

Parent Manual

for the



School-Age Care Program

WELCOME TO THE CHILDREN'S CHOICE SCHOOL-AGE CARE PROGRAM

Mission Statement: Children's Choice Child Care Services, Inc., is dedicated to facilitating the positive development of children by developing and maintaining school-age care programs that are a model of quality care – programs where children play, learn, grow, and make friends – programs where children are nurtured and develop life skills. Children's Choice will use these programs as a source of training and technical assistance for the larger community of school-age care practitioners.

We are happy to welcome you and your child into our Children's Choice family. You and your child are now a vital part of this working model.

We believe that quality School-Age Care is more than a safe place for kids to be while their parents are working, and it is more than a fun place to be. It is one of the few times in a child's day which provides the opportunity to interact positively with children of different ages. It is perhaps the only time in a day that caregivers, who have the time to give significant one-on-one attention to your child, are available. We have the unique ability to teach the social skills that are essential in youth development, delinquency prevention and the development of the future citizens of this country. We join the family and the school in the role of participating in the positive development and education of your child.

The goal of this Parent Information Booklet is to provide a written orientation to the school-age care program and to share with you Children's Choice goals, policies, procedures and other information. Please take time to read the booklet thoroughly.

Contacting Us: If you have further questions, please do not hesitate to call us. The phone number for Children's Choice is (505) **296-2880**. All of our staff members are actively involved in the program, so please be aware that the office line is for leaving **non-urgent messages**. Visit our web page, which links into many resources for parents and children. **During program hours please feel free to call your child's program directly.**

Web Site: <http://www.childrens-choice.org>
...or e-mail Chelsea at chelsea@childrens-choice.org
...or e-mail Mike at ashcraft@childrens-choice.org

THE PEOPLE BEHIND CHILDREN'S CHOICE

PHILOSOPHY ON THE ROLE OF THE ADULT

The purpose of our program is to be not only a safe and fun place for children to, but also a place for growth, nurturance, and development of life skills. The role of the adult working in this program is to be a facilitator of the positive development of children through healthy interactions. We work to establish and encourage realistic boundaries and high expectations for children. High expectations provide children with the appropriate challenges and feedback necessary for brain enrichment. We plan for interactions with fun, caring, authoritative and mature adults, who are experts in child development. We plan for interactions between children of different ages who model responsible behavior and share a sense of community.

EXECUTIVE DIRECTORS & COORDINATORS OF STAFF & PROGRAM DEVELOPMENT

Mike Ashcraft, Co-Founder and CEO of Children's Choice, holds a Master of Arts Degree in Education with an Emphasis in School-Age Care from Concordia University. He is a doctoral of education candidate with Nova Southeastern University. He has more than 20 years of experience in child care and education. He is an Accreditation Endorser for the National Afterschool Association. He served as a training and technical service contractor and a professional writing contractor for the New Mexico State Department of Education. He served as a guest professor on the faculty of Concordia University, teaching college courses in school-age care programming. He is the former President of the New Mexico School-Age Care Alliance and the New Mexico Association for the Education of Young Children. He is the author of *Best Practices: Guidelines for School-Age Programs*, and the *Best Practices Workbook*, published by Sparrow Media Group.





Chelsea Ashcraft, Co-Founder and CEO of Children's Choice, holds a Master of Science Degree in Early Childhood Education and Administration from Nova Southeastern University. She has more than 20 years of experience in child care: as a teacher, a camp director, a school-age child care coordinator, and a corporate child care center director. She has extensive training and experience in school-age child care and has shared her knowledge as a presenter at many state and national training events. Chelsea serves on the faculty of Albuquerque's Technical Vocational Institute, teaching college courses in child development and guidance. She is the current Treasurer of the New Mexico School Age Care Alliance. She is an accreditation endorser for the National Afterschool Association and a certified Quality Advisor from the National Institute of Out of School Time.

Leann Sommers, Staff Development Coordinator of the Children's Choice school-age care programs is a founding director of the organization. She holds a Bachelor of Science degree in Psychology from the University of New Mexico. Leann is responsible for providing mentoring, guidance, support and supervision to the Site Directors. She is responsible for program implementation and evaluation. She assists in developing the mission, goals, and policies for the program. She assists with organizational development, including management of human resources. She has many credit hours in Child Development, Family Studies, and Communication. Leann has more than fifteen years experience and training with school-age children. She shares her knowledge at national conferences and annual conferences in other states. She is an accreditation endorser for the National Afterschool Alliance and a certified Quality Advisor for the National Institute on Out of School Time.

