



**ECCA After School Program  
Policies and Procedures 2024-25  
(revised May, 2024)**

In compliance with the “Rules Regulating School-Age Child Care Centers” as published by The Division of Childcare, The Colorado Department of Human Services.

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### **Section 1: ECCA After School Program Administration Policies and Procedures**

#### **1-1 The program's purpose and its philosophy on child care.**

##### Mission

It is the mission of the ECCA After School program to provide children with an individually, developmentally, and age appropriate program. It is every child's right to explore his/her individuality with guidance through appropriate activities.

Believing that by offering a secure and safe atmosphere during an After School program, children will develop strong interpersonal skills that can be applied both academically and socially in life. Also by providing an enriching environment, children will develop independence, self-control, and self-help skills both academically and socially/emotionally.

#### **1-2 Ages of children accepted**

The ECCA After School program will accept children who are in Kindergarten up until they reach the fourth grade.

#### **1-3 Services offered for special needs children in compliance with the Americans with Disabilities Act**

The ECCA After School program will not discriminate against persons with disabilities, people with disabilities will be provided with the same opportunities to participate in programming. Reasonable modifications will be made to accommodate people with disabilities; however, the After School cannot make fundamental alterations to the program to accommodate youth. The After School program will provide services necessary for effective communication with children or adults with disabilities. Program facilities will be accessible for persons with disabilities.

Each youth with a disability who wants to enter the program will need to provide in writing any special needs that need to be met in order for success in the ECCA After School program. A meeting with parents or guardians will need to take place to identify the needs of the child and ways those needs can be met. As long as meeting those needs does not fundamentally alter the program, the youth will be admitted. The After School

program is not able to hire a staff for a child who needs a one to one ratio for care; however, if a guardian can provide a personal assistant to the child (at no cost to the ECCA After School program), the child can participate in the program.

Youth who pose a direct threat to the health and/or safety of others will not be allowed to participate in programs and services offered by the ECCA After School program.

#### **1-4 Program hours, including specific hours during which special programs are offered and holidays when the center is closed.**

The ECCA After School program will operate Monday through Friday, between the dates of the first full day of school in August through the last day of school in June. **There will not be any program on days in which school is not in session.** The After School program begins as children are released from their classrooms at the end of the school day. Pick-up from the After School program will be between 4:00 and 5:55pm. After School will be offered on half days of school starting at the release of school, 12:00pm and ending at 5:55pm.

If you need to contact the ECCA After School program we can be reached at 970-855-0864. **You may call the ECCA school main office only during normal school hours of 8:00am -4:00pm** call the ECCA office at 970-926-0656. Please notify us if your child will not be attending on his/her scheduled days or if your child will be picked up by another party, as soon as possible.

**In case of emergency, please contact the ECCA Principal, Molly Brown, at 970-926-0656 ext 4024 .**

#### **1-5 Procedure concerning admission and registration of children**

Each family must complete a registration packet of documents required by the state of Colorado for the child(ren) attending the ECCA After School program. Registration materials are available via request through emailing at [linda.tierney@eagleschools.net](mailto:linda.tierney@eagleschools.net) or in person at Eagle County Charter Academy main office. In compliance with state licensing guidelines, a new set of accurately completed forms must be completed each year. If a child arrives without all the required forms being completed, he/she will not be allowed to attend. Completed files will be kept on site at all times during the program operation.

Parents/guardians will be given a copy of ECCA's After School program Parent Handbook, outlining the After School's policies and procedures upon their child's registration and by request. The handbook is also available online at [ecca.org](http://ecca.org).

#### **1-6 Itemized fee schedule**

The ECCA After School Program does not receive any funding from ECCA. To maintain a quality program we must be financially self-sufficient. All families of Eagle County Charter Academy can pay for the After School program on [SchoolPay.com](http://SchoolPay.com) via the Food Service option in order for their child(ren) to attend the After School program.

After School slots should be purchased on SchoolPay.com via the Food Service option ahead of date the student attends After School. All payments for the After School program must be made through SchoolPay.com or in direct contact with the business office.

