

SCHOLARS UNLIMITED
FAMILY HANDBOOK
UPDATED JUNE 2021



3705 E. 40th Ave
Denver, CO 80205
303-355-0290
www.scholarsunlimited.org

Dear Families,

We are excited that your child will be part of our Summer and/or After School program ! Your child will be engaged in reading instruction, games, arts, sciences, physical fitness and other exploratory activities. He or she will have the opportunity to learn from various experts in their community and beyond. Our programs build self-esteem, a hunger for learning, and the necessary resilience for your child to be successful in school and in his or her own communities.

Our programs are run as licensed child-care centers. This licensing should give you peace of mind knowing that your child is safe. The license also demands that we hold a high level of accountability and safety. This packet includes information on meals and snacks, the inspiring positive behavior policy, the late pick-up policy, field trips, holidays, what to do with belongings, and other critical information. This manual includes capacities, licenses, inspection requirements, behavior philosophies, visitor policy, medication procedures, volunteer expectations, etc. Please read the following packet thoroughly.

We hope that your child thoroughly enjoys the program. There should be something new, exciting and fun for everyone!

If you have any questions, please call us at the Scholars Unlimited office at 303-355-0290.

-Scholars Unlimited Staff



Mission

Our mission is to foster academic social and emotional growth for children in low income communities around metro denver.

VISION

An unwavering commitment to empower students to achieve academic and personal success.

VALUES

- Equity
- Asset-Based
- Community
- Joy

Program Details

Important Dates

- Dates of Operation:
- Summer Program: Approximately Monday - Friday, 8am-4pm. Second week of June through mid July. (6 Weeks)*
- After School Program: Approximately Monday-Friday, 3pm-5:30pm. Second week of September through mid May.*
- No program held on school holidays, school breaks, teacher in service days, etc.*
- ***Please note-program dates and times vary by school, please check with your location for specific details**

Central Office Staff

Site Directors manage day-to-day operations. In addition the following central office staff may be contacted as appropriate:

Scholars Unlimited President	Diana Romero-Campbell	(303) 381-3740
Program Director	Jennie Merrigan	(303) 381-3737
Associate Program Director	Amy Silverberg	(303) 381-3732
Multi-Site Manager	Jessica Matthews	(303) 381-3730
Multi-Site Manager	Patrick Wilhelm	(303) 381-3731
Multi Site Manager	Janet Rivera	(303)381-3734
Data Coordinator/Student Enrollment	Michael Kagen	(303) 381-3744

General Program Policies

Student Eligibility

Scholars Unlimited's focus is to work with students that are reading below grade level to help them gain strategies to be lifelong readers. The Scholars Unlimited program is open to children aged 5-13 years old. A student may be withdrawn from the program at any time by his/her parent or guardian by

giving notice in writing of their intent to withdraw the child from the program. This written notice should be given to the Site Director.

Food

All children in our Summer Program receive breakfast and lunch, while students in our After School Program receive a snack, provided by Denver Public Schools, Aurora Public Schools, Sheridan Public Schools or Westminster Public Schools Food and Nutrition Services. **Please notify Scholars Unlimited, in writing, of any foods children which are contrary to their religious beliefs or which are known to cause an allergic reaction or health hazard.**

Clothing

Parents/Guardians must provide appropriate clothing for the weather (hats, t-shirts, swimming suits, proper shoes for walking and running). No Flip-flops. All students must wear socks and sneakers/shoes while in the program, for safety reasons.

Please prepare for changing weather conditions and provide suitable clothing for your child throughout the day.

If you send sunscreen or bug repellent to Scholars Unlimited with your child they should be labeled with your child's first and last name. Children must be able to apply the sunscreen or bug spray themselves.

Personal Belongings

Please leave toys, cell phones, and other electronic games or other valuables at home, as they can be a distraction or can get lost easily.

Communication

We encourage parents to communicate regularly with the Scholars Unlimited staff. A weekly schedule of activities will be sent home every week and posted on the parent board on site for your information.

Please remember to notify Scholars Unlimited of any and all emergency phone number changes.

Site staff will reach out to parents/guardians if they have not been notified of a student's absence. Staff will also reach out with any other important information you may need regarding schedules, program changes, updates regarding your child/children, etc.

Visitors

Visitors are required to sign a visitor's log and state the purpose of their visit. Visitors unknown to the staff will be asked to show identification. No children under the age of 16 may be unaccompanied visitors to a Scholars Unlimited site.