Catherine McAllister, Program Development Coordinator of the Children's Choice school-age care programs, holds a Bachelor of Arts Degree in History and Political Science from Capital University in Columbus, Ohio. She has more than ten years experience working with school-age children and has much training in the field. Previous to coming to Children's Choice in 2002, Catherine worked with KIDSTOCK, INC. in San Francisco and served as an Administrative/Teaching Assistant and Aftercare Supervisor at Our Montessori School in Albuquerque. In 2006, Catherine led the CC site at Sombra del Monte to national accreditation by the National Afterschool Association. Catherine is responsible for ensuring, maintaining, and improving program safety and quality throughout the organization. She serves as a coach and mentor to the Program Site Directors.

SITE PROGRAM DIRECTORS

Children's Choice Site Program Directors are responsible for the day-to-day operation of the school-age care program site. They supervise the school-age care caregivers, communicate with families, build relationships with the school staff and faculty, and oversee all program activities. The Site Directors lead the Assessing School-Age Care Quality (ASQ) Accreditation Teams (parents, faculty, staff and kids who evaluate the program according to national accreditation standards of quality) and the Design Teams (staff and kids' committee teams who plan the curriculum, enrichment classes, activities, field trips, etc.) Site Directors must hold a Bachelor's Degree in a related field, six months experience and six credit hours in child and youth development, OR two years of college in a related field, two years experience, and nine credit hours in child and youth development.

ASSISTANT DIRECTORS/SENIOR GROUP LEADERS

Children's Choice assistant directors must hold a Bachelor's Degree in a related field, OR a bachelor's degree in an un-related field with three months experience and six credit hours in child/youth development or school-age care, OR an AA Degree/2 years of college in a related field with six months experience and six credit hours, OR an AA Degree/2 years of college in a non-related field with one year of experience and six credit hours.

CAREGIVERS/GROUP LEADERS

The Children's Choice School-Age Care Program Staff must meet the staff qualifications of The *NAA Standards for Quality School-Age Care*. Caregivers must have a Bachelor's Degree in a related field, OR a Bachelor's Degree in an unrelated field with three months of experience and three credit hours in child/youth development, OR two years of college with nine months of experience and three credit hours in child/youth development, OR a HS Diploma with 18 months of experience and six credit hours in child/youth development/school-age care programming. All staff must have CPR and First Aid Certifications, a Criminal Records Check, and a TB Test.



Staff development is a critical link in the success of a school-age care program, so all staff must complete at least 24 clock hours of appropriate continuing education per year. It is the philosophy of Children's Choice that school-age caregivers act and be treated as professionals. We put much effort into building professionals and into showing appreciation for superior efforts. High quality staff recruitment, development and retention is a key to quality in school-age care, and Children's Choice believes it is critical to fulfilling the mission of providing a model of quality. More will be said of the individual staff in monthly newsletters. Staff members attend frequent meetings and training sessions to ensure a quality program. Children's Choice provides a time of learning and fun for staff as well as children. Please don't hesitate to let a staff person know when he/she is doing a good job or to share your concerns.

WHAT DO CHILDREN'S CHOICE KIDS GET TO DO?

Philosophy on Growth, Development, and Learning: We are school-age care professionals who understand and appreciate elementary childhood as a dynamic period of growth and development. We champion the interaction of school-age children with their peers and adults alike in a safe environment. We recognize, value, and promote the unique opportunities children encounter in school-age care.

Childhood is characterized by many early stages of intellectual, emotional, physical, and social growth. We enhance classroom learning by providing children with opportunities to practice skills they have learned in the classroom and apply them in real-life situations that have personal meaning. We offer safe activities and environments staffed by caring, authoritative, competent adults and are a result of collaborative efforts between families, schools and the larger community.

A unique opportunity lies in our flexibility to focus on the entire breadth of developmental needs of children. In this way, we are uniquely positioned to facilitate the positive development of a wide variety of competencies

Philosophy on Environment: The school-age care environment sends important cues to children about the way they should behave and feel, so we provide an environment that encourages desirable behavior. We first provide an environment, which meets the basic biological needs of children such as safety, nutrition and water. Then we create a variety of areas where children can involve themselves in diverse ways: art, construction (fine motor skills), quiet conversation, food, science, strategy games, dramatic play, and outdoor play. We provide novelty and enrich the environment through new colors, posters, child's art, and music. The program environment is a warm, nurturing and encouraging climate, a place where children are challenged in a non-threatening way.

Philosophy on Curriculum: Intentionality is the key to programming. Quality school-age care programming provides balance in a child's life – balance between work and play; rituals and novelty; choice and community-building. Constructive pedagogy teaches how important active, hands-on experiences are in the learning process, so we use many resources to ensure the program focuses on the positive development of the whole child, integrating strategies for physical, intellectual, emotional and social development.