Each normal operating hours' time slot that a child attends the ECCA After School program, they will be charged \$16.00 on their SchoolPay.com account. On half days of school the cost of the After School program will be a total of \$32.00 on their SchoolPay.com account.

Payment for the ECCA After School program must be purchased in advance for participation in the ECCA After School program.

#### Half Day Coverage:

Any After School programs that are offered during a half school day, release at 12:00pm, will be charged \$32.00.

#### Credit Days

**Any money remaining in your account at the end of a school year may roll over to the following school year or the school is refund your money.**

**1-7 Policy regarding the child care facilities' responsibility to notify parents or guardians when the program will no longer be able to serve children.**

The ECCA After School program will make all efforts to communicate with parents/guardians prior to a child's discharge from the program.

If a youth exhibits significant behavior problems, the After School staff will discuss the issue with the child's parents/guardians. A behavior plan will be established. If the behavior persists and the youth must be discharged from the program, the parent/guardian will be notified in writing and verbally.

Parents/guardians who do not pay for an After School attendance will be given 14 days to settle their bill. If the bill remains unpaid, and parents/guardians have not made payment arrangements, the parents/guardians will be informed that their child(ren) will not be allowed to attend the After School program until the bill is paid.

**1-8 Policy regarding the parent's or guardian's responsibility to notify the child care program when parents or guardians withdraw their child(ren) from the program.**

The ECCA After School program requests that parents/guardians notify the program directly in writing or in person when their child(ren) will no longer be attending the program.

## **Section 2: Policies and Procedures**

### **2-1 Procedure for identifying where children are at all times**

Upon arrival to the ECCA After School program, children must sign in. Parents must sign-out their child(ren) upon pick-up each day, **children are not allowed to sign themselves out of the program.**

Clear expectations of where the children can go and not go, will be given, modeled, and restated to the children while they are in the After School program. This will remain a constant no matter if we are in the classroom, at recess.

The time in the classroom the children will remain in the classroom unless they need to use the restroom. Children must ask permission to use the restroom and notify the person in charge that they have returned from the bathroom. Children will only be using the restrooms that are located in the lobby area of the Hawk Room.

During recess children will remain on the main playground equipment (wood chips), the basketball/four square courts, or the soccer fields up until the Kindergarten building. All children are to stay within sight at all times. If the restroom is needed the children will be sent back to the Hawk Room lobby with another child. Again children must inform the adult in charge that they are going to the restroom and when they have returned.

While on day trips the group will travel together, remaining within an arm's length of each other while walking. When the destination has been reached parameters will be set-up by the supervisor. Children will be reminded that they are never to be alone and will be assigned a "buddy" to be with at all times. Children will have to be in an area where they can see the person in charge and can be seen by the leader, within the parameters. Children must ask permission to use the restroom and will go with another child.

Roll call will be taken before, during, and after each field trip to ensure all youth are present and accounted for.

### **2-2 Discipline Policy**

The goal of the ECCA After School program Discipline Philosophy is to create a safe, respectful, and responsible environment where learning can take place. The After School program staff will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction, and general pattern of behavior.

The ECCA After School program faculty and administration will:

- Establish clear expectations for all students
- Integrate character education in curriculum and in the daily life of the school
- Request students, parents and teachers support the discipline philosophy and program of the program

At the heart of the ECCA After School program discipline philosophy is the belief that all teachers should be able to teach without interruption, and that all students should be able to learn without interruption.

#### **Discipline Program**

In an effort to put children first and to use discipline to help facilitate teachable moments, ECCA will implement the following updated discipline program.

## Hawk Trait Updates

A new Hawk Trait Update form will be utilized for 1) a positive reinforcement of modeling Hawk Traits or 2) as an official warning for habitual infractions such as (but not limited to):

### **Violation Examples (Younger children K-4)**

Not following Hawk Honor Traits (Camaraderie, Respect, Integrity, Growth, Leadership, Work)

Some examples are:

Stealing, Lying, Bullying

Repeatedly not following rules or directions

Hitting or other inappropriate problem solving

Inappropriate language or gestures

Interfering with others who are working

Insubordination

Other as determined by ECCA staff

Students who are honest about their mistakes will be given some leniency. The Hawk Trait Update is a way for teachers to communicate with parents about the character development and appropriate behavior expectations of a student. A warning Hawk Trait Update for behavior infractions will be given once classroom management options have been exhausted (or for a more serious offense) and is a serious warning about a child's inappropriate behavior. The warning Hawk Trait Update will include a consequence for the student along with the written warning from the teacher. It is important to know that the warning Hawk Trait Update is not the consequence but rather the form of communication and documentation. Both positive and warning Hawk Traits Updates will be stored in each student's Character Folder which will be kept in the classrooms. This will not be part of a student's permanent record but rather a reference to drive or recognize positive behavior instruction.

