

## Important Contact Information

**DPS Extended Learning and Community Schools @  
Mitchell Elementary School  
1350 E. 33<sup>rd</sup> Ave.  
(Main entrance for Kaleidoscope Corner is located on  
Marion St. between 33<sup>rd</sup>. and Martin Luther King Blvd)  
Denver, CO. 80205-3978**

Kaleidoscope Corner Registration Office:	720-424-8291
Kaleidoscope Corner Registration Fax:	720-424-8265
Kaleidoscope Corner Financial Office:	720-424-8293
KC Kids Camps (Programming Information only)	720-424-8260 kelly_burdick@dpsk12.org
Kaleidoscope Corner Financial Email:	kc_financial@dpsk12.org
Kaleidoscope Corner Web Address:	kaleidoscope.dpsk12.org
Kaleidoscope Corner Emergency Phone:	720-436-3900

This on-site emergency number should be used if you drop your child off and a staff member is not present for their work shift or if you are locked out of a school building when a Kaleidoscope Corner program is in operation. Please do not call this number to report a child's absence or late pick-up in a program. Call the specific Kaleidoscope Corner site number.



Licensed School-Age Child Care  
A Program of the Denver Public Schools

Kaleidoscope Corner is the Denver Public Schools' licensed child care program; offered at several elementary school sites throughout the district. Our programs serve children 4 to 12 years of age who are enrolled in the Denver Public Schools. Select Kaleidoscope Corner sites are center-based programs and serve children 3 to 12 years of age.

- ▶ Children registering for Early Riser and After School must be 4 years old prior to attending the program.
- ▶ Children registering for Kadoodles must be 4 years old prior to attending the Kadoodles program; with the exception of Denison, Gilpin, Lincoln, Sandoval & Valdez, where children must be 3 years old prior to attending the program.
- ▶ Kaleidoscope Corner sites that serve K-8 schools serve children 4 -14 years of age.

Kaleidoscope Corner provides high quality, recreational, educational and cultural opportunities for children. We comply with Denver Public Schools' Policies and Procedures and The Colorado Department of Human Services Rules and Regulations for licensed child care facilities.

## **OUR PHILOSOPHY**

**Safety First:** Our staff are trained in First Aid, CPR, Universal Precautions, Medication Administration, age-appropriate practices, state licensing regulations and DPS safety policies. We maintain low staff to child ratios and children are well supervised at all times.

**Plenty of Choices:** Providing choices to children is essential to their healthy development and happiness. This is the reason we work hard to provide each child their choice of a wide range of engaging and varied activities.

**Growth Every Day:** Children need a balance of free time and structured activities in order to thrive and grow. Learning, creating, achieving, problem solving and exploring new ideas are all a part of what we offer children every day in our programs.

**Nurturing Relationships:** Spending time with groups of children and adults outside the classroom is an important component of our program. Playing with children from different age groups, relaxing, talking with staff or helping younger children with an activity, all provide children with opportunities for positive social growth.

## **AVAILABLE PROGRAMS**

### **Early Risers: 6:30 a.m.–Schools Begins**

This early morning program offers a relaxed atmosphere that helps children make a positive transition into their school day. Early Riser activities include reading time, homework help, arts and crafts, recreation games and outdoor play. Children are dismissed to breakfast and/or playground supervision 15 minutes prior to the start of school. *Children may participate in the school's breakfast program at the regular school fee.*

**After School: School Dismissal-6:00 p.m.**

Kaleidoscope Corner after school offers fun and innovative programming that includes learning, play, and opportunities to try new things that supplement and expand the children's school day. Each afternoon begins with a nutritious snack followed by free outdoor or gym play depending on the weather. Children can then choose from a variety of activities including homework help, science projects, arts and crafts, character building, dramatic play and recreational games.