The activities are but one component of intentional programming that we consider. We provide a developmentally appropriate routine that is consistent and stable yet flexible, a routine that allows for the individual

developmental needs of school-age children. Every child has unique needs. Some kids need to relax quietly right after school, some need a snack, some kids need to run off some energy, and some need to talk to their friends. Our routine allows kids to make these choices and explore and experiment with many other child-directed activities when the school bell rings. Children need some time to settle in before beginning the staff-directed activities that are integrated into the schedule.

It is important that children have the opportunity to develop and practice social skills during activities so most activities involve mixed-age groups and a lot of interaction and playfulness. Novelty in experiential learning is a key to brain development, so we provide a variety of experiences such as field trips, guest speakers, role plays, long- and short-term projects, and enrichment clubs.

The school-age care curriculum focuses on a variety of skills through the implementation of enrichment clubs that may emphasize art, math, science, theater, physical education, music, journalism, the environment or public service. Through these enrichment clubs, we teach life skills such as cooking, earning/saving money, wise consumerism, health, nutrition, and safety; as well as social competencies such as problem solving, decision-making, negative peer pressure resistance skills, conflict resolution skills, friendship skills, and comfort with people of different backgrounds.

Goals: It is the goal of the Children's Choice school-age care program to give each child an opportunity to...

1. Develop physical, intellectual, and social skills.
2. Develop a sense and understanding of positive values.
3. Develop self-confidence, self-respect and self-reliance.
4. Develop good decision-making, leadership and social competency skills.
5. Develop positive family and peer relationships.
6. Develop interpersonal and cultural competencies.
7. Develop interest, respect and understanding of our natural world.
8. Develop sportsmanship, teamwork and a sense of fair play.
9. Develop a commitment to learning.
10. **HAVE A WHOLE LOTTA FUN!**



Children's Choice will offer a variety of well-rounded daily activities for children to choose from that are safe, fun and educational. There will be child-directed activities, teacher-directed activities, clubs, field trips, special events, daily snacks, and presentations/visits from outside groups. We plan more teacher-directed activities on extended care days, vacation breaks, **summer camp**, etc. Activity schedules are planned in advance and outlined on an activity calendar that families may use for home-time discussions and planning. Each day the activity area is transformed into a model school-age care indoor environment, which includes a quiet home-like area appropriate for relaxing or doing homework, special interest areas, a fine motor area, an open-ended art area, a dramatic play area, an active play area, a strategy building games area, a snack area, and more! Much of the before- and after-school program routine is based on a "Snacks, Laps, Raps & Naps" philosophy. At most times during the day children can choose to eat a snack, burn off some energy in active play - running laps, sit and talk with their friends - sit and rap, relax in the quiet area - take a nap, or do homework, etc. During winter, spring and summer camps, a more structured activity schedule will be used which includes more field trips, more enrichment clubs and more adult-directed activities. We offer artsy arts and crafty crafts, imaginative indoor activities, outrageous outdoor games, science and nature, music and drama, field trips, homework time, daily snacks and special events.

A schedule of activities is made available to parents in advance. Please especially note the field trip return times. If the time conflicts with the time you pick up your child, he/she may need to be picked up from the field trip site.

Child-Directed Activities: Child-Directed Activities are open-ended activities that children are free to choose to participate in and which require little or no help from adults. Some examples of child-directed activities are indoor and outdoor interest centers such as sand toys, sand play, Legos, Lincoln Logs, puppet making, dress up, pretend businesses, other dramatic play, clay, play dough, art, creative expression centers, strategy games, etc.



Teacher-Directed Activities: Teacher-Directed Activities are scheduled activities that require some adult direction and supervision. Some examples of teacher-directed activities are active games, team sports such as soccer or softball, community service projects, fund-raising projects, cooking or sewing projects, or a complex art project.

Clubs: Clubs are special interest groups that children and caregivers develop which require significant teacher facilitation. Most clubs are part of an enrichment curriculum. Some examples of club themes are science, drama, jazz, art, journalism, photography, gardening, fitness, cooking and the environment.

Celebrations: Children's Choice encourages children to be involved in planning activities. This may involve a diverse range of events that are celebrated in their family life including: birthdays and holidays.

Field Trips & Transportation: Our kids go on lots of fun and exciting field trips. At Children's Choice there is never an extra fee for field trips. Children are allowed to bring extra money to spend in field trip gift shops/snack bars when appropriate. Children should wear Children's Choice shirt on field trips. Most times children do not have the choice of staying back from the field trip. We can't justify leaving a teacher back to stay with only a few kids. If you have to pick up your child before the scheduled return time, you should make arrangements to pick him/her up from the field trip site. Please note the field trip return times on the activity schedule.



We charter transportation from a charter bus company, and sometimes the buses are late, so parents need to be aware of the fact that we are sometimes late returning from field trips through circumstances that are beyond the control of the staff. Children are also transported in the Children's Choice bus/van by drivers with a commercial driver's license with a passenger endorsement. The use of seat belts is mandatory in the van.

