Innovation Learning

Creating Tomorrow's Innovators, Today

Hoover Elementary School
Family Handbook

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WELCOME TO INNOVATION LEARNING

Innovation Learning is an extended learning provider, offering before- and after-school programs that help children develop 21st Century skills in a safe, fun, and academically-focused setting, within the safe and familiar setting of their school. With an ever-increasing number of parents working to make ends meet and schools being asked to do much more with limited budgets, it can be difficult to meet everyone's needs. Innovation Learning is an additional resource designed to supports students, schools, and families by sharing in a vision for developing well-rounded children that will become the innovators and contributors of tomorrow. By integrating STEM education, project-based learning, physical fitness, play-based discovery, a variety of enrichment programs and academic support we engage our students while teaching problem-solving skills, cultivating creativity, and building their capacity for innovation. We offer fun, brain-stimulating activities so students succeed socially and academically and are not only better prepared for school the next day but for their innovative futures.

Innovation Learning provides a quality, connected, learning program that complements your child's school experience in a fun and exciting way. Partnering with local school districts, public and charter schools, and private schools across the country, Innovation Learning provides a program that promotes a holistic approach to learning while offering children a fun and safe before and after school program that is seamless in its support of your communities goals and values for before and after school programming.

Innovation Learning does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, education policies, financial assistance, or otherwise in its operation or management.

OUR MISSION – INNOVATION IS A LEARNED SKILL SET

It is our mission to "create tomorrow's innovators today." Our programs are based upon the premise that Innovation as a "set of skills," can be nurtured, taught and practiced. These skills which include curiosity, collaboration, associative and integrative thinking and a bias toward action and experimentation, contribute to an "innovative mindset" which improves social, emotional and academic outcomes for children. Children who master these skills are far better prepared than their peers and live a more successful, healthy and fulfilled life.

Our philosophy is contained in the following statements that serve to guide how we build our programs:

1. **Environment**: Every program is a safe and nurturing environment led by qualified and caring educators who facilitate a fun, engaging and intentional program to help children learn, create and innovate.
2. **Community**: Every site reflects the needs, desires and wants of the community. We are a connected learning partner and every student, parent, teacher and administrator should have a voice and a choice in their program.

3. **Whole Child**: Our program motivates the mind, body and spirit of every child. Learning is fun, and learning is done through play, exploration, experimenting and by building connections.
4. **Inclusion**: All children should have access to high quality opportunities for Creativity and Innovation.
5. **Process**: Children's innate curiosity is the spark to true Innovation. We encourage children to question, experiment and create with an understanding that innovation is an unfinished process.
6. **Learning**: Children should have a safe and secure environment where it is ok to make mistakes, with the understanding that failure is a healthy part of the process for creating and innovating new ideas.
7. **Innovation**: An "Innovative Mindset" can be nurtured and taught in all children and is accomplished through intentional opportunities for Creative Problem Solving, Critical Thinking, Collaboration and Active Communication among peers.
8. **Cross Curricular**: Children should know that they can be an artist and a scientist, an engineer and a designer, that STEAM should not be viewed with "ors" but with "ands."
9. **Joy of Exploration:** Children should have real control over their learning which is why many of our activities use Project Based Learning, which offers children a fun, hands-on and challenging way to learn.
10. **Flexibility**: Our job as a connected partner is never finished, we will always strive to innovate and create the best individual program for each and every school. Through a customizable and seamless approach to programming, we develop programs that each community can be proud to call their own.

Our Philosophy

As former teachers, principals and school district administrators we understand the importance of structure in our programs. However, just because our program is structured does not mean that we have to compromise important program elements such as choice, self-directed and project-based learning and fun. As a matter of fact, in most instances, students crave, structure, rules, and a schedule that ensures they know what to expect as part of their program. Each of our sites offers scheduled activities that leverages tried and tested curriculum. Even our play and physical fitness programs utilize lesson plans that have start and end times to ensure a deliberate framework complete with goals and objectives.

BENEFITS OF INNOVATION LEARNING:

Student & Family Benefits: Student-Centered Programming

Based upon surveys conducted by both San Francisco State University and the Afterschool Alliance, parents rate academic support, homework help and STEM activities high on their list of expectations for after school programs. Additionally, eight in 10 parents agree that after school programs should provide a fun experience for children; 71 percent agree that after school programs should help children develop workforce skills such as teamwork, leadership, and critical thinking; and 71 percent of parents also agree that after school programs should provide learning activities that are not offered during the regular school day. Based upon these priorities, Innovation Learning has developed a well-rounded program that provides:

- A STEM-based curriculum that allows students to pursue their interests while seeing how those interests are connected to the work, they are doing during the school day;

- A Project Based Learning (PBL) approach using the Buck Institute's Gold Standard to improve problem-solving and collaboration skills, and students' attitudes towards learning;
- Access to caring adults who serve as coaches and facilitators of inquiry and reflection, and do so in a teacher-to-student ratio that exceeds what a student experiences during the school day;
- Choices for children to approach the curriculum, the activities that they engage in, the way they interact and the things that they create (as part of the PBL process) in their own way.
- A curriculum that incorporates high-interest activities in science, engineering, and math;
- Academic support and homework assistance provided by licensed educators who check homework for accuracy and provide guidance when difficulty is encountered;
- A curriculum that incorporates play and leverages it to foster creativity, collaboration and creative thinking;
- Skills-based instruction with a deliberate focus on teaching 21st Century Skills such as communication, collaboration, creativity, and critical thinking;
- Students (usually, but not always) have the ability to work in pairs or groups.
- A holistic program that incorporates physical fitness and play so that children are active participants in their before and after school program.

We are confident that the benefits of providing numerous proven, research-based strategies will show in your students' performance. As part of our program we provide regular reporting and incorporate several evaluation tools to show our effectiveness in achieving our intended outcomes.

Additional Benefits – Safety, Convenience & Affordability

Our many years providing before and after school programs, coupled with our own experiences as parents have taught us that parents expect safety, convenience and affordability as elements to any good program. At Innovation Learning we raise those standards and leverage technology to offer:

- Programs that follows and is accountable to state licensing standards.
- Student-to-staff ratios that comply with and often exceed licensing standards.
- Digital, automated registration and enrollment.
- Unique Personal Identification Numbers (PINs) given to each parent/guardian to give families piece of mind as they sign their child out each day.
- Secure, digital payment processing so staff never have to handle or manage money
- Flexible scheduling so parents can control costs and only pay for the programs their child attends
- Acceptance of state subsidy and guidance for parents seeking to obtain access to financial assistance for those who qualify.
- Safe staffing through background checks, and CPR and First Aid certification trainings.
- Highly trained and credentialed staff who have committed their professional lives to working with children.
- Safe staffing through background checks, and CPR and First Aid certification trainings

Hoover Elementary School

INNOVATION LEARNING

Please keep this handbook for reference while your child is in INNOVATION LEARNING.
Updates will be sent as they occur.

Site Coordinator Andrew Fallman 720-591-8728 hoover@innovationlearning.com	**Teacher** Jonna Robertson 720-591-8728 hoover@innovationlearning.com	**Teacher** Lisa Parlette 720-591-8728 hoover@innovationlearning.com
Teacher Andrew Whipple 720-591-8728 hoover@innovationlearning.com	**Teaching Assistant** Jasmine Strahan 720-591-8728 hoover@innovationlearning.com	**Teaching Assistant** Lauren Kimble 720-591-8728 hoover@innovationlearning.com
Teaching Assistant Katie Kammerer 720-591-8728 hoover@innovationlearning.com		

Additional Contact Information for account troubleshooting, unresolved issues at your student's site and other administrative questions or concerns. We appreciate and encourage all feedback.

Area Director: Austin Duncan
Phone: 541-930-2485 Email: aduncan@innovationlearning.com

Customer Support:
Phone: 866-239-3661 Email: info@innovationlearning.com

Regional Innovation Learning Office: Nicole Bowling, Operations Manager
Phone: 423-300-9957 Email: nbowling@innovationlearning.com

Program Calendar & Hours of Operations

School year Before and After School Programs will operate starting on the first day of school and continue until the last day of school:

Program hours will be: 2:30pm - 6:00pm on Monday, Tuesday, Thursday, Friday and 1:00pm – 6:00pm on Wednesday.