**Kaleidoscope Corner Kadoodles a.m.: School Begins-1:00p.m. (at select sites)**

**Kaleidoscope Corner Kadoodles p.m.: 10:40am OR 11:40 a.m.-School Dismissal (at select sites)**

Established to provide extended care to half day ECE and Kindergarten programs, Kadoodles offers a fun and creative learning environment that promotes socialization through plenty of group play. Many activities are planned to enhance the school day curriculum and special Kaleidoscope Corner programs are adapted to the needs of preschoolers. The program provides center based activities, teacher directed activities, free play and rest time. *Children enrolled in Kadoodles may bring their own lunch or participate in the school's hot lunch program at the regular school fee.*

**Kaleidoscope Corner reserves the right to discontinue programming at any location due to low enrollment at any time throughout the school year. Parents/guardians will be given one month's notice prior to the closure of any program.**

**Holidays**

Kaleidoscope Corner observes the same holidays as the Denver Public Schools. We will be closed on the following holidays: Labor Day, Veterans' Day, Thanksgiving (3 days), Martin Luther King Jr. Day, Presidents' Day, Memorial Day, and Independence Day.

**Dismissal Days: 7:00a.m.-5:45p.m.**

Kaleidoscope Corner offers full day programming at specific DPS sites on most dismissal days for an additional fee. Generally one dismissal day is reserved for staff training and child care will not be offered. A minimum of 24 children must be registered for dismissal day for the program to operate. Please be aware, enrollment may be limited due to staffing. An A.M & P.M. snack is provided. Please provide your child with a non-perishable lunch. Dismissal Days are not a part of the regular programming. **Separate registration and tuition are required for these services.**

Dismissal Day fees are not included in your regular monthly tuition. Dismissal day fees are charged to your account. Parents/Guardians who have not registered for Dismissal Day and use drop-in care for their child(ren) will be asked to complete an *Information Card* immediately at the site. A drop-in will only be accepted if we are able to maintain the licensing staff to student ratio required by the Department of Human Services. If the drop-in is permitted, a fee of \$60.00 per day, per child will be assessed to your account. Parents who receive child care assistance must have an authorization for the specific camp site & specific date(s) before attending Dismissal day Camp. If the authorization is not received by the Registration Office, the charges will be assessed to your account and you will be responsible for full payment

**Break Camps: 7:00a.m.-5:45p.m.**

Kaleidoscope Corner Camps offer children a safe, fun and positive camp experience. Group activities are offered that develop creativity, communication and a sense of teamwork. Our all-day programming may include special projects, guest speakers and field trips. An A.M & P.M. snack is provided. Please provide your child with a non-perishable lunch. Break Camps are not a part of the regular programming. **Separate registration, a copy of current immunizations and tuition are required for these services.** Break Camp fees are not included in your regular monthly tuition.

Break Camp fees are charged to your account. Parents/Guardians who have not registered for Break Camps and use drop-in care for their child(ren) will be asked to complete an *Information Card* immediately at the site. A drop-in will only be accepted if we are able to maintain the licensing staff to student ratio required by the Department of Human Services. If the drop-in is permitted, a fee of \$60.00 per day, per child will be assessed to your account. Parents who receive child care assistance must have an authorization for the specific camp site & specific date(s) before attending the Break Camp. If the authorization *is not* received by the Registration Office, the charges will be assessed to your account and you will be responsible for full payment.

To receive Camp and Dismissal day email updates and reminders send requests to:

kelly\_burdick@dpsk12.org.

**REGISTRATION AND ATTENDANCE PROCEDURES****Admission and Registration**

Before a child may attend any Kaleidoscope Corner program, his/her parent or guardian must complete the required paperwork. A completed payment agreement, Information Card and a sunscreen form must be submitted to the Kaleidoscope Corner Registration office. A current copy of your child's immunization records and/or Health Appraisals (Center-Based sites only) must be on file in the nurse's office where the child attends Kaleidoscope Corner. If the child does not attend the elementary school where Kaleidoscope Corner is designated, a current copy of immunizations and/or Health Appraisals are required at registration. A non-refundable deposit fee (\$60.00 for one child, \$75.00 for a family) is due at the time of registration. There is a 3 day processing period before the child can attend the program(s) registered.

**Tracking**

Each Kaleidoscope Corner site utilizes a tracking system to identify where children are located at all times.