Daily Snacks: Children's Choice snacks consist of at least two food choices from different food groups and 100% fruit juice and/or milk. Snack will be served family style, so children will be able to choose not only the type of snack but the amount of snack that they wish. During vacation camps and extended care days, we will serve a morning and an afternoon snack.



Meals: Children's Choice does not prepare meals. During times when the school is closed (holidays, and vacation camps), children must bring non-perishable meals that do not require cooking. (No refrigeration or microwave available)

FAMILIES GET INVOLVED!

We will establish for parents a place in the program called a "Family Corner", which will be located in a quiet area away from the doorway. At the Family Corner, families will find a place to daily sign their children in and out, activity calendars, program evaluation forms, newsletters, resources for parenting and family classes, special events, and ideas for things to do as a family.

We recognize and respect parents as the most important influence in the lives of their children. We feel that parents have both the right and the responsibility to share in decisions about their children's care and development. We understand that parents need to be happy with the program in order to meet both Children's Choice and the school's goals. We strive to involve parents through a variety of activities. Families may choose to volunteer in one or more of many different areas that are designed to use their own individual strengths or specialties. We understand how busy, working families who need child care are and ensure that the ways to be involved are designed to meet your busy schedule. We would like to communicate with you through daily informal contact, parent conferences, newsletters, activity calendars, phone calls, parent meetings, etc. We would like to invite every parent to drop by the school-age care program announced or unannounced at any time to see what we are doing and have some fun with us!

WAYS TO GET INVOLVED

Parent Involvement Committee (PIC)/Family Events: As part of the ARQ team or separately, parents meet on an as needed basis to discuss the policies and practices of the school-age care program and to plan special events such as family nights, talent shows, appreciation events, etc .

Advancing and Recognizing Quality (ARQ) Team: The self-study team for program improvement and accreditation through the National School-Age Care Alliance. The Accreditation Team composed of parents, staff, faculty, community members and children meets on an as needed basis. The team conducts program observations, collects and tallies staff, child and parent evaluations, and builds an action plan for program improvement.

Programming: Are you interested in doing an arts & crafts project, teaching any type of game or activity, hosting a field trip to your place of work, going on a field trip to help-out?

Resource Development: Will you collect dramatic play items for dress up, medical care, pretend business, military, beauty salon, etc.? Are you willing to ask businesses to donate items for raffles, prizes, etc.?

Please indicate on your child's registration form which one of these or any other way you would like to be involved!



HEALTH & SAFETY

Children's Choice is committed to safety. We are licensed by the Children, Youth and Families Department of the State of New Mexico and comply with the regulations governing facilities providing care to children, which are intended to establish minimum standards in order to protect the health, safety, and welfare of children. Our activity space and our supplies and equipment are high quality and maintained in good repair and are inspected by the licensing authority. Parents as well as school faculty are involved in observing and the program using a guided accreditation tool, documenting the fact that we meet our own standards of quality, which exceed the minimum licensing regulations. For example, licensing regulations require a child-staff ratio of 15:1, but Children's Choice provides a ratio of 10:1, so for a site with 45 children we provide five staff when licensing regulations requires only three. We know that child-staff ratios are the number one predictor of quality and safety in a child care program.

School-Age Care Program Registration: Safety starts here! Please take the time to fill out both sides of the registration form completely and **notify us immediately of any changes.**

Staff Certifications: Children's Choice staff receive 24 clock hours of training per year when the licensing regulations only require 8 hours per year, and every staff person is trained in infant, child and adult CPR, First Aid and Safety even though the licensing regulations only require that one person at the site have this certification.

Check in/Check out procedures: In the morning we ask parents to sign in their children with a caregiver. We do not follow-up on children who do not show up in the morning. Once in school-age care program care, the children are dismissed directly to school or to someone with written parent authorization only.

After-School Program: Children check-in with the school-age staff. If a child who is enrolled for the afternoon does not check-in, we call parents in an attempt to find out why the child is not present. This is a safety precaution we are committed to, but making phone calls prevents caregivers from interacting with the children. **Please let us know if your child will be absent.**

Children must be signed out: We will check children out to authorized persons only. We ask that anyone authorized to pick up your child be prepared to show us identification. Also, for the first few weeks of the program, while we are getting to know all of you, we will ask this of you as well. Please be patient. The children's safety is important to us.

If a person other than those authorized arrives to pick up your child, we will not release your child to that person unless we have received permission from you first. Please notify us in advance of such occurrences.

Missing Children Procedures: Once in the care of Children's Choice, if a child becomes missing and cannot be located after ten (10) minutes search by the staff, the parent, the police and the Director will be notified by the staff member in charge. Important: This procedure applies to children who check into the program and subsequently become missing, not to children who fail to show up for the program.