Weather Policy

It is the policy of Scholars Unlimited to provide active and enriching program for all children. However, rain, snow, excessively hot or cold weather may necessitate a change in plans. Alternative activities in accordance with Scholars Unlimited policies will be offered. Scholars Unlimited reserves the right to alter scheduled activities and to restrict outdoor play during inclement or excessively hot/cold weather, thunderstorms, etc. Students will practice lock down, lock out, and fire drills and will be made aware of safe procedures and places during any emergency. **Please note: every school has its own evacuation routes and waiting areas. Please review the posted procedures at your site so you**

can be aware of the waiting area at which to find your student(s) in case of such an emergency evacuation.

Field Trips

Site Directors will send home information about field trips at least one week prior to the trip. If you do not want your child to participate in a scheduled field trip or planned activity please speak with the Site Director. Alternative activities may not be offered and you will need to make arrangements to pick your child up early or plan on not sending him/her to the enrichment program on the day of the field trip.

If a child is not picked up after the group has returned to the site from a scheduled field trip, his/her family will be contacted immediately. Scholars Unlimited staff will look after the child until the parent/guardian has arrived. If a parent or guardian does not arrive to pick the child up in a timely manner, the Late Pick Up Procedure described in section 2 will be used. Scholars Unlimited will notify the police to pick up the child and take him/her to the nearest Police station. The police will be given the emergency contact information.

Transportation

Scholars Unlimited is responsible for any children it transports. Transportation will be provided by Denver Public Schools, Aurora Public Schools, Westminster Public Schools or an *authorized and appropriately licensed charter bus or motorcoach company.*

- Parents/guardians sign the transportation and field trip release forms during enrollment, giving written permission to transport their child.
- Children will not be permitted to ride in the front seat of a vehicle. Children will remain seated while the vehicle is in motion. Children will not be permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.
- Children will be loaded and unloaded out of the path of moving vehicles.
- Children will not be left unattended in the vehicle.
- **Scholars Unlimited does not use private vehicles to transport children.**

Safety on Field Trips and Off-Site

Scholars Unlimited will maintain on-site safety procedures on field trips and off-site.

In addition each site will post the following information at the site before leaving for a field trip:

- itinerary including destination,
- departure and return times;
- emergency phone numbers;
- Also a list of all students and staff attending the field trip will be at the Scholars Unlimited main office.
- Adult/child ratio will be ,at most, 1:15. Staff stays with pre-assigned groups on field trips.
- At no time will children be allowed to be by themselves.
- Children will wear visible wrist bands and Scholars Unlimited t shirts
- Staff will have a digital copy of each child's information, as well as emergency contact information, any time the program leaves the site. A FIRST AID KIT and PHONE is available on every field trip.

Concerns

Any concerns with program operations or general practices should first be taken to the Site Director. If a successful resolution cannot be reached, contact one of the Scholars Unlimited Multi-Site

Managers or the Associate Program Director, listed above.

Human Services Complaints

If you suspect any licensing complaints with program operations, child abuse/neglect, licensing violations or general practices, you should report your suspicions to the Department of Human Services family Crisis Center by calling their hotline at 720-944-3000.

If you have a complaint concerning suspected licensing violations at this or any other licensed care facility, you should report your concerns by calling the Colorado Department of Human Services, Child Care Licensing at 720-865-5396.

Attendance Policy, Sign In and Dismissal

Regular attendance is vital not only to learning, but also to success, in the Scholars program. **If a child is absent for a maximum of three days (not due to sickness or family emergency) the Site Director will contact you to discuss whether the program is a good fit. Students who miss three days, during a six week period, could be dropped from the program** or excluded from the recreation portion of our Summer program. If your child is tardy or absent from the Summer morning program, he/she cannot attend that afternoon's recreation program.

Please note: Attendance at the Summer morning literacy program is mandatory every day.

Scholars Unlimited, Denver Public Schools, Aurora Public Schools, Sheridan Public Schools, and Westminster Public Schools are responsible for your child after you have signed them into the program. That responsibility ends when your child has been signed out.

Absences

If your child will not be attending the program because of an unavoidable absence, please notify the Site Director in advance. If your child is ill or if there is a family emergency it is very important to call the Site Director between 8:00 a.m. – 9:00 a.m during the summer, and between 2:00 pm. -3:00p.m. during the school year. Absentees without prior notice may be mistaken for a missing child. If a child is absent without prior notice, staff will contact the parents/guardians. If the parents cannot be reached, we will contact those listed as emergency contacts on the Enrollment/Information Form.

Tracking Procedures

Scholars Unlimited staff is committed to the safety of all students.