**Sign In / Sign Out**

- Colorado Department of Human Services requires that your child be accompanied to Early Risers and picked up from Kadoodles or After School by an authorized person who must sign-in and sign-out the child on the attendance sheet.
- Parents/Guardians are required to sign their child in/out daily for Dismissal Day and Break Camp programming.
- Children are released only to persons listed on the *Information Card* after the proper identification has been checked.

- Verbal permission via telephone will be accepted only in an emergency. To permit any other person(s) to pick up their child, the parent or guardian must call to notify the site. The named person is required to present a photo ID when picking up the child.
- Children are released to the mother, father and/or guardian listed on the child's *Information Card* unless a copy of the legal document denying such access is on file at the Kaleidoscope Corner site and the administrative office.

### **Walking To and From Home**

A child is allowed to walk to and from home if the proper release waiver has been signed by the parent or guardian on the Kaleidoscope Corner *Information Card*. Kaleidoscope Corner recommends the child be a minimum of 8 years of age. *Kaleidoscope Corner reserves the right to revoke this privilege if at any time it is being misused.*

### **Late Pick-Up**

When a child has not been picked up from the site 30 minutes after the program has ended and staff has attempted to reach all listed emergency contacts, staff will call the appropriate authorities.

### **Absences**

- If your child will not be attending Kaleidoscope Corner because of a scheduled appointment, vacation or other planned absence, please notify the site in advance.
- If your child is ill, please call the Kaleidoscope Corner site to notify staff the child will be absent from the program.
- If a child does not arrive as expected, a phone call will be made to verify the child's absence.

## **MEALS AND SNACKS**

- If your child is registered for Early Riser, he/she may participate in the school's breakfast program at the regular school fee.
- If your child is registered for Break Camps or Dismissal Days, he/she must bring their own lunch. Parents need to provide an insulated container for any lunches that require refrigeration.
- Children enrolled in Kadoodles may bring their own lunch or participate in the school's hot lunch program at the regular school fee.
- Lunch must meet one-third of your child's daily nutritional needs.
- Kaleidoscope Corner will only allow pre-packaged food to be brought to a program and shared with other children for birthdays or other special occasions. If you wish to have your child's birthday or a special occasion celebrated at Kaleidoscope Corner, please contact the Program Specialist.
- A nutritious snack as defined by the Federal Food Program guidelines is served in the After School, Dismissal Day and Camp programs. In the Dismissal Day and Camp programs a snack is provided in the A.M. and P.M. Snack is provided by DPS Nutrition Services and menus are changed monthly and approved by the FFP in order to provide as much variety as possible. Special or extra snacks should only be sent with your child if there is a Special Dietary concern. Please discuss any concerns of this nature with your Program Specialist.

## **PROGRAM ACTIVITIES**

### **Centers Based Activities**

Each day Kaleidoscope Corner staff set-up dramatic play, arts and crafts, science, recreation, and literacy centers that offer a variety of activities for the children to choose from. All of our centers are developmentally appropriate and children are encouraged to participate based upon their own interests and needs.

### **Homework**

Kaleidoscope Corner is committed to supporting working families. One way in which we do this is by setting aside time and space for the children to complete all or part of their homework. While we feel homework is an important element in our program, it is not the main focus. Kaleidoscope Corner will provide homework assistance in the Early Riser program and begin homework assistance in the After School program once children have had snack and an opportunity to go outside or to the gym. **Kaleidoscope Corner is not responsible for the completion or accuracy of homework and will not impose consequences if homework is not completed.**

### **Video/Movies**

Video viewing will be limited to no more than four hours per month for Early Risers, After School, and Kadoodles programs, and two hours per week for full day or week long Break Camps. Only G and PG movies will be shown. Please see the *Information Card* to check the movie viewing preference for your child.

## **CURRICULUM**

### **Prop Box**

With more than thirty traveling prop boxes, Kaleidoscope Corner kids get the opportunity to explore a wide range of exciting and unique topic areas. Filled with dramatic play props, cool toys, books, costumes, disguises, games and super activities, each prop box visits a Kaleidoscope Corner site for a period of one month. Rated by Kaleidoscope Corner kids as their favorite program, The *Prop Box* curriculum has offered kids a window into what it's like to be an astronaut, musician or veterinarian; travel to Japan, South Africa or Mexico; learn about Native Americans, perform magic tricks, pretend to be a wizard or a pirate; explore the five senses; see what life is like in ancient Egypt and much, much more.

