

Policies for our School Age-Child Care Program

1. Purpose and Philosophy of 1st Choice A.S.K. is to:
 - A) Tutor ALL Children with their homework so as to increase school grades and academic studies with Certified Teachers from their State.
 - B) Set the standards in the U.S. industry and to encourage all after school and daycare companies to hire certified teachers as tutors. To help the United States become the #1 country for student's S.A.T. scores.
 - C) Help children have more fun family time after they get out of school. To relieve parents from having to do homework with their child(ren) until it is time for bed. To have the comfort of knowing the homework will be done and checked by a certified teacher by the time the child is picked up.
 - D) To help the children in financially challenged families receive the same extracurricular opportunities as the not so financially challenged families. Thus, building the self-esteem and confidence it takes to have a successful future that should be equal for ALL.

2. Ages of Children Accepted
5yrs to 16yrs
3. Services offered for special needs children;
An interview will be made with the parents and child. All efforts will be made to accommodate the child's needs and to integrate the child with his/her peers who do not have disabilities.
4. Hours of service
Before Care Hours: 6:45am or 7am to start of school, varies per school.
After Care Hours: School release time to 5:45-6pm.
Early Release Days: Care is provided at early release times till 5:45
Weds. only. No care is provided on any other early release days.
Spring Break and Summer Camps: 7am to 6pm M-F
Please call for details on each school's start and end times.
5. Inclement/Excessively hot weather or if a natural disaster occurs
we will have all activities in-doors if the weather is too hot or cold outside.
If there is a fire, all children will be taken outside to the safest area.
If there is a tornado, all children will be lead to a hallway where there are no windows until weather has passed and it is deemed safe to exit.
Either Fire or Tornado drill will be performed one time per month.
Fire alarm equipment will be use often in the conduct of fire exit drills.
6. Admission, Registration and Itemized fee schedule
A pre-admission interview (either by phone or in person) will be held with the child's parent(s) or guardian(s) to determine whether the services offered by 1st Choice A.S.K. will meet the needs of child and or parent(s) / guardian. See Tuition Sheet for registration details. Immunization records must be included in enrollment package. The parents will be contacted by phone or in person and given 30 days to provide complete immunization records or their child will not be able to remain enrolled. Health information must be turned in at time of registration and updated annually.

7. Identifying location of Children at all times
 - No child will be out of sight of the director or program leader at any time.
 - First hour of activity will be held in the gymnasium or outside in the main designated area. (Designated areas different for each school)
 - The second tutoring hour will be in the main designated area.
 - The third hour, if there is one, will be either in the gymnasium, outside or in the main designated area.
8. Discipline Procedures
 - A. We will separate the child discussing with them in a peaceful way about their behavior. We let them know that we love them, it is the behavior that is not acceptable.
 - B. Children will never be subjected to physical, emotional harm or humiliation.
 - C. We will never use, or permit a staff person or child to use, corporal or other harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening methods of disciplining.
 - D. Discipline will never be associated with food, rest, or toileting. No child will ever be punished for toileting accidents. Food will never be denied to or forced upon a child as a disciplinary measure.
 - E. Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area and be within hearing and vision of a staff member. The child will never be isolated in a locked room, bathroom, or closet.
 - F. Verbal abuse and derogatory remarks about any child are not permitted.
 - G. Authority to discipline will never be delegated to other children, and 1st Choice will never sanction one child punishing another child.
9. Notifying parents for injuries, illnesses, accidents
 - If a child requires medical attention, the parent(s) or guardian(s) will be notified, and necessary medical care will be sought from a licensed physician or medical facility. See the Medical info sheet for details.
 - A responsible staff member will be present or within hearing distance of any ill child.
10. Lost child -- emergency procedure:
 - After an extensive search of the entire school and it's perimeter, if a child is lost for more than 30 minutes, we will call the police and Parents/Guardian(s). If we cannot reach parents, we will then call every person on the "authorized for pick-up sheet".
 - If a child gets lost while on a field trip all activities will be canceled until the child is found. All procedures previously stated above will apply. At no time will a staff member leave a child until all issues are resolved. Within 48 hours of a lost child incident, the Colorado State Dept. of Child Services will be notified.