Suspected Child Abuse or Neglect Procedures: The prevention, identification, treatment and reporting of child abuse and neglect is important to Children's Choice. All staff members are trained in the following reporting guidelines. **Reporting:** Any staff member who suspects that a child serviced by Children's Choice has been abused or neglected must immediately notify the Director of such suspicion. State law requires any adult over the age of 18 years of age who suspects child abuse or neglect to report this suspicion to Child Protective Services.

If the Director receives a verbal report of suspicion, he/she may require a written report. The report would require such information as the Director may deem necessary including the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action was taken to treat, shelter or otherwise assist the child and any information which the Director or person furnishing the report deems helpful, as well as any information that Child Protective Services may require.

Handling Medications Procedures: We will dispense medication only with written permission from a parent or guardian. Permission must include specific directions, which must comply with the written directions from the prescribing physician, or packaging instructions in the case of non-prescription medication.



Sick Children Procedures: Children may not attend school or the school-age care program if they have any disease listed as communicable. A list of communicable diseases is posted in the activity area. If a child becomes sick during the program, we will call parents and/or emergency contacts to come care for the sick child. While waiting for a parent to arrive, we will attempt to make the child comfortable in an area away from the rest of the children. We will not give any medication or other treatment without written permission from the parent.

Student Accidents: In the event that a child is injured during the program, a staff member certified in first aid will administer appropriate first aid. We will provide an accident report to the parents, which will include a description of the accident, any treatment given or other action taken. In case of serious injury requiring emergency medical attention, we will notify the parents and call for emergency transport immediately. Supplemental student accident insurance is available - contact the elementary school for more information. Parents have full financial responsibility for any necessary hospitalization, medical attention, surgery, etc.

Snow Days/Emergency Closing Days: Children's Choice will follow the APS decision on snow days or other emergency or safety-related school closing situations. When school is closed because of snow, emergency, or any safety concern Children's Choice is also closed. If an individual school is closed because of a sudden emergency children may be walked/transported to an alternate site: Zuni = Cleveland M.S.; Sombra Del Monte = Madison M.S.; Sandia, Manzano Mesa and Bandelier = Highland H.S., John Baker = Hoover M.S., Arroyo = Del Norte H.S., Double Eagle = North Star E.S.



OTHER POLICIES

Equipment & Supplies: Children's Choice will make all types of equipment and supplies available to the children for use during free play and group activities. Equipment and supplies can be checked out freely, but all children will be expected to return equipment in the same condition in which it was loaned. Children who have lost or damaged equipment due to carelessness will be asked to replace the items.

Lost & Found: Please put your child's name on everything he/she brings to the school-age care program! The lost and found really piles up. We find that children often toss valuable personal belongings on the ground and forget about them. We work with the children on being responsible for their own belongings, and remind them when leaving

areas to bring their things with them. We make every effort to reunite found labeled items with their owners. Please encourage your child to remember what he/she brings to school-age care program and check for missing belongings each day. Every two months non-labeled items will be donated to a worthy cause.

Hours & Days of Operation: Based on the needs of the families, the school-age care program will operate Monday - Friday from 7 a.m. - 6 p.m. whenever school is not in session and from 7 a.m. until school begins and from school dismissal until 6 p.m. during regular school days. This means we provide care during conference weeks, in-service days, vacation breaks, and some holidays! Vacation Break Programs will be offered during the winter, spring and summer vacations. (The location of the program during these extended and vacation periods may be limited to only a few of the Children's Choice program sites) Children's Choice will be closed on the following days: January 1, Memorial Day, July 4, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas and Christmas Eve. If the national holiday falls on a Saturday, we will be closed the same day the federal government observes the holiday. We are also closed on "snow days."

Special Needs: Children's Choice will make reasonable accommodations to provide fully inclusive child care for any children with special needs who are enrolled in an elementary school which hosts our program. Reasonable accommodation may include adapting space and activities so that all children can participate fully. All children enrolled in Children's Choice programs must be able to manage their behavior in a way that does not compromise the health and safety of the children and staff involved in the program.

Parent Code of Conduct: Parents and staff are role models for children and must therefore act accordingly. Failure to do so may result in loss of childcare services. Parents must refrain from:

- Physical punishment of children.
- Verbal abuse, yelling, swearing or cursing.
- Threatening staff, other parents, or children.
- Smoking.
- Quarreling with other parents or staff.
- Disciplining other people's children.

STANDARDS OF BEHAVIOR & DISCIPLINE PROCEDURES

We believe in a positive form of guidance and behavior management. The word discipline is derived from the Latin word *discipulus*, meaning "a learner". Our role in guidance is to teach children how to make good choices and help them develop self-discipline, a sense of caring, a sense of fair play, and maturity. We encourage individuality and independence, but each child must be able to interact within the group's limits. We have frequent discussions involving the children in creating the standards of behavior in the program, a social contract, so the children are aware of the following basic rules. **Dress Code:** Children's Choice kids and staff must follow APS dress code.