### **Carnival**

The Kaleidoscope Corner Carnival has become an annual tradition that is eagerly anticipated by Kaleidoscope Corner kids. From food eating contests, to fishing for prizes, karaoke, cake walk or dancing and singing in the talent show, Kaleidoscope Corner kids love this Old-Fashioned gathering for yummy food, fun games, and loads of laughs throughout the day. To prepare for the big event, kids at each Kaleidoscope Corner site work with staff on designing games and activity booths, making signs, dreaming up scrumptious treats and practicing for the talent show.

### **University of Colorado Nutrition Program**

For a number of years Kaleidoscope Corner has partnered with the University of Colorado Health Sciences Program to offer children at selected sites this informative program on preparing and

eating healthy foods. Each week kids learn fun nutrition facts, prepare and eat a delicious snack. From Sweet Potato Pudding to Homemade Vegetarian Chili, this program is a winner for all ages.

### **Community Service**

During the months of October, December, February, and April, the Kaleidoscope Corner sites participate in a community service project. Over the years our projects have included organizations such as The Crisis Center, Denver Dumb Friends League, Starlight Foundation, Metro State Food Bank, and The Gathering Place. The Community Service program provides Kaleidoscope Corner kids an opportunity to work as a team with their peers while encouraging them to give back to their community.

### **Thematic Activities**

The children have the choice to participate in a wide variety of monthly theme related activities. These hands-on activities include revisiting history, adapting math skills to measure ingredients for the no bake edible delights, cultivating cultural diversity, taking an exploration through nature walking through the seasons and much more. Thematic activities support educational goals and encourage teamwork and collaboration between peers.

### **CATCH/Team Builders/Bounce**

The *Coordinated Approach To Children's Health* (CATCH) program offers non-competitive physical games and activities that complement our nutrition program to provide healthy recreational options for all Kaleidoscope Corner kids. Kaleidoscope Corner staff will supplement this program with *Team Builders*, a series of stimulating team building activities focusing on group problem solving and cooperative skills building.

**Bounce:** The curriculum is offered to children ages 3-5. It provides younger children an opportunity to engage in physical activities that are age appropriate and fun. These simple games help promote social and motor skills for younger children enrolled in our programs. These activities support and promote a sense of belonging and program ownership amongst Kaleidoscope Corner kids and staff.

## **SCHOOL ACTIVITIES**

Parents of children participating in an extra-curricular school activity during their scheduled Kaleidoscope Corner programming will need to complete the Kaleidoscope Corner *Extra Curricular Activity Form*. These forms are available at your site and need to be completed prior to each activity and for each individual child.

## **TRANSPORTATION**

**Kaleidoscope Corner complies with Denver Public Schools policies and Colorado Department of Human Services Child Care Licensing Division Rules and Regulations regarding transportation of children.**

**Parents of bused students must supply a copy of the child's immunizations to be kept on file at the Kaleidoscope Corner site**

**Tips for Parents of Bused Students**

- Practice walking with your child to and from the bus stop to the program location.
- Emphasize with your child that it is his/her responsibility to leave the program in time to catch the bus (staff do remind children.)
- Instruct your child to go to the school office if he/she misses the bus.
- Instruct your child to check in with Kaleidoscope Corner staff upon arrival.

**Field Trips**

Information including an itinerary, permission slip and transportation fees is sent home to parents prior to field trips. If your child arrives at the site after the group has left, he/she is taken to the school office. You will be notified and asked to pick your child up immediately.