Innovation Learning will offer full care day coverage from 7am-6pm on the following days:**	**Innovation Learning Holiday Closures Include:**
October 11, 2019 - (Inservice Day) October 25, 2019 - (Grading Day) November 11, 2019 - (Veteran's Day) November 25, 2019 - (Conferences) November 26, 2019 - (Conferences) November 27, 2019 – (Thanksgiving Break) December 23,26,27,30,31 2019 - (Winter Break) January 2nd and 3rd, 2020 - (Winter Break) January 17, 2020 - (Grading Day) March 20, 2020 - (Grading Day) March 23- 27, 2020 – (Spring Break)	Labor Day- September 2nd Veterans Day - November 11th Thanksgiving Day- November 28 Day after Thanksgiving - November 29 Christmas Eve - December 24 Christmas Day – December 25 New Year's Day – January 1 MLK Jr Day - January 20 President's Day - February 17 Memorial Day- May 25 Independence Day - July 4
**Please note enrollment for school break weeks or professional development days requires additional registration. To enroll log into the Innovation Learning's parent portal and click on the registration button at the top of the page and follow all prompts. Innovation Learning may choose to consolidate full day programs at one or more school sites throughout the district depending upon enrollment.	

Program Schedule of Fees

For safety reasons we do not accept cash, checks, or money orders at our sites. This ensures that staff can focus solely on children and programming. Therefore, we require that parents have a credit or debit card on file in their account. Weekly tuition is billed on Friday for the upcoming week. For daily attendance, parents have the option to pay as they go and pay for only the days they need. This offers maximum convenience for families.

A child's account balance must be paid for them to attend the program. Payment for full care days and school break days are due at the time of enrollment in those programs.

Your Account Website: www.innovationlearning.com

	2019-20 Program Rates:
After School 2:30 – 6:00 pm (Daily Rate)	$12.75
After School 2:30 – 6:00 pm (Monthly)	$210/month
Annual Registration Fee	$59 for First Child $99 for Family*
Late Pick Up Fee	$1.00 per minute**
Early Release Days	$18.25
Vacation Days	$39.99
Drop-In Fee	$15.75***
Discounts	25% Medford School District Employee 25% Military and Government Employee 10% Sibling Discount

*** $99 is the maximum any family will pay for registration**
**** Can be waived at Site Coordinators Discretion (inclement weather, called in advance etc.)**
*****A drop-in fee will be assessed when students are not registered to attend at least one day prior to program start (by midnight the night before).**

Program Registration and Eligibility

Student Orientation

Families interested in learning about our programs are welcomed to contact the Area Director to receive an orientation prior to starting programming.

To schedule an orientation, parents can contact the Area Director:

Austin Duncan
Phone: 541-930-2485
Email: aduncan@innovationlearning.com

How to Register

All registrations must be completed online by creating an account at www.innovationlearning.com. For families who do not have Internet access, they may enroll over the phone by contacting our Customer Service Department at 866-239-3661

A child is considered enrolled and may attend an Innovation Learning program upon the following:

● Online registration has been completed in full;
● A registration fee has been fully paid;
● Any additional paperwork is received by both the Innovation Learning office and the program where the child(ren) will attend each day of attendance;
● All required child care licensing regulations have been satisfied through completion and receipt of forms, immunizations, photographs or other requirement in accordance with the state of enrollment/attendance.

The enrollment procedure is as follows:

New Family Registration Step 1: Visit our website at: ***www.innovationlearning.com***

Step 2: Click on **"Enroll or Login"** at the top right-hand corner of the home page.

Step 3: Select your **State**

Step 4: Click on the **"View Details"** button for your School

Step 5: Click on **New Families**

Step 6: Click to **View Offerings**. Must choose a program to enroll in; AM, PM or Drop In

Step 7: Click **Enroll**

Step 8: Fill in all registration info and click on the **"Add to Cart"** button to get to the next step of creating your Portal account. Follow the check-out process and **Complete Registration** when all required fields are finished. All registrations are required to have a credit or debit card on file.

***Parent Portal**: Please know that you will be creating a new username and password to have access to the parent portal after registration is complete. Please take note of this information.

Eligibility

Innovation Learning does not discriminate against children on the basis of gender, race, cultural heritage, political beliefs, religion, national origin, ancestry, creed, pregnancy, marital or parental status, homeless status, sexual orientation or physical, mental, emotional, or learning disability in its education programs or activities. Innovation Learning will serve all students eligible for its program if space is available, including students with special needs, specifically:

- Sites will not exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of themselves or others or require a *fundamental alteration* of the program in order to maintain their safety and the safety of other children.
- Students must be toilet trained to attend Innovation Learning programs.
- Sites will make *reasonable accommodations* to their policies and practices to integrate children with disabilities into their programs unless doing so would constitute a *fundamental alteration* of the program for the purpose of maintaining their safety and/or the safety of other children in our care.
- Our leadership team will make an *individualized assessment* about whether a particular site can meet the particular needs of the child without fundamentally altering its program.
- Children who pose a *direct threat* –a substantial risk of serious harm to the health and safety of themselves or to others – will not be permitted to remain in the program. Senior Administrative Staff will make this decision only after a consultation with program manager, staff and parents has taken place.

This policy is intended to supplement but not replace any state and federal laws applicable to Innovation Learning's programs.

Serving Students with Special Needs

Innovation Learning will consider each student with a special need individually to determine if it can serve that student by maintaining their safety and the safety of students in our care. Innovation Learning believes strongly in making every effort to include students with special needs and will consider all relevant factors in making its determination. These factors may include, but will not be limited to, the following:

- The student's ability to function in the program environment safely;
- The student's ability to function safely in the space allocated for the program;
- The student's ability to function in a staff to student ratio of 1 staff to 12 students;
- The student's need for individual supervision;
- The student's healthcare needs;

Where appropriate, Innovation Learning will also consult with teachers, school administrators, previous childcare providers, and medical personnel as part of its consideration.

Parents must provide written permission allowing the Innovation Learning representative to observe the student and access student records as part of the evaluation process. At the conclusion of the consultations, the Innovation Learning administrator will discuss the recommendation with the student's parent(s) or guardian(s).

Making Enrollment Changes

- Site Coordinators do not have the capability to make registration and enrollment changes.
- All scheduling changes must be made through Customer Support either by calling them at 866-239-3661 or by emailing them at info@innovationlearning.com
- Any changes must be requested by Wednesday to take affect the following week (changes are not instantaneous and must be made in advance on Wednesday, the week before they are to take effect).

Enrollment Withdrawal Instructions

- To withdraw or unenroll your child, you must contact Customer Support either via phone or email.
- You must unenroll prior to Wednesday of the week preceding the intended withdrawal date (to avoid being billed).
- Any amount that you have paid due to a lack of adequate notice is non-refundable.
- If you wish to re-enroll your child at a future date your account must be in good standing and you will need to complete the online enrollment process again (and pay a registration fee).
- If you choose to withdraw from the program due to quality concerns please contact your Area Manager, Customer Service, and/or the Regional Director. We pride ourselves on our high level of responsiveness and appreciate any opportunity to improve our programs and ensure your trust.

Re-Applying for Enrollment

Re-enrollment for the upcoming school year with Innovation Learning begins in the spring. Summer Program enrollment will begin mid-Winter. All accounts will receive an email notification with enrollment dates and notices will be posted at the school.

SAMPLE BEFORE & AFTER SCHOOL SCHEDULE

Below you will find sample Hoover Elementary School program schedules. You can request an actual schedule from your Site Coordinator (however, many of the components that you see in this schedule will likely be part of your child's daily routine).