SCHOOL-AGE CARE PROGRAM RULES

1. Follow the instructions of Children's Choice staff the first time given.
2. Respect and care for other people and their possessions.
3. Respect and care for the supplies, the equipment and the facility.
4. Be responsible for your own actions, possessions, and messes.
5. Walk slowly and speak softly in the multi-purpose room.
6. Use playground equipment the way it was meant to be used.
7. Stay in areas that are supervised by Children's Choice staff.
8. Show citizenship by participating in site cleanup activities.
9. Be honest and trustworthy in all you do.
10. Be fair when playing games and using equipment.
11. Have Fun!



DISCIPLINE PROCEDURES

Unfortunately there are times when children display inappropriate behavior. There will be “No Tolerance” for major infractions such as unprovoked violence toward children or staff, or evading supervision, in which case we will ask the parent(s) to pick up the child from the program immediately. For minor infractions, the following procedures take place.

Step 1. Warnings:

We will let the child know specifically what he/she is doing that we want to stop and we will let them know what action we will take if this behavior continues. Note: When children break rules that they know and understand, they don't get warnings.

Step 2. Follow Through on Warning:

Reparations: A child who causes another child to be injured may be asked to help administer first aid. etc. A child who vandalizes property or destroys equipment will be asked to restore or replace the item.

Restitution: After reparations, a child will be asked to compensate the victim. The victim may be an individual child, the agency or the child care community. The child will be involved in deciding what action will “make it right”, creating a personal solution. A child who insults another child may be asked to think of and say a number of things that are good about that child.

Receive a Logical Consequence: A child who is vandalizing will correct the damage and be given community service, such as washing tabletops. A child who throws trash on the ground will have to pick up that trash, plus extra trash. A child running in a walk slowly area may have to go back to where they started and walk slowly.

Removal of Privileges: A child who is abusing equipment will lose his/her privilege to use that equipment that day. Children who are arguing will lose the privilege of playing together that day. etc. A child who is defiant will lose all CC privileges until he/she complies with the instructions.

Parent Notification: Parent will be notified of the problem and be asked to talk to the child on the phone, or pick up the child from the program.

Step 3. Parent Conferences: During the parent conference the problem will be discussed and possible solutions examined. A behavior contract outlining expected behavior and the staff's, the child's and the family's role in the solution will be drawn up.

Step 4. Follow-Up: A follow up meeting with the parents and Children's Choice staff will be scheduled to review the child's progress.

Step 5. Suspension: In the event that the child's behavior does not improve, a week -long suspension will be invoked.

Step 6. Dismissal: If the child's behavior upon return from suspension is not improved, he/she will be dismissed from the program. Children's Choice makes every effort to work positively with each child, but the fact remains that our environment is not conducive to every child.

Note: Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff or other children are compromised such as violence or evading supervision.

FINANCIAL ASSISTANCE

Child Care Assistance is available. Call the Child Care Bureau at **841-4800**. Ask for child care assistance information. If you qualify for financial assistance, your co-payment will be based on the size of your family and your family's income. If you have questions about this process or if you desire assistance with this process, please ask a program administrator to help.

ENROLLMENT, PAYMENT OPTIONS & POLICIES

Option 1: Daily Contracts: billed on actual attendance. *Best option for "drop-in"/occasional attendance.*

Option 2: Weekly Automatic Contracts: discounted and then billed automatically, regardless of attendance. *Best option for regular, consistent care.* The weekly rate is discounted to reflect the equivalent of one **"free"** day per week. This allows for occasional sick days, national holidays, etc. There is **no additional fee** on weeks with a school holiday in which we provide full day programs – the fee stays the same. There is no discount on weeks with a holiday/snow day during which care is not provided – the fee stays the same. There are no refunds or credits for days missed. If your child will not attend Children's Choice programs for an entire week, there will be **no charge** if advance notice is given in writing by ☐ e-mail to chelsea@childrens-choice.org. A confirmation from Chelsea is verification of your credit. This does not apply during our full-day summer camp programs.

	Weekly Fee*	Daily Fee
Before-School	\$40	\$11
After-School	\$59	\$16
		\$23 Early Days
Before School & Early Release PM	\$63	
Before and After-School	\$69	
Conference Week After-School Only	\$79**	\$10 + normal weekly fee***
Conference Week Before & After	\$89**	
Full-Day (Vacation Camps)	\$110	\$33

* All weekly fees include care on school in-service days and some school holidays.

** Applies to schools that schedule five days of early dismissal (ex. 1:30 PM)

*** Applies to schools that schedule three normal days and two days of no school. If children attend only the three normal days, the weekly rate applies. In addition to the normal weekly rate a fee of \$10 per day applies for each full day attended.