**SAFETY AND HEALTH**

**Kaleidoscope Corner complies with Denver Public Schools Safety and Health Policies and Colorado Department of Human Services Child Care Licensing Division rules and regulations which provide among other things:**

**Medication**

- If any type of medication is to be administered to your child, a *DPS Student Medication Request Form* must be filled out completely, including a doctor's signature before any medication can be given. This includes inhalers and Epi-Pens. This form is available at registration or at your site. If necessary, completed forms may be faxed to us directly from your doctor.
- Only Kaleidoscope Corner staff that is trained in Medication Administration will administer and log medication.
- All medication needing to be administered must be brought to the program in its original pharmacy container with label stating the children's name, name of the medication, the dosage, the number of dosages per day and the date the medication is to be stopped.
- Medications are stored in a safe place, out of children's reach.

**Toilet Training**

All children must be completely toilet trained. Staff may not change diapers or pull-ups unless there is a special needs designation on file with the school. We request that parents provide an extra change of clothing that will remain at the site for emergencies. In the event that your child has an "accident" that requires a change of clothes, staff will contact the parents if necessary to provide appropriate clothing.

**Sunscreen**

- It is strongly recommended to parents whose children are enrolled in a full day Kaleidoscope Corner Break Camp program to apply sunscreen to their child prior to attending the program, especially during the summer months when children will be spending more time outdoors.
- Parents must send sunscreen with their child's first and last name labeled on the bottle.

- Children over 4 years of age must apply sunscreen to themselves under the direct supervision of a staff member. Kaleidoscope Corner staff **will not** apply sunscreen to your child(ren).
- Children that are 3 years of age Kaleidoscope Corner staff **will be** responsible for applying sunscreen
- Kaleidoscope Corner staff **will be** responsible for reminding your child(ren) to apply sunscreen prior to outdoor activities.
- Kaleidoscope Corner staff **will not** provide sunscreen to children attending Kaleidoscope Corner.

### **Accidents/Illness**

In case of a medical accident or an emergency, staff will call for medical assistance and contact the parent(s) immediately. In case of non-life threatening illness, staff will call the parent(s) to pick the child up from the program.

### **Drills**

Kaleidoscope Corner follows the procedures established by the Denver Public Schools and the Colorado Department of Human Services.

### **Missing Child**

- If a child is found to be missing from any Kaleidoscope Corner program, staff will conduct a search of the school building, inside and out.
- If the child has not been found, staff will notify the child's parent/guardian and the Denver Public Schools Safety and Security office.
- The incident will be documented including all steps taken and times at which action was taken.

### **Visitors**

- Visitors to Kaleidoscope Corner are required to sign a visitor's log and state the purpose of their visit.
- Visitors unknown to the child care staff will be asked to show identification and reason for visiting the program.
- Visitors *will not be allowed to visit any Kaleidoscope Corner program for more than 30 minutes per week.*

### **Volunteers**

- If a volunteer is young enough to be a participant in the KC program, he/she will not be eligible to volunteer at that specific site.
- Background checks will be required for parents or anyone over the age seventeen that may want to volunteer on a consistent basis or be in the program for more than 30 minutes per week.
- Volunteers can assist in many areas of the program, which include, but are not limited to: assisting staff members with the supervision of activities, homework help, arts and crafts, special events, or a presentation based on the volunteer's skills.
- Volunteers **will not** be included in the staff-to-child ratio and will never be left to supervise children alone nor be responsible for disciplining children.

## **Human Services and Child Abuse Reporting**

- If you suspect child abuse or neglect, 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 child care facility, you should report your concerns by calling the Colorado Department of Human Services, Child Care Licensing at 303-866-3755.
- Colorado Children's Code requires caregivers to report suspected cases of child abuse.

## **Children with Special Needs**

Kaleidoscope Corner will make every attempt to reasonably accommodate the needs of each child within the scope of staffing capabilities.

- Before the child can begin the program, parents will be required to meet with their Program Specialist and Lead Teacher to ensure appropriate services are available. Additional meetings may be scheduled at the request of the staff or parent.
- Kaleidoscope Corner site staff will need to be made aware of all facts relevant to the daily care of your child.
- You are required to fill in your child's *Information Card* completely and share your child's Individualized Education Program or Section 504 Student Accommodation Plan, Health Care Plan and/or Behavior Intervention Plan (as appropriate).
- Parents or guardians are required to provide supplies and training if their child needs assistance with toileting, feeding, medication, etc.
- The Denver Public Schools does not and shall not discriminate on the basis of disability in the educational program and activities of the district. It shall be the continuing policy of the district to ensure fair and equitable opportunities without regard to disability to all students and employees. The Denver Public Schools Section 504 and Americans with Disabilities Act compliance officer is: Executive Director, Cheryl Karstaedt, Student Services, 900 Grant Street.