PM SAMPLE WEEKLY SCHEDULE					
	MONDAY	TUESDAY		THURSDAY	FRIDAY
2:25 - 3:00 pm	**Attendance and Check In Bathroom Breaks, Snack, Recess**				
	Kindergarten - 1st Grade				
3:00 - 3:45 pm	**Discovery Play**				
3:45 - 4:30 pm	**Innovation Stations**				
4:30 - 5:15 pm	**Academic Support**				
5:15 - 5:45 pm	**TINKER Time**				
5:45 - 6:00 pm	**Clean Up/End of Program**				
	2nd - 3rd Grade				
3:00 - 3:45 pm	**Innovation Stations**				
3:45 - 4:30 pm	**Academic Support**				
4:30 - 5:15 pm	**Discovery Play**				
5:15 - 5:45 pm	**TINKER Time**				
5:45 - 6:00 pm	**Clean Up/End of Program**				
	4th - 6th Grade				
3:00 - 3:45 pm	**Academic Support**				
3:45 - 4:30 pm	**Discovery Play**				
4:30 - 5:15 pm	**Innovation Stations**				
5:15 - 5:45 pm	**TINKER Time**				
5:45 - 6:00 pm	**Clean Up/End of Program**				

PM SAMPLE WEEKLY SCHEDULE			
		WEDNESDAY EARLY RELEASE	
12:55 -1:15 pm	**The Daily SWITCH** - Start of PM Program Check-in/Attendance/Snack and Responsive Classroom Once a week focus on the RAISE value of the month during SWITCH		
1:15 - 3:00 pm	**Rotation: Extended TINKER Time/Fun Fitness/Recess & Snack**		
3:00 - 3:45 pm	**Discovery Play***		
3:45 - 4:30 pm	**Innovation Stations***		
4:30 - 5:15 pm	**Academic Support***		
5:15 - 5:45 pm	**TINKER Time**		
5:45 - 6:00 pm	**Clean Up/End of Program**		

*Age groups rotate through Discovery Play, Innovation Station, and Academic Support in the same order as the M,T,Th,F schedule.

SAMPLE AFTERNOON ROUTINE

ARRIVAL, SNACK & THE DAILY SWITCH

Our staff transitions our children in to the program. We begin by greeting them, taking attendance and offering snack. Staff reviews the schedule makes announcements for the day, reviews the rules/routines and engages in a Responsive Classroom Activity that has been designed to teach social-emotional skills.

ENRICHMENT OPPORTUNITIES

At Innovation Learning we believe that students shouldn't have to miss out just because they are attending after school programs. As a matter of fact, we are of the opinion that students should have a variety of enrichment-based opportunities to choose from. At many of our sites, we offer additional enrichments such as karate, music, sports, guitar and other high interest activities.

ACADEMIC SUPPORT – HOMEWORK HELP

Our homework program goes beyond a simple homework club. We incorporate licensed teachers who provide the expertise necessary to ensure students not only complete their homework but understand it. They check for accuracy, and completion, so children can enjoy quality family time each evening and are prepared for school the next day.

INNOVATION STATIONS

Our STEM-based program incorporates Robotics, electrical engineering, coding, gaming, engineer design thinking, flight and chemistry are a few areas of focus. We incorporate play, movement, discovery, team-building and interaction with multiple forms of technology to help teach and practice skills that foster innovation.

DISCOVERY PLAY

Discovery Play - Daily, vigorous outdoor play, team building, and discovery activities are essential to engaging mind and body. Children are physically active in a structured play time that includes games that foster collaboration, curiosity, communication and creative problem solving. The three weekly components of Discovery Play are:

1. **Innovating Sports:** Students practice innovative thinking through gaming and sports. By developing games using a set of predetermined materials, they learn and use the Sprint Method, a process Google developed for answering critical questions through design, prototyping, and testing to create and adapt the games they develop.
2. **TINKER Time:** At Innovation Learning, we offer TINKER time for children so they can investigate topics of their choice while subsequently developing solutions to everyday

problems. TINKER Time allows students to pick their own projects and learning outcomes, while still hitting all the standards and skills for their grade level.

3. **Team Building:** Students engage in strategy-based games to accomplish a common goal. Upon completion, they debrief within their group and collaborate on how to best present their accomplishment to the rest of their peers.

FREE PLAY

Free, unstructured play is important to healthy brain development, teaching children to work collaboratively, to share, to negotiate, to resolve conflicts, learn self-advocacy skills, and it protects children against the effects of pressure and stress. For communities that believe play should be part of their before and after school programming, we offer ample opportunity for children to engage in unstructured yet supervised play. Whether play is outdoors or in a gym location, we offer children the time to play in ways that are voluntary, intrinsically motivated, and fun.

Creative Play (or Imaginative Play): This part of our program involves any object that sparks the imagination and promotes creative expression. Examples include children imagining they are part of stories, crowns that can be used for dressing up royalty, or a set of butterfly wings made of silk that empower imaginative flight. This type of play is especially popular with pre-k and kindergarten children.

Communication and Parent Responsibilities

Methods of Communication

- Each Innovation Learning site will have a Parent Information Board located at each site sign out table. The Parent Information Board will contact all notices, schedules and site contact information.
- Innovation Learning uses Email Blasts to notify parents of upcoming events and announcements to include billing alerts and confirmations.
- Account information and weekly billing are updated on each families account via the Innovation Learning Parent Portal. The Parent Portal can be accesses by going to our web site at www.innovationlearning.com. It is the parent/guardian's responsibility to check your account weekly for tuition balance and any late fees.
- Site Coordinators are available daily to communicate with parent/guardians regarding their child's development, homework and general well-being in the program. Each parent can feel free to call their site coordinator and/or set up a meeting (preferably outside of program hours).
- Parents will receive their site coordinators email address and cell phone number and can use both modes of communication.
- For all account related questions, we ask that parents please contact customer service at 866-239-3661. Our site coordinators do not handle money related concerns and do not have access to parent accounts.

- Each site will produce a monthly newsletter highlighting curriculum for the upcoming month and celebrating milestones for the current month.
- Parents have the opportunity to visit Innovation Learning at any time their child is present by making a formal request. Requests can be made by contacting the Area Director at aduncan@innovationlearning.com The formal requests offers ample opportunity to ensure that there is someone available to answer program related questions and provide a tour and explanation of programming. We encourage all parental input and communication.
- Innovation Learning has a Facebook page where we share pictures, announcements and other information with parents.
- If English is not the primary language of the parent/guardian Innovation Learning will work with the school district to make accommodations for important parental notices.
- Each site will have a Parent Advisory Committee (PAC) that will meet quarterly. Meetings typically occur in September, January and April. The PAC is comprised of parent volunteers. Each parent volunteer will receive 2 days of free programming for each PAC meeting they attend. If you are interested in participating in the PAC, please contact info@innovationlearning.com and specify the school you would like to be on the PAC for.

Parental Responsibilities

- We ask that parents please notify Innovation Learning of their child's absence from the program (especially if they are already registered). Notification can be facilitated by contacting their child's site coordinator (via email or phone) or by contacting customer service at 866-239-3661.
- Make weekly tuition payments by each Friday **prior to the week of attendance for all those enrolling their child for monthly or weekly tuition**. For all daily tuition and/or drop-in, payment is scheduled at the time of registration. Failure to pay after 1 week will result in a suspension until the balance is paid. Failure to pay balance of more than $150 after two weeks could result in permanent suspension from the program. Payment plan options are always available prior to receiving an outstanding balance. Payment plans can be facilitated by contacting customer service at 866-239-3661.
- Update Innovation Learning with any documents throughout the year in order to maintain an accurate set of student records (voucher paperwork, accommodations/needs, medical paperwork, updated emergency contacts and approved pick up persons, etc.).
- Update those who are allowed to pick-up your child in advance of their first day of pick-up.
- Utilize the iPad located at the sign-out table to sign-out your child from the program each day upon picking up your child. Parents must input their Personal Identification Number (PIN), provided at registration when signing their child out of the program each day.
- Ensure that your PIN is not shared with anyone else regardless of whether they are a family member. Each family member will receive their own PIN.
- Collaborate with the Site Coordinator of accommodation discussions associated with disabilities, food allergies, health related concerns and/or the individual needs of your child.