**Important Note:** If students receive repeated warning Hawk Trait Updates for similar behavior patterns, this may result in the issuance of a Ticket.

Tickets will be issued for 1) a series of warning Hawk Trait Updates or 2) a single, more serious infraction as determined by ECCA staff. Tickets will involve the principal or assistant principal. Some examples resulting in a Ticket may include (but are not limited to):

Major or repeated:

Hawk Honor Trait violations: (Camaraderie, Respect, Integrity, Growth, Leadership, Work)

Some examples are:

Bullying\* (both physical and emotional) Harassment (physical or emotional)

Name Calling/Racial insults Lying

Threatening behavior of any type Vandalism

Hitting or other inappropriate problem solving Fighting, punching, kicking, choking etc.

Public display of affection – major Rudeness (verbal or body language)

Posturing or any form of intimidation Inappropriate language

Insubordination - major Other as determined by ECCA staff

Honor code violations (cheating, stealing, plagiarism, etc.)

\*Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this program, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

When a Ticket is issued:

- Teachers will document what, if any, previous action(s) they have taken before issuing a Ticket. For a more serious violation there may be no previous action listed.
- The principal or assistant principal is always involved in a Ticket.
- The teacher, student and administrator will all meet (either separately or together).
- The administrator will listen to evidence and make a decision on the infraction.
- The administrator will set up an appropriate student consequence and will call parents.
- A Ticket form will be filled out and will be kept by the office and the parents. Tickets may become a part of the student's permanent record.

### **2-3 Policy concerning meals and snacks**

A nutritious snack, which meets the current USDA child and adult care food program and does not contain sugar sweetened beverages, will be provided by the After School program daily. Snack will be at 4:00pm every day and students will not be allowed to use any media devices during snack. Please make sure that your child(ren) has an alternative snack if they have a food allergy or other condition that would not allow them to possibly eat what the program is serving for snack that day. **It is very important that you notify the program in person and in writing if your child does in fact have a food allergy.**

### **2-4 Procedure concerning children's personal belongings and money**

The ECCA After School program will require that proper clothing and footwear be worn at all times. Participants will be expected to wear proper clothing at all times and for all weather conditions.

Personal toys, video games, items of value, candy, money (unless otherwise stated for field trips), weapons, and fireworks are not permitted.

The ECCA After School program is not responsible for lost items. It is recommended that all of a child's belongings be clearly marked. It is the parent/guardian's responsibility to make sure their child is leaving with everything he/she came with.

### **2-5 Policy regarding visitors to the center**

The ECCA After School program will sometimes bring in visitors for educational or creative programs. All visitors must sign in and wear a visitor badge. ECCA After School program staff members must be present while visitors are with the youth.

### **2-6 Procedure for releasing children from the center only to persons for whom the program has written authorization**

Parents or other authorized person are responsible for signing their child(ren) out of the program at the end of each day. Children will only be released to those authorized by the parent/guardian on the registration form. It is the parent's responsibility to modify the ECCA After School program of any changes to authorization. Those

picking up children should be prepared to show identification to staff members upon request. No child will be released to anyone who is not authorized to pick up that child.

The ECCA After School program will notify police of any parent or guardian suspected to be picking up children while under the influence of alcohol.

## **2-7 Procedures followed when a child is picked up from the center after the program is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day**

All children must be picked up no later than 5:55pm. Late pick-up fees will be applied at the end of the day at the rate of \$1.00 for every minute a parent/guardian is late. If a parent/guardian has not arrived by 6:10pm, the staff will call the parent/guardian. If a parent/guardian cannot be reached, the staff will then call the people listed under “Emergency Contacts” in the child’s file to arrange for the child to be picked-up. If the staff is unable to contact any parent, guardian, or Emergency Contact, the staff will contact local police and the school principal. The staff will remain with the child until the child is safely discharged.