## **Code of Conduct and Discipline**

The Kaleidoscope Corner Code of Conduct has been developed to protect the rights of all students, to ensure the smooth operation of the child care program and guarantee a nurturing environment for every child. The Kaleidoscope Corner Code of Conduct is compatible with the Denver Public Schools discipline policy. Any child that has been Suspended or Expelled from school *may not* attend Kaleidoscope Corner Early Riser, Kadoodles, After School, Dismissal Day or Camp.

### **#1 Respect for Authority**

All children will respect the authority of all Kaleidoscope Corner staff, school staff or other adults in the school.

### **#2 Respect for Property**

All children will respect the property of Kaleidoscope Corner, the Denver Public Schools and that of other persons in the school setting.

### **#3 Respect for Others**

Children will respect all other individuals who attend Kaleidoscope Corner. This includes respecting peer's bodies, thoughts, feelings and beliefs. We believe that it is essential for all children to feel accepted as well as comfortable within the child care setting.

### **Discipline Procedures**

If a child's behavior is detrimental to other children in the program, parents will be called and required to pick up the child immediately. This behavior includes, but is not limited to: hitting, kicking, and refusal to stay with the group. If the behavior continues on subsequent days, a meeting will be scheduled to establish a behavior plan specific to the child's needs. Failure to comply with the above requirements may result in termination of care until the requirements are met.

### **BULLYING PREVENTION AND EDUCATION-POLICY: JICDE**

The Denver Public School supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. The Board of Education is adopting this policy to promote consistency of approach and to help create an environment in which all types of bullying are regarded as unacceptable.

### **DEFINITION:**

Bullying is defined "as any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events." CRS 22-32-1-9.1 (2) (a) (X)

### **CONSEQUENCES:**

Students who engage in any act of bullying is subject to appropriate disciplinary action in accordance with District Policy JK (VI) pertaining to discipline procedures and may include suspension, expulsion and/or referral to law enforcement authorities. The severity pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

Citation taken from Denver Public Schools Parent/Student Policy. For full excerpt see Policy JICDE-Bullying Prevention and Education.

### **MONEY MATTERS**

#### **Tuition for Early Riser, After School and Kadoodles Programs**

- Kaleidoscope Corner tuition is divided into nine equal payments per year.
- Monthly tuition is calculated by taking the fee for the total number of days children are in school and that Kaleidoscope Corner offers care. This total is divided by nine to obtain the nine equal monthly payments.
- We do not include school breaks or dismissal days in the total number of care days because many parents do not use Kaleidoscope Corner on these days.
- The same formula is used for children who attend Kaleidoscope Corner three or four days instead of five.
- We do offer care on most dismissal days and break camps over the Winter, Spring and Summer breaks for an additional fee.

- Kaleidoscope Corner will be providing care for the Districts 5 Early Release days. A non-refundable fee of \$75.00 per child is due at registration.
- Upon registration a confirmation letter will be sent via email or standard mail services to confirm your child's registration.
- Space is limited and Registrations are on a taken on a first-come first served basis.
- Upon cancellation a letter will be sent via email or standard mail services to confirm your cancellation.

### **Tuition for Break Camps, and Dismissal Days**

Tuition for Break Camps and Dismissal Days is calculated per day or week depending on what program your child is attending. Dismissal Day and Break Camp charges are added to the next month's billing cycle. **Pre-registration is required for all Dismissal Days and Break Camps. Parents/Guardians who receive child care assistance must provide authorization from CCAP before the break camp or dismissal day. Authorization must detail the specific date(s) and school location the child(ren) will be attending. If the authorization is not received by the Kaleidoscope Corner Registration Office, the charges will be assessed to the parent's/guardian's account and they will be responsible for full payment.**

- Upon registration a confirmation letter will be sent via email or standard mail services to confirm your child's registration.
- Upon cancellation a letter will be sent via email or standard mail services to confirm your cancellation.