☐ To ensure proper credit, please write your child's first and last name on the memo line of your check or money order.

PAYMENT POLICIES

1. Children's Choice accepts checks, money orders, Visa, MasterCard or Discover Card. We do not accept cash. A discounted, automatic payment option is available. Please see reverse side of this page for details.
2. Payments may be **dropped** in the on-site payment box, or **mailed** to 6501 Lomas Blvd NE, Albuquerque, NM 87110. Official handwritten receipts are available at the program site for parents who need documentation. Statements are inserted in on-site family folders once a month.
3. All accounts must be paid in advance; meaning payment is due on Monday morning of the week that service is rendered.
4. Accounts that have a balance at least 14 days past due will be charged an administrative fee of \$10 per week for unpaid balances. Children may not participate in any programs if the account balance is \$150 or more.
5. Accounts will be charged a \$20 fee for any check returned for non-sufficient funds or for rejected credit cards.
6. Children must be picked up no later than 6:00 P.M. Parents will be charged \$1.00 per minute, per child for late pickups to cover the cost of overtime for staff.



Registration Form

Please complete **BOTH SIDES** of this form.
One Form Per Child

Child's Name: _____

Sex: _____ Age: _____ Date of Birth: _____ Grade: _____ Teacher: _____ School: _____
Last First MI Name Called

Parent/Legal Guardian's Name: _____

Mailing Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Employer: _____

E-Mail Address: _____

Parent/Legal Guardian's Name: _____ Mailing Address (if different): _____

Home Phone (if different): _____ Work Phone: _____ Other Phone: _____

Employer: _____

E-Mail Address: _____

How do you wish to be addressed by staff (ex: Mr. Smith, Nancy, Dr. Romero)? _____

Important - State law requires: Two relatives/friends in the area that are authorized to act on your behalf in case you cannot be reached. Name and phone number of child's physician.

Name: _____ Relationship: _____ Address: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

I authorize this person to pick up my child from Children's Choice: **Yes** **No**

Name: _____ Relationship: _____ Address: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

I authorize this person to pick up my child from Children's Choice: **Yes** **No**

Physician that treats your child: Name: _____ Address: _____ Phone: _____

Preferred Hospital: _____ Location: _____

Initial Below: Read Carefully.

_____ I hereby authorize Children's Choice staff to take my child to the aforementioned physician or facility for medical treatment in the event of an emergency in which neither parent nor legal guardian can be reached.

_____ I hereby assume full financial responsibility for any medical attention or treatment provided.

_____ I hereby authorize any licensed physician or medical treatment center to treat my child in case of an emergency in which the aforementioned physician cannot respond.

_____ I hereby authorize Children's Choice staff to transport my child to and from SAC Program site for field trips.

_____ I hereby authorize Children's Choice to allow my child to enter a swimming pool.

_____ I hereby certify that I have received a copy of the parent manual, understand and agree to abide by the policies of Children's Choice as outlined in the parent manual.

_____ I hereby give my permission for my child to be photographed/filmed and for these images to be used in materials produced by Children's Choice. I understand that neither my child's name nor any other identifying information will appear with the photographs. Further, I understand that neither I nor my child will receive any monetary compensation for the use of these photographs.

Parent/Legal Guardian Signature Printed Name Date Starting Date of Enrollment

IMPORTANT - PLEASE FILL OUT THE REVERSE SIDE

Child's Name: _____

Does your child currently take any medication? Yes No Type: _____

Does your child have any allergies? Yes No If yes, please indicate: _____

Description of reaction: _____ Care Instructions: _____

Does your child have any type of medical, physical or mental condition? Yes No

If yes please provide the following information. Use an additional sheet of paper if necessary.

Condition: _____ Current Treatment: _____

Frequency: _____

Is your child in a special education program? Yes No

If yes please describe program: _____

In addition to the parents, the following people are authorized to pick up my child from Children's Choice:

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

Name: _____ Relationship: _____ Home phone: _____ Work phone: _____

Please indicate below the best way for a staff person to reach you to discuss your children. (hours of the day to phone, home or work phone, prefer that we call mother or father, etc.)

Please indicate how you would like to be involved.

____ Accreditation Team ____ Parent Involvement Committee ____ Fund Raising ____ Soliciting Donations

____ Teaching Something - Please indicate subject area and type of presentation - _____

____ Hosting a Field Trip to your Work Place - Please indicate location and attraction - _____

____ Other - Please Describe - _____

Please include anything else you feel we should know about your child. (likes/dislikes, special needs, helpful hints, preferred/most successful behavior guidance techniques, social/intellectual/physical goals, etc.)

Thank You. Please ensure that this form is filled out thoroughly!