Behavior Management and Child Guidance

Innovation Learning's strategy is to guide and to teach children successful ways to behave in a variety of situations. Just as children learn and grow in their academic studies, the same holds true of their behavior. Our strategy promotes growth, development and learning while also and protecting the group/individuals that are in the program from psychological harm. Our teachers are trained to discipline children in a positive manner by adhering to a system of Positive Behavioral Supports for teaching children the skills that they need to exhibit self-control.

Teachers are encouraged to use a continuum of approaches that begins with the least aversive response possible. For example, if a child is not following classroom rules then the first response might be a look in the child's direction and the use of proximity control (which is simply the teacher positioning themselves closer to the student). Often times these simple strategies will be all a child needs to prompt them to follow the behavioral expectations set for the classroom. However, as important as it may be to respond to an inappropriate behavior, Innovation Learning teachers are also taught to reinforce positive behaviors as part of teaching the behaviors that are expected of each child in the after school environment.

This philosophy allows the child to solve their own problems with caring adult guidance through redirection, which promotes respect, responsibility, and good decision making. The key to our child guidance policy is first and foremost to ensure that teachers are looking for the reasons why a particular behavior is occurring and what they can do (by implementing strategies) to encourage positive behaviors while decreasing negative behaviors.

Below is a list of practices that Innovation Learning teachers are encouraged to use to avert negative behavior while encouraging the development of positive skills:

1. Logical consequences delivered with empathy
2. Collective thinking and problem solving
3. Shared control
4. Adult-child relationships that build mutual respect and self-esteem
5. Manage the environment (make sure that children are not spaced too close to one another during academics).
6. Prompting and pre-correction (practice the behavior that is going to be expected in a given environment)
7. Use Caring Gestures (hypodermic affection, e.g. a high five)
8. Hurdle Help (if a child is having difficulty in a situation the adult gives them just enough assistance so that they can get over the hurdle).
9. Redirection
10. Proximity (see above for example)
11. Planned Ignoring & Positive Attention
12. Directive Statements (The teacher in a firm voice (but not in a raised voice) directs the child to engage in a specific positive behavior.
13. Time Away (When children are upset or being stimulated by others children can often regain control and think through a situation if they are encouraged to separate themselves from the source of their upset).

If the negative behavior is persistent then teachers are encouraged to:

1. Log the child's behavior and track to look for patterns such as transition time, and/or certain times of the day when the behavior occurs to see if the causes of the behavior can be determined and alleviated.
2. Determine whether or not a current Behavior Support Plan exists that is being used during the regular school day. If one does exist then it might be appropriate to implement it during the after school time.
3. Gather ideas from other Teachers especially from the regular school day teacher for the purpose of generating possible solutions.
4. Work with parents, the child and with regular school day teachers to generate possible solutions and a written plan (if one does not exist). by implementing the following procedures:
    a. Parent/guardian is verbally informed
    b. Parent/guardian receives written documentation of incident
    c. Parent/guardian conference occurs. School principal or guidance counselor may also be present. Parent/guardian may be warned of suspension or dismissal from program
    d. Parent/guardian may be warned of suspension or dismissal from program only if there is agreement that the child presents a possible danger to self or others.

Innovation Learning prohibits its employees from using the following practices:

1. Spanking and/or any other form of corporal punishment.
2. Severe punishment such as humiliation, shaming, neglect, verbal or physical abuse;
3. Depriving children of outdoor time.
4. Depriving children or food; forcing children to eat food or drink against their will; or in any other way using food as a consequence;
5. Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothes or remain on the toilet;
6. Confining a child to a specific space in lieu of supervision;
7. Giving excessive time-out. Time-Out. Time-Out may only be used sparingly and may not be used as a disciplinary measure. Time away may be used if either a child requests it or if staff feels that time away from a stressful situation will benefit the child and help them. Any "time-out and/or time-away, may not exceed 1 minute for each year of the child's age (unless additional time is requested by the child) and must be within staff's view.

Behavior Support Strategy

The Area Director will review all student applications which may indicate the risk of behavioral or social emotional challenges that could impact staff's ability to keep a child and/or their peers safe. If documentation supports a need and there exists a doubt in the mind of staff that they could potentially have difficulty maintaining a safe environment, then the Area Director may contact the parent/guardian in an effort to develop a mutually agreed upon Accommodation prior to the student's enrollment in the program.

If crucial information is intentionally withheld from a student application which prevents Innovation Learning from proactively setting up an Accommodation Plan, a student's enrollment may be placed on hold until a meeting can be established to create such a plan.

Student Accommodation Plan

The Site Director, Curriculum Specialist, or Area Manager will:

- Observe the child. Note circumstances when behavior occurs (who s/he is with, time of day, area in which problem occurs and activity s/he is involved).
- Interview parents and teachers (those who know the child) to understand the behavior and how we can develop a plan which will support a safe environment while also teaching the child appropriate behaviors.
- Consider all aspects of a child's life (changes in the home or at school, whether the child is dealing with loss, familial changes, exposure to adverse conditions, physical conditions, relationships with other students etc.) that could impact their ability to cope with program space, rules, consequences and routines.
- Staff and parents shall share observations and knowledge of child at home and school environment to gain some insight in to the child's behavior.
- Focusing on a specific behavior, parents and staff will prepare a plan for the child that includes clear goals and objectives regarding desired behavior. If a plan already exists in the school and/or home environment, then Innovation Learning will seek ways in which to implement the plan in our program.
- Focusing on a specific behavior, staff will prepare a plan that addresses ways in which the desired behavior can be taught and practiced. If a plan already exists in the school and/or home environment, then Innovation Learning will seek ways in which to implement the plan in our program.
- Consequences for not following the expectations are also to be made clear. Rewards for meeting expectations may be considered but be cautious about using material rewards. Rather, focus on ways to create a feeling of pride or accomplishment in the child. Consider whether changes to the environment would be helpful. Accommodations may be changes to the room arrangement, more individual attention for the child, praise, staff proximity, additional space etc.
- If time is required to make the necessary accommodations, it may be necessary to have the child temporarily remain out of the program until the accommodations are firmly in place.

- If staff and/or parents feel that existing resources are inadequate to meet the child's needs, accessing additional support services will be explored including, but not limited to any of the following:
    - mental health agency
    - DCF to request support for family
    - public schools for evaluation for special education needs
    - Child Care resource and referral agency for information on other placements.
- Keeping Accommodation Plans in mind, a progressive behavior plan will be implemented to address reoccurring behaviors that may jeopardize a student's ability to remain in the program.

In some instances, it is necessary to terminate service for a student immediately or prior to the completion of the steps mentioned above due to their nature. Some examples many include, but are not limited to:

- Intentional destruction of school or Innovation Learning property, especially in instances where destruction of such property represents a concern that behavior and/or the destruction of such property might create an unsafe environment for the student and/or peers.
- Acts of intentional aggression toward another student or Innovation Learning staff member that could lead to injury and/or an unsafe environment for staff and other students.
- Acts of inappropriate touching of another student;
- Aggressive language, threats or discussion of violence towards another students or staff member (includes statements by parents as well), especially when it has been determined that the student has the means and desire to carry out such threats;
- Frequently picked up late by parents (3 times in 2 months)
- Absent from program for 2 weeks without notice or failure to pay for two weeks without communicating the need for a payment plan prior to being delinquent in payment.