### **Billing**

- In order to complete your child(ren)'s enrollment in Kaleidoscope Corner, parents must complete a payment agreement and all other necessary forms.
- Payment will not be accepted at Kaleidoscope Corner school sites.
- Tuition Express Payments are debited on the 1<sup>st</sup> of each month.
- Tuition Express takes approximately one billing cycle to take effect. You may receive a statement with a balance prior to activation. You are responsible to make the payment before the payment due date.
- The individual signing the payment agreement assumes full responsibility for the entire tuition amount. Split billing will not be allowed.
- There is a three day minimum per week for any program in which a child is enrolled. You must use your days as contracted, and cannot "trade" unused days.
- As a courtesy, Kaleidoscope Corner will mail statements at the 3<sup>rd</sup> business day of each month. However, we are not responsible for lost, stolen, or delayed mail.
- Payment of your account balance is due no later than the 20<sup>th</sup> day of the month. If payment is not received by the 25<sup>th</sup> of the month, a \$25 non reversible late fee will be assessed.
- If payment has not been received by the 30<sup>th</sup> of the month, your child(ren)'s enrollment will be terminated. At that time, to reinstate your child, your account balance must be paid in full, along with a \$25 reinstatement fee. There will be a three day wait for your child to return. If there is a waiting list for that site, your name will be placed at the bottom of the list, and you will be notified when space is available.
- If accounts remain unpaid thirty days after disenrollment from the program, they may be referred to a collection agency for further action.
- Credits or refunds are NOT ISSUED for unused days.
- Credit Card payments **are not** accepted over the telephone.

## Discounts

### **Only one discount will apply for each family**

The Kaleidoscope Corner Financial Office will determine discount eligibility. Parents/guardians who wish to be considered for a discount need to supply the following documents to the financial office for income verification:

- ▶ Previous year's income tax return from all wage earners contributing to household income.
- ▶ Two most recent paycheck stubs from all wage earners contributing to household income.

The parent/guardian is responsible for full tuition payment until discounts have been applied.

- A 15% or 25% discount will be given to families who are income eligible.
- Discounts must be applied for within 30 days of your child's enrollment in a program.
- Income changes that effect discount eligibility must be reported to the financial office within 30 days of the change in eligibility.
- A 10% discount will be given to families automatically when one-ninth of their total annual tuition exceeds \$350.00.

## Human Services Child Care Assistance

To use child care assistance as payment, the parent/guardian must present written authorization from their county department for the current school year at the time of registration. Registration is not final until the CCAP authorization is received by the registration office. If interested in assistance, please contact your county Department of Human Services office for information.

▶ Parent/Guardian is responsible for payment of the deposit fee if authorization is not accompanied by registration.

▶ PRIOR authorization is required from your CCAP case worker if the child's schedule changes during the school year or if a Dismissal Day or Camp is attended.

## Outstanding Balance

If there is an outstanding balance of any amount, registration for Dismissal Days, Break Camps, drop-in care or any special event will not be accepted. Furthermore, parents/guardians will not be permitted to add days to their child's schedule or register for care for the following school year.

## Returned Checks and Credit Card Fees

There is a \$30.00 service charge for all returned checks and credit card declines. Unpaid service charges will be considered as an outstanding balance on your account. After two returned checks or two credit card declines; only cash, money order or certified funds will be accepted for the remainder of the school year.

## Schedule Changes

- If you need to change your child's schedule, you must complete a *Schedule Change Form* available at your site.
- Kaleidoscope Corner requires a two day notice for approval by the registration office and the new schedule change can take effect.
- Schedule changes will be accommodated whenever possible, but will not be allowed if the program is full and maintaining a waiting list.
- A \$10.00 administrative fee will be charged for the first schedule change, \$15.00 for the second and \$25.00 for each additional change thereafter.