11. Transporting Children:

At present, after school care is conducted at your child's school.

There is no transporting of the child(ren).

On Spring Break and Summer Camp field trips, transportation will be contracted with the Thompson School District Bussing Services with State Certified drivers. All children will be supervised and must remain seated while in vehicles. To the extent there are seat belts, all children will be required to be buckled. If there is a medical emergency while in route, driver will pull to stop, director will call 911, then parents, and a report will be sent to the State Dept.

12. Field Trips

Field Trips will be during Spring Break and Summer Camp programs.

There will be a 1/10 adult/child ratio at all times. Children will be actively supervised at all times. An active itinerary of field trips and children/staff names will be posted at the headquarter location. The director will have the children's files with them at all times in case of emergency.

Swimming Field Trips: All requirements stated above apply along with;

There will be a certified lifeguard on site.

If there is a video or television movie/show watched, it will be G rated.

Children will be supervised the entire time of viewing by directors.

13. Releasing Children

Children will only be released to the names of the people provided on the "Authorized for Pick-Up Sheet". No child will be authorized to leave with anyone that is not on the Pick-Up sheet. Children may sign themselves out only if parents have given written consent.

If a parent is not allowed to pick up their child, there must be a written custody court order in the child's file stating as such.

14. Late pick-up/Drop off procedure

No child will ever be left at the school if the parents are late. A staff member will call parents and or everyone on the "Authorization for Sign Out sheet" and stay with the child until they are picked up.

If a child arrives late they will be admitted. If group has already left on a field trip, the doors will be closed and locked. There will not be a staff member there to watch the child. The parent will need to find another means for their child to be watched for that day.

15. Medication Delegation and Administration

Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written consent from a prescribing practitioner and parental or guardian's consent. The center may, with written parental consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff will be aware of which children have asthma and which may use their own inhalers as needed. Center will administer medications for chronic health conditions or emergency situations.

If a child has a communicable illness, they will be separated from the other children until a parent or guardian picks them up.

Sunscreen lotion must be supplied by the parent and will only be administered by a staff member or supervised by a staff member if the child prefers to apply it themselves. Please note, if the company supplies the Sunscreen, it will have an SPF of 40 or more.

See the "Medical Information Sheet" for more details.

16. Children's personal belongings and money

The school and company are not responsible for lost items or money.

1st Choice A.S.K. will do everything possible to help the children keep all their belongings in a neat and orderly fashion.

17. Meals and Snacks

1st Choice does not provide food for children. They do provide water at all times. If the child(ren) would like to bring a snack they may do so at any time. Children will wash hands before all snacks or when needed.

18. Visitors

1st Choice only allows visitors if they have received a note from the parent or guardian in advance. Visitors must state name, address and purpose of visit. Visitors must have at least one piece of a photo I.D.

They must sign in and out the time of their arrival and departure.

19. To file a complaint

To file a complaint about this facility, please contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street, Denver Co. 80203 or call (303) 866-5958 or

1-800-799-5876

Fire, Health and Inspection Reports are available upon request.

20. Child Abuse

If any of our staff suspects that a child is the subject of child abuse, they will report it to Larimer Co. Human Services Division 970-498-6300 or if in Weld County, Human Services Division 970-352-1551.

21. Dates and Times Services are Offered

Parents will be notified by flyers, websites-links and written material the dates and times of before & after school, summer and spring break days offered.

22. Notification of Cancellation of Students

Parents are required to give a 2 week notice of cancellation if they intend on withdrawing their child from the program.

1st Choice A.S.K. will give a two notice if they are going to have to stop servicing a facility for any reason.

23. Volunteers

If a volunteer helps out at any school or event, they must sign in and sign out as do the parents and the specialty instructors. If they help more than 14 days per school year for to be counted in the staff to child ratio, they must have an FBI fingerprint and TRAILS background check.

Volunteers are not allowed to be left alone with the children at any time. The Volunteer's function is to help supervise, educate, play and maintain the safety of all the children. They must be directly supervised by a program leader and read and understand the policies and procedures of the center.