CONTRACT FOR CHILD CARE

Name of Child: _____ School: _____

The registration fee is \$50/child. Parents may choose a Weekly or a Daily option.

Daily pay arrangements: are billed on actual attendance. Use for “drop-in” or occasional attendance.

Weekly Automatic Contracts: are billed automatically, regardless of attendance. Weeks with holidays/snow days during which care is not provided are not prorated. There are no refunds or credits for days missed. If your child will not attend Children's Choice programs for an entire week, there will be no charge if advance notice is given in writing by e-mail to chelsea@childrens-choice.org. A confirmation from Chelsea is verification of your credit.

PAYMENT POLICIES

7. Children’s Choice accepts checks, money orders, Visa, MasterCard or Discover Card. We do not accept cash. A discounted, automatic payment option is available. Please see reverse side of this page for details.
8. Payments may be **dropped** in the on-site payment box, or **mailed** to 6501 Lomas Blvd NE, Albuquerque, NM 87110. Official handwritten receipts are available at the program site for parents who need documentation. Statements are inserted in on-site family folders once a month.
9. All accounts must be paid in advance; meaning payment is due on Monday morning of the week that service is rendered.
10. Accounts that have a balance at least 14 days past due will be charged an administrative fee of \$10 per week for unpaid balances. Children may not participate in any programs if the account balance is \$150 or more.
11. Accounts will be charged a \$20 fee for any check returned for non-sufficient funds or for rejected credit cards.
12. Children must be picked up no later than 6:00 P.M. Parents will be charged \$1.00 per minute, per child for late pick-ups to cover the cost of overtime for staff.
13. All CYFD contract co-pays must be paid by the first week of the month.

I choose the following payment plan: Please see separate Information Sheet for more details and explanations.

- Weekly a.m. - \$40
 Weekly p.m. - \$59
 Weekly a.m. & p.m. (Best Value) - \$69
 Weekly a.m. & Early Release p.m. - Wed. or Fri. (charged automatically regardless of attendance) - \$63
 Weekly Vacation Camps (Summer, Winter & Spring Camp) - \$110

- Daily Pay – See Info Sheet for prices
 CYFD Contract - copay stated on contract
 Staff at school - see Site Director for prices



When will child attend? Check all that apply Monday <input type="checkbox"/> AM <input type="checkbox"/> PM Tuesday <input type="checkbox"/> AM <input type="checkbox"/> PM Wednesday <input type="checkbox"/> AM <input type="checkbox"/> PM Thursday <input type="checkbox"/> AM <input type="checkbox"/> PM Friday <input type="checkbox"/> AM <input type="checkbox"/> PM
--

- I choose the automatic credit card payment plan – please see reverse side.

RECEIVE \$1/WEEK OF ATTENDANCE/CHILD DISCOUNT IF USING AUTOMATIC PAYMENT PLAN!!

I have read, understood & accept the above financial policies. I acknowledge that I am responsible for any outstanding charges upon withdrawal of my child(ren), and that I am responsible for any attorney fees, court costs, late fees, and interest charged during collection of any unpaid balance.

 Parent/Legal Guardian Signature Social Security Number Date



Not-for-Profit Provider of
School-Age Child Care Services, Staff Training and Consulting
6501 Lomas Blvd NE, Albuquerque NM 87110
(505)-296-2880 e-mail: chelsea@childrens-choice.org
Home page: www.childrens-choice.org



AUTOMATIC PAYMENT OPTION



I authorize Children's Choice Child Care Services, Inc. to charge my Visa/MasterCard/Discover the amount(s) stated below. I understand Children's Choice will only deduct the amount(s) stated below on the said dates. Any other payments will be made on site either by credit card, money order, or check. I agree to pay with money order or check in the event my card is declined. I understand that I can cancel this contract only with written, advance notice.

PLEASE PRINT CLEARLY

CREDIT CARD TYPE: _____ NAME ON CARD: _____

ON CARD _____ EXPIRATION DATE (00/00): _____

BILLING ADDRESS: _____ BILLING ZIP CODE: _____

DATE OF TRANSACTION OPTIONS: *Please Check One*

- Weekly (Will pay for current week) (Must select if on Per Day Fee Contract)
- Monthly (Will pay for current month) (Only available if on Weekly Fee Contract)

PLEASE NOTE:

The current week or month fees (depending on date option chosen above) PLUS outstanding balance on account at time of transaction will be charged to your credit card.

You will receive \$1/week/child discount by signing this automatic payment plan contract.

Your card will need to be imprinted at the site to be kept on file with this form. If the card is rejected, it may be run additional dates. Please call office if you know it will be declined.

I have read, understood & accept the above automatic payment option policies. Please deduct the correct amount from my credit card.

Signature of Credit Card Holder

Date

Phone

CHILD(REN)'S NAME(S)