Inclusional Behavioral Plan

It is likely that some children in the after school program may have learning, behavioral, physical disabilities or other special needs, such as ADHD, depression, oppositional disorder, autism etc. that may increase the likelihood that they become overly frustrated in certain academic and/or social situations. While diagnoses in and of themselves do not excuse students from behaving inappropriately during the After School program they do offer clues into the best ways to work with them as we attempt to teach them appropriate behaviors. Innovation Learning teachers are taught that some times the simplest solutions are the best solutions. Too often the natural tendency is to overreact to behavior when more subtle forms of intervention will do the trick. For example, simply acknowledging that a student may not want to do something (even though he/ she has to comply) is a sufficient strategy when facilitating transition. Strategies such as proximity control (where a teacher moves in the direction of a student) or a simple glance is all that is required to redirect. Innovation Learning teaches these simple strategies as part of our mission to invoke positive behavioral techniques.
In situations where students with learning and/or behavioral disorders are attending our program it is recommended that our site coordinators request access to the child's IEP and/or Behavior Support Plan. Access to such documentation assists in staff's ability to work with the child. Innovation Learning asks parents for permission to access such documentation and to speak with the child's regular school day teacher. We request such permission as part of our registration paperwork with the understanding that it will not be shared with any person not associated with Innovation Learning and that we will follow all laws that pertain to confidentiality.

Physical, Medical and Cognitive Needs - Student Accommodation Plan

Innovation Learning makes every effort to accept all students in to our programs regardless of disability. We approach every situation with a solution-based focus on how we can include as many children as possible in our programs. However, we place a very high premium on our ability to provide a safe environment for all students.

We have RNs and behavioral specialists on staff who have the expertise necessary to examine and evaluate the need for accommodations. For students who are in need of health-related plans, we ask that parents make us aware of the health needs of their child. A similar process to the Accommodation process will be followed in an effort to ensure we can provide necessary accommodations with the necessary professionals involved.

Innovation Learning does not generally have the ability to provide a 1 to 1 student to staff ratio (for any reason). Should evidence exist to suggest that 1 to 1 support is necessary to ensure the safety of the child and or other children in the program, Innovation Learning will follow the procedures stated above (in the Accommodation Plan section) to examine whether an accommodation plan is feasible. Innovation Learning will work with parents in an effort to obtain necessary accommodations prior to deciding whether the child can safely attend our program.

Outside Referral Policy

Innovation Learning employees with direct care positions will have responsibility for observation and documentation of any child related concern.

These include but are not limited to:

Educational Delays	Hearing	Behavior
Vision	Socio-Economic	Dental
Gross Motor	Physical	Fine Motor
Emotional	Speech	Social
Medical		

Should staff have a specific concern pertaining to a child the staff member must inform their Site Coordinator who in turn will contact the parent. While staff can request an observation form from their Site Coordinator, they will not engage in observation without knowledge of a parent. Observations must be formally observed, recorded, and reviewed with parents before an outside referral is recommended. Only Area Directors can facilitate action in regard to referrals, suspensions, behavioral evaluations and/or the involvement of outside professionals and only with previous knowledge of parents. They may in conjunction with parents, school professionals, offer recommendation to parents regarding appropriate social, mental health, educational and medical services for their child should s/he feel that an assessment for such additional services could benefit the child.

Parents/guardians are our partners in ensuring the well-being of our students and are always included in processes that could result in a referral (unless there are extenuating circumstances permitted by law). The Site Coordinator will always provide parents/guardians with a written statement including the reason for the recommendation of the referral for additional services, a summary of observations associated with the concerns prior and the efforts made in an attempt to accommodate the needs of their child.

Other than in emergency circumstances (effecting the immediate health of the child), staff will not make any recommendation, referral and/or facilitate action without offering assistance to the parent in accessing such referrals (to outside agencies). Other than in emergency situations, all referrals must have written parental consent before any contact is made. The program will maintain a written record of any referrals, including conferences with parents as well as the resulting action.

Evaluative Period

All students that attend the Innovation Learning Programs (regardless of whether or not they have a disability) go through a 15 program day evaluative period to determine their individual needs within the context of before school, after school and summertime programs. During this period, staff obtains and examines academic records, speaks with parents and teachers and observes students interacting in the program. Should behavioral concerns arise then Innovation Learning staff is instructed to collect data and supporting information for the purpose of determining the reasons behind the behavior as well as for developing strategies for successfully working with any negative behaviors that students may present. We utilize the philosophy of Positive Behavior Supports where teachers are trained to work with children that exhibit negative behaviors in a positive, constructive and strength based approach. Innovation Learning teachers are trained in this methodology.
During the evaluative period should staff have a concern regarding safety resulting from the presence of negative behaviors then they are instructed to gather data and develop different strategies for the purpose of working through the behaviors in question. As part of this process the Site Coordinator contacts the parents of the student(s) being evaluated in order to inform them of any concerns but more importantly to develop promising strategies for use in the program. Innovation Learning staff may construct a behavior plan specific to the before and after school environment or (more ideally) and/ or they may choose to "piggy back" on an already per-existing behavior program that exists within the context of the school day.
Innovation Learning reserves the right to suspend and/or expel students from the program based upon behavior that can be considered to constitute a danger. However, in order to suspend and/or expel a child from a program for longer than 3 days, the Site Coordinator must present evidence to support the fact that the child is in fact a danger. Additionally, they must also show that several strategies were utilized for the purpose of mitigating the behavior that is creating the threat.

Developing Plans & Strategies For Difficult Behaviors

When a child engages in behavior that can be viewed as a danger to self or others, our staff seeks to work with regular school day teachers and parents are invited to a meeting to discuss whether the behavior is specific to the before and after school period or it occurs in other settings. Our staff seeks to draw upon the experience of those that know the child best when attempting to develop plans that meet the needs of the child while also keeping all of the other children in the program safe. We make every effort to keep children in our programs and know that our chances of success increase exponentially when we include family members and school day teachers in the discussion. Area Directors are authorized to hire special education teachers and/or support staff for the purpose of fostering environments that meet the needs of all students.

Innovation Learning does reserve the right to suspend or expel students that represent a danger to themselves or others and despite the desire to include all students there may be times when it might be determine that the program does not represent an appropriate setting for a child. These instances are rare and in such cases Innovation Learning staff will assist parents in finding other options and/or additional supports. In the event that the Area Director or Site Coordinator has decided that a child will be expelled from Innovation Learning, the parents will first be informed

by either telephone, in person or in writing by the Area Director or Site Coordinator. If any case that a child is leaving Innovation Learning, the staff will prepare the child for their last day at Innovation Learning in a manner consistent with the
child's ability to understand.

Suspension/Expulsion From Program

Innovation Learning adheres to a policy of inclusion and only after multiple accommodations have been attempted or in cases where it is clear that behavior is a danger to self or others can Innovation Learning's Site Coordinator appeal to the Area Director to initiate a longer term suspension. Suspensions will only be considered in situations where both the parents and Innovation Learning administration feels as if all other strategies have been exhausted or when permitting a student to remain in the program will lead to physical harm to the child and/or to peers. In instances of extreme misbehavior, Innovation Learning will still make every effort to keep the child within our program based on extensive communication with parents, school teachers and other staff members.

For issues such as when:

- Behavior threatens the safety and well being of the children and/or staff.
- Specific emotional/behavioral needs Innovation Learning cannot meet.
- Behavior that interferes with Innovation Learning's philosophy and goals.
- Parents non-compliance of center policies
- Late tuition payment.

For student related behavior, staff must document the situation and write an incident report. All incident reports must be shared with parents within 24 hours. Should the incident report involve a dangerous behavior (that includes physical harm) then the Site Coordinator has the option to suspend a child until a meeting with parents can be scheduled and strategies for working through such behaviors can be developed. Once a plan/strategies have been developed then the Site Coordinator meets with site staff to discuss how to implement. Immediately following this meeting (which must occur within 2 program days) the child is free to return. It is the obligation of Innovation Learning staff to follow the plan and to utilize the strategies that have been put in to place.

For issues relating to parent behavior and/or payment related issues, the site coordinator is responsible for documenting and submitting the documentation to the Area Director for further evaluation. The Area Director will typically consult with site level staff and with the Operations Director when determining the best course of action.

Payment related issues are typically referred to our Customer Service Department who makes every effort to contact parents (via phone, email and in writing) to work with them to create a viable payment plan. Only after every effort has been made to no avail will Innovation Learning permit a child from attending the program.

Bullying

Innovation Learning believes that all students have a right to a safe and healthy environment. We have an obligation to promote mutual respect, tolerance, and acceptance and proactively and deliberately teach these concepts as part of our program.