## **Section 3: Safety Management Policies and Procedures**

### **3-1 Policy regarding severe weather**

Colorado weather can change rapidly and without warning. For outside activities, youth will be expected to bring appropriate clothing. Students are required to use sunscreen when playing outside. The ECCA program uses BANANA BOAT Kids Tear-free Sunscreen with SPF of 50 (hypoallergenic). If your child has an allergy to sunscreen, it is important to notify the staff of such skin allergies. Clothing includes close toed shoes, rain jacket, and a warm layer. Outside play and activities may be canceled or shortened due to weather. Staff will make the decision based on keeping the group safe. Staff will have access to first aid kits and a cell phone in case of emergency.

In case of severe weather the children will remain indoors and offered various activities.

### **3-2 Procedure for transporting children, including transportation arrangements and parental permission for excursion and related activities.**

The ECCA After School program has been designed to remain at the Eagle County Charter Academy campus during hours of operation, except for a few occasions.

Parents’ permission for any activities that may require the ECCA After School program to leave the Eagle County Charter School campus will be acquired prior to the day of the activity. This permission must be in written form granting the ECCA After School program the right to leave the ECCA campus with each child under the proper adult supervision. Parents have the right to request that their child not participate in any excursion away from the ECCA campus.



### **3-3 Written policy and procedure governing field trips, television and video viewing, and the staff's responsibility for the supervision of children**

Field trips will be described, posted, and sent home to parents/guardians at least one week prior to any planned trip. Program staff will carry all relevant information pertaining to each child on all field trips. Certified First Aid kits will also be in staff possession.

The ECCA After School program will occasionally watch TV or videos as part of our program and inclement weather days. Videos will be appropriate for children with a "G" rating. An alternative to the movie will be made to children who do not want to watch. Students will only be allowed access to computer devices to access assigned homework. The devices are not to be used for personal use or to play games.

Staff are responsible to visually supervise all youth present at all times. All staff meet the requirements set forth by the Colorado Department of Human Services, including successfully completing a background investigation for the Colorado Bureau of Investigation and the TRAILS child abuse reporting system. All program staff have CPR/First Aid training.

### **3-4 Policy on children's safety related to riding in a vehicle, seating, supervision, and emergency procedures on the road**

The ECCA After School program will not be making use of any form of motorized transportation.

### **3-5 Procedure for handling lost children and other emergencies at all times, including during field trips**

Parents/guardians must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact. In cases of emergency, staff will immediately call 911 and then parents/guardians next. In cases in need of non-emergency care, parents/guardians will be contacted by phone. If parents/guardians cannot be contacted the people listed on the Emergency Contact information form will then be contacted.

In the event of a lost child additional staff members will be provided to search for the lost child. The child's parents/guardians and appropriate authorities will be notified when necessary.

Fire and evacuation drills will be conducted periodically. The school is on a fire alert system that automatically notifies the fire department in the event of a fire.

In the case of a natural disaster, the established plan of action will be taken which includes prompt notification of parents/guardians and local authorities. Emergency transportation will be provided as available.

### **3-6 Procedure for caring for children who arrive late to the center and their class/group is away from the center on a field trip excursion**

All children are required to report and sign-in to the ECCA After School program as soon as they have been dismissed from their classrooms. If a child is to arrive late to the program written notification must be provided by the parent/guardian or teacher of the student, notifying the After School program staff that the child will be arriving late for the program.

## **Section 4: Reporting Policies**

### **4-1 Procedure for filing a complaint about child care**

If a parent, guardian, or employee has a concern regarding child care, they are first encouraged to bring that concern, in person or in writing, to the director. The director can be reached at (970)926-0656 or (970)855-0864, or written to at 1105 Miller Ranch Road, Edwards, CO, 81632. The director will take action to resolve the issue.

