website or in organization advertisements. Personally identifiable information will not be used except in special situations where parents give specific written permission. Parents will have the choice to approve or restrict the use of photographs and video of their child(ren) upon registration.

### TV / Video Viewing

All videos viewed by students will be rated “PG” or “G”.

### Technology Use

Colorado AeroLab, Inc. provides a wide range of computer resources to its students for the purpose of advancing the educational mission of the program. As a user of company computers, you are expected to review and understand the Technology Use Procedures.

You are expected to:

- Protect your logon information from others. Do not use other users’ passwords.
- Exercise good judgement.
- Respect organization property and be responsible in the use of the equipment. Do not destroy, change, or abuse the hardware or software in any way.
- Do not delete or add software to organization computers without permission.
- Do not use organization computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
- Do not use the internet to access or process pornographic or otherwise inappropriate material. Notify an adult whenever coming across information or messages that seem inappropriate.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
- Organization computers may not be used to interfere or disrupt other users, services, or equipment, including distribution of unsolicited advertising (spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
- Do not assume that because something is on the internet that you can copy it. Respect copyrights.
- Do not give out any personal information over the internet.



Violation of any of the above conditions of use may be cause for disciplinary actions. Violations may result in suspension of access to company computers, other disciplinary actions, and/or proper legal action.

Participating families must agree to the technology use agreement prior to taking part in programs involving use (or potential use) of technology.

### Cell Phones / Personal Belongings

Please leave toys and electronic devices at home. Cell phones may be kept in children's backpacks but are not allowed to be used during program activities. All personal belongings should be individually labeled. Outdoor clothing should be brought each day so that the child may take part in outdoor activities. Each child will have a space for their belongings. A child never has to bring money to program days, and the CAL staff will not be responsible for any lost or stolen money.

Please remember that children are expected to wear proper play clothes and STURDY, CLOSED TOE SHOES for program days. Children must wear shoes during all activities and in all places, except where field trip facilities allow socks only. Plan to bring extra shoes on days with water activities.

### Sunscreen

Our program uses Coppertone Sport Broad Spectrum SPF 30 Sunscreen. If your child cannot use this sunscreen, please send proper sunscreen with your child to programs each day. Please label the sunscreen with your child's name.

### Visitors

Visitors should receive permission and clearance from the site instructor or program director prior to visitation.

### Reporting Child Abuse

Licensing regulations require that any staff member of CAL who has reasonable cause to know, observe, or suspect that a child has been subjected to abuse or neglect, or placed in circumstances which could reasonably result in abuse or neglect, must immediately report such information to the Director of Grand County Social Services or a local law enforcement agency. In addition, parents can report child abuse and neglect by calling Grand County Social Services at (970) 725-3331 or 844-CO-4-Kids (844-264-5437) which is available all day, every day.

### Policy Changes

The Program Director will notify parents in writing of significant changes in services, policies, or procedures so that the parent may decide whether CAL continues to meet the needs of both you and your child. Failure to follow policies will result in your child being dropped from enrollment.

**The policies of Colorado AeroLab may be changed at any time without prior notification.**

If there is reason to file a complaint about the programs or personnel, please contact the Program Director below.

### Policy Summary

We hope that this handbook will be a guide to understanding the program and purpose of Colorado AeroLab programs. Most of the regulations in this handbook are required by the Colorado Department of Human Services for the safety and well-being of your child and cannot be changed. However, if you

feel you need more information or clarification, please do not hesitate to ask for it. The staff can provide either an answer or contact for referral. Other policies can be examined upon request.

## Contact Information

### **STAFF**

Elaine Menardi, Program Director

Added temporary after school program instructors as needed.

### **ADDRESSES / PHONE NUMBERS / EMAIL**

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