- **Students are never left alone; an adult will be with students at all times.**
- Staff maintains a maximum staff-to-child ratio of 1:15 (1 adult to 15 children).
- Staff carry a list of children whom they are supervising at all times.
- **Attendance is taken at the beginning, and end, of each rotation or transition.**

Picking Up Children:

Students will be released to authorized adults only (named on the Enrollment/Information Form) **who are 18 years or older**. If an emergency requires that someone else pick up your child, the child's name, and adult's name and phone number, must be left with the Scholars Unlimited Site Director or with our main office at 303-355-0290. Photo identification will be required from that adult at the time they come for the child(ren). **AT NO TIME WILL A CHILD BE ALLOWED TO LEAVE WITHOUT PERMISSION FROM AN AUTHORIZED ADULT. No unauthorized person will be allowed to pick up a child or leave the premises with a child.**

- **Walkers, Bicycle Riders:** A child will be allowed to walk/bike to and from home only if the proper release waiver from the Enrollment Information Form has been signed.

Late Pick-Up Procedure

Our program hours vary from school to school. Specific pick up times for your location are available from the Site Director.

It is important to pick up your child(ren) by the specified pick up time at your school. It may be necessary for Scholars Unlimited to charge a late fee of \$5.00 for the first 10 minutes, and \$1.00 for every minute thereafter when you are late picking up your child. This fee assists in reimbursing staff for the extra time they are required to stay.

If a child is not picked up on time, staff will call all contact numbers on the Emergency List provided by the authorized adult. Calls will be made at 5 minutes after the specified pick up time, and again at 15 minutes after the specified pick up time, with a final call being made at 25 minutes after the specified pick up time. **At 30 minutes after the specified pick up time Scholars Unlimited will notify the police to pick up the child and take him/her to the nearest district police station.** We will make every effort to contact someone at the emergency numbers you have provided, but if police take over the situation we will give them all pertinent information requested.

Missing or Lost Child Plan of Action

We take extra efforts to ensure the safety of your child at all times during the program. In the rare occasion that a child cannot be located, the following steps will be taken immediately:

- Staff calls roll to identify the missing child.
- Staff searches the school building inside and out, using the school intercom system if accessible.
- If the child(ren) has not been found, staff call 911 and Denver Public Schools/Aurora Public Schools, Westminster Public Schools/Sheridan Public Schools Safety and Security.
- The Site Director will report the incident to the Multi Site Manager immediately, and continue to call them with updates
- The incident will be documented on the Accident/Incident report form.
- The Department of Human Services, and the Child Abuse Hotline, **MUST** be contacted by the Site Director within 24 hours if a child was lost or needed emergency care or when there was a fatality. Both entities will investigate the incident.

Health, Special Needs And Medication Policies:

Individual Health Concerns

Please notify Scholars Unlimited of any allergies, health concerns, medications, dietary needs, behavioral supports or special needs your child may have. Scholars Unlimited will provide reasonable accommodations for each child within the scope of the program and its staffing capabilities in compliance with the Americans with Disabilities Act law. Scholars Unlimited does not discriminate on the basis of disability.

In order to best meet the needs of your child and family Scholars Unlimited must be informed of all changes in your child's health, needs or daily care. Ensure your Enrollment and Information Form is complete, and that you share your child's IEP with Scholars Unlimited, if applicable.

A meeting may be scheduled to discuss, and establish, if we can develop a plan specific to your child's needs.

Written Permission to Give Medication Required

Children cannot keep any type of medication on their person (unless authorized by the child's medical provider). If any type of medication, prescription or over-the-counter, is to be administered to your child by Scholars Unlimited staff you must give us written permission to do so by submitting a medication form from a licensed doctor that includes the doctor's signature and the following information:

- Child's first and last name
- Doctor's name, telephone number and signature
- Date authorized
- Name of medication and dosage
- Time of day medication is to be given
- Route of medication
- Length of time the medication is to be given
- Reason for medication (unless this information needs to remain confidential)
- Side effects or reactions to watch for
- Special instructions

Medications must be in the original labeled bottle or container. Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name. Prescription medications must contain the original pharmacy label that lists:








- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication and Dosage
- How often to give the medication
- Length of time the medication is to be given

Illness/Injury


Scholars Unlimited takes every precaution necessary to keep children healthy, and injury free. In the event that a child is ill or injured we provide care and support until a parent picks the child up.

- All Youth Development Instructors are required to be certified in CPR,, First Aid, and Universal Precautions.
- The student will be removed from social activities and allowed to rest in a quiet, supervised location.
- Parents will be notified of a sick or injured child immediately, and asked to take the child home as soon as possible.
- Emergency services will be called if/when needed
- Accidents that result in serious injury (including, but not limited to: broken bones, sprains, head trauma, profuse bleeding, etc.) will be reported to Colorado Child Care Licensing.

When Should I Stay Home?