If a parent/guardian or employee is unable to resolve the concern regarding child care with the Director of the ECCA After School Program, the Colorado Department of Human Services, Division of Child Care can be contacted via telephone at: (303)-866-3755 or via mail at: The Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, CO 80203.

### **4-2 Policy regarding the reporting of child abuse**

Pursuant to Colorado state law, all staff members of the ECCA After School program will be required to read and sign a statement clearly defining child abuse and neglect and outlining the staff member's responsibility to report all incidents of child abuse or neglect. Any staff member suspecting a youth has been subjected to child abuse or neglect or who has witnessed a child being subjected to abuse or neglect must immediately report the incident to Eagle County Department of Social Services at (970) 328 7720 or local law enforcement.

## **Section 5: First Aid, Illness, and Medication**

### **5-1 Procedure, including notification of parents or guardians, for handling children's illnesses, accidents, and injuries.**

Health records are required and kept in each child's file. All known information about drug reactions, allergies, medications and special diets or conditions must be included. Immunization records must be provided to be kept in child's records.

Children must be healthy enough to participate in the program's daily routine. The ECCA After School program does not have the facilities to care for sick children and therefore do not allow them to attend the program. If a child becomes ill while in the program, the parent/guardian will be required to pick up their child as soon as possible. The child will be placed in an appropriate rest area until a parent/guardian arrives.

There are three main reasons to keep sick children at home

1. The child does not feel well enough to take part in normal activities
2. The child needs more care than teachers and staff can give and still care for other children.
3. The illness is on the list and staying home is recommended

And remember the best way to prevent the spread of infection is through good hand washing. Children with the following symptoms or illness should be kept home (excluded from school).

SYMPTOMS	Child Must Be at Home?
<p><b>DIARRHEA</b> frequent, loose or watery stools co normal ones that are not caused by food or medicine</p>	<p>Yes - if child looks or acts sick; if child has diarrhea with fever and is acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet</p>
<p><b>FEVER</b> with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.</p>	<p>Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.</p>
<p><b>FLU</b> Fever over 100 with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea</p>	<p>Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever</p>
<p><b>COUGHING</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment</p>	<p>Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary</p>
<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No - may attend if able to take part in school activities Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</p>
<p><b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor</p>	<p>Yes - call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p><b>VOMITING</b> Throwing up two or more times in the past 24 hrs</p>	<p>Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration</p>

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye and thick yellow/green discharge	No (bacterial or viral) children need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home is necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

All ECCA After School program staff must become CPR/First Aid certified. Approved first aid kits are kept at each site and taken on all off-site activities. If a youth becomes injured or there is an accident, staff will first assess the situation. If the accident or injury is minor (a scrape or a bruise), the staff member will apply first aid as necessary. If staff have any questions about the severity of the accident or injury a parent/guardian will be contacted.

In case of serious accidents or injuries, staff will immediately call 911 and contact the parent/guardian. Parents must provide written authorization for emergency medical care and all pertinent information regarding emergency parent/guardian contact.

For all major incidents, an incident Report will be completed and turned into the Director. These reports will be faxed to the Colorado Department of Human Services, as necessary.

### **5-2 Procedure for storing and administering children’s medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of the “Nurse Practice Act”**

All medications will only be dispensed by ECCA After School staff members who have completed and been certified in Medication Administration Training. All medications must be in the original container containing the proper dosage to be given, time it should be given, side-effects, and the expiration date. The doctor’s name needs to be clearly printed on the medication along with a signed note/prescription describing the proper administration of the medication. This holds true for prescription and non-prescription/over the counter medications. All medication will be administration will be documented in the school’s medication log book located where the medicines are stored in the nurse’s office. **If the medication and prescription/note from the physician are not presented correctly, the medication cannot be given by any staff of the ECCA After School program. Emergency medications will be stored in an area that is easily accessed by the staff, but inaccessible to students.**

**If child abuse is suspected please contact the Colorado Hot-Line for Child Abuse and Neglect 1-844-CO-4-KIDS (1-844-264-5437).**



**AFTER SCHOOL PROGRAM PARENT HANDBOOK RECEIPT – *please sign and return this page to the After School Program***

I, \_\_\_\_\_, have read and understand the After School Program Parent Handbook.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_