Innovation Learning will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Innovation Learning expects students and/or staff to immediately report incidents of bullying to their Site Coordinator. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students in the program, while traveling to and from school or an Innovation Learning sponsored activity, whether on or off school grounds, and during a school-sponsored activity. In the case of the latter, Innovation Learning will report such alleged activity to school officials and will follow school district policy as it pertains to reporting. All incidents of alleged or observed bullying that involves students attending the school, regardless of time and location, will be communicated to both school officials and parents.

To ensure bullying does not occur at Innovation Learning, we provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each program's capacity to maintain a safe and healthy environment
Our staff should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion from the program.

Because our obligation to our children stretches beyond the before and after school time, we feel a responsibility to hold students to a code of conduct and take action when any form of bullying becomes known to our staff. Each program will adopt such a Student Code of Conduct to be followed by every student while in our program, or when traveling to and from school or a school-sponsored activity, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Site Coordinator or designee.
- Students can rely on staff to promptly investigate and report each complaint of bullying in a thorough and confidential manner to parents and school administration who have a vested interest in the safety of the children regularly under their care.
- If the complainant, student, or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Area Director. Innovation Learning prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, school administration, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the parent handbook and/or information packet, as part of new student orientation, and as part of Innovation Learning's notification to parents.
- Innovation Learning will make reasonable efforts to keep a report of bullying and the results of investigation confidential to all but those who are responsible for the overall safety of students (during the before and after school time and during the school day).
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Child Protection and Mandated Reporting

Federal and state laws require that Innovation Learning employees report suspected cases of child abuse or neglect by contacting the appropriate state agency or the National Child Abuse Hotline at 1-800-4ACHILD. This information is to be held confidential between the employee and the contact at the agency. This includes the reporting of parents and guardians who appear to be impaired by drugs or alcohol.

- Abuse is defined as "the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the state; or any sexual contact between a caretaker and a child under the care of that individual."
- Neglect is defined as: "failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition."
- Physical injury is defined as: "Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, the circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive."
- Emotional injury is defined as: "an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior."

Procedures for Reporting Abuse or Neglect

1. Innovation Learning staff and/or volunteers are to immediately inform their supervisor, who will confirm the facts reported and the condition of the child.
2. The supervisor will request the staff involved complete an incident report with the date, time and specific details observed, including type and location of physical marks of the suspected abuse/ neglect. This report will be delivered and reviewed by the Area Director as soon as possible after the incident but no more than 24 hours after it has been reported.
3. The Area Director will notify the Operations Director as soon as possible after the incident has been reported.
4. Reports will be reviewed, and a decision will be made whether to file within 24 hours.
5. If a 51A is filed by Innovation Learning with ODHS, the staff reporting the suspected abuse/neglect will be informed on a need to know basis to allow for further action/documentation.
6. Innovation Learning is not required to notify the parent of the report of suspected abuse.

Procedures for Reporting Abuse or Neglect Involving an Innovation Learning Employee

1. The Area Director will be informed and will communicate all information to Innovation Learning Executive leadership (the Operations Director and the Executive Director) and HR as soon as possible but no more than 24 hours after the incident has been reported to them.
2. The Area Director will contact the employee concerning the suspicions and confirm suspension of that employee until allegations have been cleared or substantiated.
3. All suspensions associated with abuse and/or neglect allegations will be without pay.
4. Innovation Learning will self-report to DCF within 48 hours. The employee will not work directly with children until the ODHS and EEC investigation is completed and for such further time as the Department of Early Education and Care requires.
5. In the event that allegations are substantiated, the employee will be terminated.
6. Staff and volunteers suspected of child abuse or neglect may not contact children or parents involved in an alleged child abuse incident.

Healthcare Policy and Information

Emergency Contact Numbers

Healthcare Consultant: Bryan Maki Colorado CPR and Safety Professionals 170 McGregor Circle Erie, CO. 80516	720-605-0605
Police Department	911
Fire Department	911
Poison Control	611
Ambulance	911
ODHS/Child Abuse	1-855-503-SAFE
Innovation Learning Area Director	541-930-2485
Innovation Learning Operations Director	270-559-9022

Plan for Medical Emergencies (Onsite)

1. In the case of a medical emergency (such as an allergic reaction, serious fall or cut, seizure, serious illness, etc.), an Innovation Learning staff member trained in first aid will begin administration of necessary emergency first aid while other staff member(s) attend to the needs of the other children in care, removing them from the scene of the incident if possible.
2. A staff member who is not assisting with the serious medical emergency will call 911 for assistance if immediately necessary, and will then call the Innovation Learning main office, the Area Director and/or the Operations Director to alert Administration of the emergency. As part of that communication, it will be determined if it is more appropriate for the Administrator or staff on the scene to contact parents/guardian to alert them that 911 has been called.
3. Staff will ride to the hospital with the child involved in the emergency medical situation and will bring with them all pertinent paperwork and medication to include the child's file, permission forms, and any medication or medical paperwork which is on file at the site for that child.
4. For non-911 emergencies, the Site Director will consult with the parent/guardian first (such as in the case of a broken toe or tooth or cut which might require stitches), the Innovation Learning site staff who is not assisting the child will attempt to contact the parent/guardian to consult and request immediate pick-up for transportation of the child for treatment. The staff member will then call the Innovation Learning Area Director.
5. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in the order of how they are listed in the child's registration paperwork/file. If a parent/guardian or

6. Innovation Learning staff will never transport a child in their personal vehicle for medical treatment.
7. Once the child is treated and resting, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the licensing entity as soon as possible and not later than three business days after the injury.
8. All injuries that leave a mark and/or involve a child complaining of pain will be documented using an Innovation Learning Incident Report

Plan for Medical Emergencies (offsite; while on a field trip)

1. As a preventative measure, prior to the departure of a field trip from any Innovation Learning site location, the Site Coordinator or staff in charge will determine appropriate guidelines to be followed during the field trip to ensure continuity and safety of the children including:
    (a) A plan to bring all emergency information for children including medications and necessary medication paperwork, permission slips and emergency forms which will include emergency contact information.
    (b) At least one travel first aid kit will be fully stocked and brought on the trip.
    (c) A plan to ensure that children will be protected against heat, cold, and sun injury will be devised.
    (d) On the field trip, Innovation Learning staff will review the location of emergency services (such as life guard stations, telephone locations, first aid stations), and will have access to a working cell phone. When groups will be traveling separately, whenever it is possible, at least two staff will travel together with a group of children at the field trip location and walkie-talkie communication will be utilized for communicating between all staff.
    (e) One trip leader per bus will confirm that all students are accounted for prior to departing and will ensure that all students are off the bus after each destination.
    (f) Transportation logs will be completed in accordance with ODHS regulations.
2. If an accident or acute illness occurs with a child while any Innovation Learning program is on a field trip, the staff in charge will assess the situation, give first aid as needed, and will then determine if it is most appropriate to contact 911, the Innovation Learning administrator or child's parent/guardian first. Other staff members who are available on the trip will assist the staff member who is administering first aid by assisting children who are not involved in the emergency and alerting other program staff or administrators about the emergency.
3. Depending on the location of the trip it will be determined by the Innovation Learning staff in charge if the urgency of the situation necessitates ambulance transportation, or if staff can wait with the child for a parent/guardian to arrive at the location to transport the child.
4. Whenever possible two staff members will wait with the child until emergency transportation arrives. In the event that ambulance transportation is necessary, at least one staff member will

accompany the child to the hospital and will serve as that child's guardian until the parent/ guardian or an appointed emergency contact can join the child. Staff riding with the child involved in an emergency medical situation will bring with them all pertinent paperwork and medication, including such items as the child's emergency form, permission forms, and any medication or medical paperwork for that child.

5. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in order of how they are listed in the child's paperwork. Additional attempts to reach the parent/ guardian may be made. If a parent/guardian or emergency contact cannot be reached for a child, the Innovation Learning Administrator on duty will devise a plan of action. If transportation to a hospital or medical facility is deemed necessary for the child, a member of the Innovation Learning staff will serve as the child's guardian until the parent/guardian or an emergency contact can be reached and can join the child.
6. Other staff member(s) will attend to the needs of the other children in care on the field trip, removing them from the scene of the incident if possible. Innovation Learning staff members are trained to respond in a reasonable, reassuring and calm manner.
7. Once the child is treated, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the ODHS as soon as possible and not later than three business days after the injury.
8. Medical costs resulting from injuries incurred while attending Innovation Learning and requiring professional medical attention will be the responsibility of the parent/guardian. Parent/guardians are the primary insurance holders.

Plan for Care of Students with Mild Illness or Injury

1. Prior to registration, a parent/guardian must confirm that documentation of a physical exam (within one year), immunization records (in accordance with the Department of Public Health), and lead screening is on file at the child's school. Annual dental screenings are recommended for all children.
2. It is required that Innovation Learning has up-to-date emergency forms on file for each child. Innovation Learning must have accurate phone number(s) where guardians can be reached, as well as information for three (2) emergency contacts. If there is a move, change of phone numbers, job change, or any other changes that would affect the program's ability to contact the parent/ guardian or an emergency contact; it is the responsibility of the parent/guardian to notify the program immediately. According to the Oregon Department of Human Services (ODHS), forms and permission slips must be updated every year and are only valid for one year from the date of signature. Failure to provide up-to-date information, such as working telephone numbers or emergency contacts, required forms, medication information, or failure to provide required non-expired medication may result in suspension of child care services or termination of child care services.
3. Innovation Learning must be informed by a parent/guardian if a child has any medical condition or chronic condition that could cause difficulties (including past surgeries or bone breaks, allergies or any chronic or life-threatening conditions or allergies) in order to best handle any emergencies that could arise. It is essential that all medical information is kept up-to date. Failure to disclose pertinent information or keep information or medications up-to-date could result in suspension of or termination of child care services.
4. Children who become mildly ill or injured during program hours will receive appropriate

care from an Innovation Learning staff member who is trained in first aid. Our basic means of treatment for mild injuries are cleaning cuts, bandaging, and applying cold compresses. Our basic treatment for mild illness is to consult with the child about symptoms, take the child's temperature and then to allow for rest on a mat. Any child who is mildly ill or injured will continue to have their needs met with regard to food, drink, rest, play materials, comfort, appropriate levels of activity and supervision. Children who are mildly ill or injured will be continually monitored by the staff members in charge and are allowed to remain in care.

5. Symptoms of mild illness may include headache, fever that is under 100ºF, belly ache or body aches, mild cough or congestion, earache, sore throat without fever, mild diarrhea, and lethargy. Mild injuries might include: small cuts or scrapes, bumps or bruises, nose bleeds, lose or lost baby tooth, or injuries resulting from small falls.
6. If any child in care complains of illness or injury for more than 15 minutes Innovation Learning staff will consider this persistent and a parent/guardian will be called for consultation and to possibly speak with their child. In our experience, children who are not able or willing to participate in normal activity should be picked-up from the program as soon as the parent/guardian or emergency contacts are able. Children who are exhibiting symptoms that are slightly more than mild will be monitored and kept comfortable by Innovation Learning staff until the pick-up person arrives.
7. If a child becomes more seriously ill, vomits, has a high fever or cannot be soothed by program staff due to illness or injury, a parent/guardian or emergency contact will be notified and pick-up from the program will be required. We will keep the child comfortable and away from other children (in case the illness is communicable) until the necessary pick-up arrangements are made.
8. All children who receive any type of first aid care will receive an INJURY/ILLNESS REPORT form, which will be completed by Innovation Learning staff and presented to the pick-up person for signature. The parent/guardian will always be notified verbally of the injury/illness at pick-up and whenever possible a copy of the report will be provided when it is signed at pick-up. However, the form may be provided up to 48 hours after the injury/illness. Additional copies of the report will be logged in the programs central log book and retained in the child's file.
9. It is the practice of Innovation learning staff to notify a parent/guardian any time a child's injury involves any part of the child's head, neck or back. At the time of notification, it will be stated if the injury was mild or more severe. This precaution is in addition to the INJURY/ILLNESS REPORT form and is in place to ensure timely notification of this type of injury to the parent/guardian.
10. If a child is ill with a fever of 102ºF or above, is vomiting, has a communicable illness or has an illness noted in the chart below, the parent/guardian is required to keep him/her out of care for the recommended amount of time as indicated in the chart below. If a child experiences a fever of 102ºF or higher or is vomiting while in care, immediate pick-up by a parent/guardian or their representative will be necessary.
11. If any child or program staff member is known to have any type of communicable illness or condition (such as lice), it is the responsibility of the parent/guardian to notify Innovation Learning staff by calling the child's program site or calling Customer Service. When a report of communicable illness is noted at a child's program site, parents/guardians will be notified

via e-mail and/or letter distributed at sign-out. Failure to report communicable illness can result in unnecessary spread of illness to program participants and staff, as well as their families. ALWAYS REPORT COMMUNICABLE ILLNESS!

Communicable Illnesses Chart

DIAGNOSED ILLNESS OR SYMPTOMS	CHILD CANNOT RETURN TO THE PROGRAM UNTIL…
Fever above 102ºF	Keep home for 24 hrs. Fever must be under 102ºF without use of fever reducing meds.
Vomiting more than 2 times per hour	No vomiting for 12 hours
Infectious diarrhea: Giardia, Shigella, Salmonella,	On medications & must have a doctor's note to return to child care.
MRSA	On medications & must have a doctor's note to return to child care.
Meningitis	On medications & must have a doctor's note to return to child care.
Conjunctivitis	On antibiotic for 48 hrs.
Strep Throat	On antibiotic for 24 hrs.
Scarlet Fever	On antibiotic for 24 hrs.
FLU	At least 24 hrs. after the fever is gone.
Pneumonia	On medication for 24 hrs.
Ear Infection with fever & pain	Can return to care as long as fever is under 102ºF for at least 24 hrs.
Impetigo	On medication for 24 hrs.
Chicken Pox	All blisters are crusted and dry, (approximately 1 week)
Head Lice (pediculosis)	Return after complete treatment and removal of nits. Must be completely nit & lice free.
Scabies	Treatment has begun
Pinworms	Feeling well enough to return
Ringworm	Treatment has begun
Herpes Simplex	Sores have completed crusted over or can be covered
Mononucleosis	Contagious period has passed and feeling well enough to return
Fifths Disease	Contagious period has passed and feeling well enough to return
Viral Croup	Contagious period has passed and feeling well enough to return
Coxsackie Virus (Hand, Foot & Mouth)	Contagious period has passed and feeling well enough to return
Pertussis (Whooping Cough)	Contagious period has passed, on medications and feeling well enough to return
Vaccine Preventable: Measles, Mumps, Rubella Diphtheria/Tetanus HIB Disease Hepatitis B	Contagious period has passed and feeling well enough to return