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100° F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with oozing, drainage or fever	Check with your school district policy	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash or fever and have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
 <i>It's ok to have a runny nose and/or small cough.</i>						

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

Behavioral Policy

Inspiring Positive Behavior

Scholars Unlimited recognizes that the communities we partner with are impacted by systemic racism that has an adverse effect on the relationships that scholars and their families have with school systems. We recognize that boys of color experience more negative discipline consequences (detention, suspension, expulsion) than their peers. Scholars Unlimited treats every scholar with the same love and high expectations in order to thrive. We also acknowledge that we are all human and ask for grace, accountability, and love as we strive to inspire positive behavior in our programs.

Behavior strategies that we learn and pull from (but do not follow exactly): Trauma Informed Care, Restorative Justice, Positive Behavior Intervention Strategies (PBIS), Positive Youth Development (PYD), No Nonsense Nurturing (NNN)

We use a layered approach to meet the needs of our scholars:

FIRST LAYER

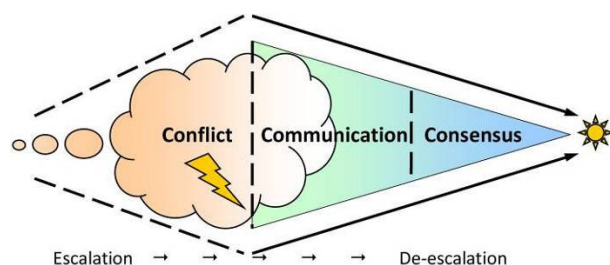
1. Proactive with behavior needs at the start of the program we will:
 - a. Build and maintain positive relationships
 - b. Set clear expectations and communication strategies for each program

SECOND LAYER

1. Decide whether to ignore, or provide a Verbal or Non-verbal cue
2. Proximity- staff will physically move closer to the scholar
3. Same level- staff will get on the same eye level as the scholar
4. Redirection & engagement
5. Naming the positive behavior alternative

THIRD LAYER

1. Acknowledge & validate feelings of scholars
2. Grounding techniques
3. Use deescalation skills



4. Providing an opportunity for a scholar to reflect on the situation and co-create consequences for the negative behavior

FORTH LAYER

1. Notify families when:
 - a. A scholar becomes physically or emotionally unsafe to the community or themselves
 - b. Habitual behaviors that need layer 2 and 3 interventions

server behaviors can lead to immediate separation from the program for the day (or in extreme cases for multiple day or permanently)

Additionally, if at any time a child leaves the immediate program area for any reason, a reasonable attempt should be made to stop him/her. 911 should be called and the child should be reported as a runaway if the child continues to flee. Families will be contacted and staff will document the incident. Additionally staff will document the incident.

Our commitment to the families- maintain positive relationships between scholars and staff, be present during the program and to all scholars that day, plan quality activities that will keep scholars engaged.

Have consistent communication with families about how your child is doing in the program (this includes; successes, challenges, opportunities for growth, and all the FUN stuff your child does in our program).

What we ask from families- hold both the program and your scholars accountable for a positive environment, work as partners with the staff on inspiring positive behavior, be open and honest about the needs your scholar needs to succeed in the program and understand your scholar is part of a community- we need all community members to communicate and treat each other with respect to have a successful program.

Please visit our website at www.scholarsunlimited.org for more information about where you can find our programs!

**Scholars Unlimited
Parent/Guardian Signature Page**

_____ I have received a copy of the **Parent/Guardian Handbook** for Scholars Unlimited's program.

_____ I will **notify** the Site Director **when** my child is **not attending** the program.

_____ I have reviewed the **Behavior Policy** with my child and they understand it.

_____ I have reviewed the **Late Pick-up Procedures** and understand that I am to pick up my child at the end of the program every day.

Scholars Unlimited expects all parents and guardians to interact with our program, staff, and students, in a manner that is not obstructive, disruptive or that interferes with teaching, administrative or disciplinary functions, or any activity during our programs.

Scholars Unlimited encourages parents and guardians to visit, volunteer, and attend special events. During these times we expect all parents and guardians to treat all staff and students in a respectful manner.

Failure to abide by these expectations can result in Scholars Unlimited removing a student from our program.

Scholars Unlimited is independent from Denver Public Schools/Aurora Public Schools/Westminster Public Schools/Sheridan Public Schools but refers to DPS/APS/WPS/SPS policies and procedures when operating programs in DPS/APS/WPS/SPS.

Parent/Guardian's Signature

Date

Name(s) of child(ren)

1. _____ **Grade:** _____

2. _____ **Grade:** _____

3. _____ **Grade:** _____

4. _____ **Grade:** _____

Scholars Unlimited Drop Form

I am dropping my child/children from the Scholars Unlimited After School or Summer Program.

I understand that he/she/they will no longer be attending the program.

Authorized Adult Name (please print): _____

Authorized Adult Signature: _____

Date: _____

Child/Children's Name(s): _____