- *Schedule Change Forms* must be turned into the Kaleidoscope Corner site and appropriate adjustments will be made to your account.

### **Withdrawal**

- If you choose to withdraw your child from Kaleidoscope Corner for any reason, you must complete the *Withdrawal Form* available at your site.
- *Withdrawal Forms* can be faxed, mailed or submitted at the Kaleidoscope Corner school site.
- Notice must be given one week in advance or your account will be charged for that week's care.
- A phone call or hand written letter will not be accepted. Please use the form provided.
- If you choose to re-enroll your child, we cannot guarantee that space will be available. And a \$25.00 reinstatement fee will be assessed.

### **Early Drop-Off/Late Pick-Up**

If your child arrives more than five minutes early or is picked up more than five minutes late, a \$6.00 fee will be charged and accrue at \$1.00 per minute thereafter, up to a maximum of \$75.00. The fee will be assessed on the next month's billing statement. Excessive abuse of Early Drop-Off/Late Pick-Up could result in termination of the child's enrollment.

### **Drop-In Care**

In order to utilize drop-in care, your child(ren) must be enrolled in Kaleidoscope Corner. Drop-in care is only available if we are able to maintain the licensing staff to student ratios required by the Department of Human Services.

- Drop-in care must be approved in advance by the site Program Specialist
- *Drop-In Forms* are available at your site and must be completed and signed by the parent and the Program Specialist.
- The cost for drop-in care is \$10.00 for the Early Riser program and \$15.00 for Kadoodles and After School programs.
- Parents or Guardians who bring their child/ren to Dismissal Day, Break Camp or Early Release Days and have not registered will be assessed a \$60.00 drop-in care fee per day, per child.
  - ▶ Parents or Guardians will be required to complete an *Information Card*.
  - ▶ Child(ren) will only be accepted if we are able to maintain the licensing staff to student ratio required by the Department of Human Services.
- Drop-in fees will be assessed to your account on the next scheduled billing statement.
- Drop-in privileges will be revoked if used excessively.
- Final decisions regarding drop-ins will be at the discretion of the Program Specialist.
- Refunds will only be issued for unused drop-in care if notice is given 24 hours before the scheduled day.

## **ODDS AND ENDS**

### **Inclement Weather**

When Denver Public Schools is closed due to inclement weather, Kaleidoscope Corner is also closed. Check the DPS website at [www.dpsk12.org](http://www.dpsk12.org) or local television stations for advance notice of closures. Appropriate clothing must be provided throughout the year. Kaleidoscope Corner reserves the right to alter scheduled activities and restrict outdoor play in excessively hot or cold weather.

### **Clothing**

Kaleidoscope Corner's daily curriculum **includes** outside activities and play. Therefore, children need to wear clothing appropriate to the weather. This is especially important for all-day programs. For winter break a winter hat, gloves and boots are recommended. Please provide a brimmed hat for spring and summer camps. At all times children should wear comfortable shoes suitable for running and playing.

### **Communication**

Communication between staff and parents is vital for quality child care. Every site has a system for parents to pick up and receive information. It is the parent's responsibility to check for these materials regularly. Kaleidoscope Corner publishes a newsletter that is mailed with your billing statements, and maintains a web site for information, ([kaleidoscope.dpsk12.org](http://kaleidoscope.dpsk12.org)).

**Please inform the Kaleidoscope Corner staff if any changes need to be made on your child's Information Card.**

### **Waiting Lists**

If a Kaleidoscope Corner program reaches maximum enrollment, we will keep a waiting list for those interested in enrolling if and when an opening becomes available. The maximum number of students allowed in our programs, space limitations and student staff ratios are determined by the Department of Human Services as part of the licensing requirement for child care centers.

Kaleidoscope Corner will make every effort to accommodate those on the waiting list. When an opening becomes available, the first person on the waiting list will be notified as soon as possible.

### **Belongings**

All of your child's belongings should be labeled with his/her name. A specific area will be designated at the site for these belongings. Kaleidoscope Corner is not responsible for lost, stolen or damaged items. Children are discouraged from bringing toys from home without permission from the Program Specialist or Lead Teacher.