Plan for Administering Prescription and Non-Prescription Medication

1) No medication or topical cream can be administered to a child without a completed written consent form from the parent/guardian and in some cases the child's licensed health care practitioner.
2) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent/guardian.
3) Innovation Learning staff members will be trained annually in procedures for administering medication, including training in the "Medication Administration."
4) All medication must be provided as prescribed, in the container in which they were originally dispensed, with the original label, the name of the drug, the directions for its use, and the child's name clearly affixed.
5) Both the medication and the prescription label must be non-expired in order for the medication to be acceptable for use at the program.
6) Innovation Learning staff cannot administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner.
7) Any medications without clear instructions on the container will be administered by Innovation Learning staff in accordance with a written physician or pharmacist's descriptive order.
8) Unless otherwise specified in a child's individual health care plan, the Innovation Learning staff must store all medications out of reach of children and under proper conditions for sanitation, preservation, security and safety during the time that the children are in care and during the transportation of children or off-site activities.
   a) Prescription medication requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38ºF - 42ºF.
   b) Medications found in the US-DEA Schedule II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
9) Emergency medications, such as Epi-pen auto-injectors, must be immediately available for use as needed, but stored so that they are not accessible to children in care.
10) When possible, all unused medication will be returned to the parent/guardian when a child is no longer enrolled in care or no longer needs the medication, or the medication becomes expired. This return will be documented in the child's file. If returning medication to the parent/guardian is not an option, the medication will be destroyed or disposed of properly by Innovation Learning administration in accordance with the practices of the Department of Public Health or under guidance of the police department.
11) While ODHS regulations allow for a circumstance where an older school age child, with written parental consent and authorization of a licensed health care practitioner, could carry their own inhaler or epinephrine auto-injector, Innovation Learning does not allow for this circumstance at its program. This ODHS requirement mandates that the program must also maintain an on-site back-up supply of the medication for use as needed, and therefore creates redundant medications to be furnished by the family. Additionally, the child may only use the medication under staff supervision. Therefore, we feel that it is best practice to keep the medication under the control of our trained staff. Then when the child needs the medication it will always be available for use.
12) Over-the-counter (non-prescription) medications can be administered with a completed written consent form, as well as a note from the child's licensed health care practitioner authorizing the use of such medications, but must be in the original manufacturer's

packaging with directions for use that are consistent with those provided by the licensed health care practitioner's authorization.

13) Whenever a medication requires a measuring device, the appropriate device must be supplied by the parent/guardian and labeled with the child's name.
14) No Innovation Learning staff shall administer the first dose of any medication to a child, except under extraordinary circumstances (such as anaphylactic shock) and only with consent of the parent/guardian.
15) Each time a medication is administered, the Innovation Learning staff must document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication. Parents/guardians will also always be notified by Innovation Learning staff when any medication has been administered.
16) All medications must be administered in accordance with the consent and documentation requirements listed on the next page:

MEDICATION FORMS

Parents must fill out these forms giving Innovation Learning authorization to give a child medicine.

Temporary Administration (10 days or less)
AUTHORIZATION TO ADMINISTER MEDICATION: Temporary Medication Auth

- Complete the top portion of this form for each medication.
- If a new prescription is given or the 10 days expires, the parent will need to complete another form.

Long Term Authorization (more than 10 Days)
AUTHORIZATION TO ADMINISTER MEDICATION: Med Admin Form Long

- The prescribing physician needs to complete the bottom portion of this form for administration longer than 10 days.
- This form is typically accompanied by an "Individualized Health Care Plan" which the student already has on file with the district. Families of children with health care plans must notify Innovation Learning that an Individualized Health Care Plan exists.

Staff accepting medication from parents must review the authorization forms to ensure that it is completed correctly and signed. Staff must ensure that medication is secured in the locked box. The Director will implement a medication dispersal system using administrative staff or designated, trained staff. Staff will be evaluated annually on their ability to follow the administration of medication procedures.

Type of Medication	Written Parental Consent Required	Health care Practitioner Authorization Required	Logging Required
All Prescription	Yes	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	Yes. Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
Unanticipated Non-Prescription for Mild Symptoms (e.g. Acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature.
Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

Plan for Individual Health Care Plans (IHCP's)

Innovation Learning must maintain, as part of a child's record, an Individual Health Care Plan for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IHCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending Innovation Learning.

Innovation Learning must review an IHCP in collaboration with the parents/guardians, Innovation Learning staff and the child's licensed health care practitioner in conjunction, must authorize the IHCP for the purposes of before and after school care. IHCP forms have been developed by Innovation Learning for this purpose and will be provided either at the time of registration or when a chronic medical condition is noted.

The IHCP must include the following:

- Description of the chronic condition which has been diagnosed by a licensed health care practitioner
- Description of the symptoms of the condition
- Outline of any medical treatment that may be necessary while the child is in care.
- Description of the potential side effects of the treatment
- Outline of the potential consequences to the child's health if the treatment is not administered

Innovation Learning staff must have successfully completed training relative to a child's IHCP. This training must be given by the child's health care practitioner or, with the child's health care practitioner's written consent, by the child's parent or Innovation Learning's health care consultant. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IHCP would include children with asthmatic conditions, allergic reactions, ADHD, or diabetic conditions.

In addition to the plan for administering prescription and non-prescription medications highlighted above, when children with an IHCP need to receive any unanticipated administration of medication (such as Benadryl or Epi-pens), the Innovation Learning staff will make reasonable attempts to contact the parent/guardian prior to administering such medication or beginning unanticipated treatment, or, if the parent/guardian cannot be reached in advance, as soon as possible after such medication or treatment is provided.

Written parental and licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner and must be renewed annually, or when the child's condition changes, in order for administration of medication and/or treatment to continue. Failure to fully comply with this requirement of care may result in the suspension of child care services until paperwork is complete or termination from care if the parent/guardian will not comply with this licensing requirement.

Emergency Response Plans

Plan for Missing Student(s)

We ask that parents please contact your Innovation Learning site if your child will be absent.

Innovation Learning staff provides the school office with a list of those students scheduled for the program each week. **For students planning to access drop-in, we ask that you contact both the school office and Innovation Learning to make them aware prior to the child attending the program.**

Should a student who was scheduled to attend the program not show or is absent from Innovation Learning during the end-of-school-day transition, the site staff will take the following steps to locate the child:

- Review the attendance to confirm the listed child is scheduled.
- Review the school absent report, and/or dismissal report.
- Contact the school office to page the student (and to confirm the child was not signed out of school early).
- Try to contact the student's teacher with help from the school office.
- Contact transportation with help from the school office (to determine whether they accidentally boarded the bus).
- Contact Parent on all phone numbers listed followed by emergency contacts if parents cannot be reached.

No activities should begin until the student has been located either visually or verbally by the parent, school or Innovation Learning. If all steps are taken and the student has not been located, Innovation Learning staff will contact the Area Manager who will confirm that all steps were taken prior to informing the police.

Should a child go missing at the program site/not at the start of the program day (such as during a regular head count for at transition within the program) the following steps will be taken by Innovation Learning staff:

- They will make sure that the head count is correct with the number of children in attendance and ask a fellow staff member to confirm the count.
- Identify which child is missing. Do a face-to-name attendance for all students. All activities should be put on hold while roll call is confirmed.
- Communicate with ALL staff members that a child is missing and share that child's name, grade/age and physical description. Designate staff to remain with children while additional staff search for the child. Depending on the location the student was last seen staff will check all areas where the child could be (examples: they will check around the school building, behind outdoor structures, inside all bathrooms and classrooms close to the program location, the child's own classroom, etc.).

- Check the site's sign-out list to make sure that the parent/guardian has not picked-up.
- Check to make sure that the child is not in an outside agencies group. If it is early in the afternoon, check with the main office of the school.
- Quickly contact the Innovation Learning main office to make the Area Director aware. At this point Innovation Learning staff will determine whether the police should be notified.
- Contact the parent to explain the situation and see whether the parent can account for the child. Also, if Innovation Learning is aware of someone who might know the whereabouts of the child, staff will contact that person (ex: someone who might have picked-up without signing out – grandparent, etc.).
- Continue looking for the child, the Area Director will arrive to assist with the situation.

Innovation Learning School Break Programs Missing Child Procedure

- If a child does not show up for the program within 45 minutes of the start of programming and the guardian has not notified the program of absence:
- Check sign-in log to make sure the child was not signed-in for the day.
- If the child was signed-in, but the child cannot be located at the site follow procedure below.
    - Make sure that the site's voicemail has been checked for the day.
    - Call the Innovation Learning main office to make sure that absence notification was not received there, and to make the main office administrators aware of the situation. Check the main office voicemail if no one is available at main office.
    - Contact a parent/guardian to confirm absence (try both parents if one cannot be reached). Call home, work, cell (all #'s) for one parent before contacting the other.
    - When Innovation Learning staff reach the parents/guardians, they will make the Area Director aware of whether the child is absent or if they were unable to reach the parent/guardian and had to leave a message.
    - The Area Director will continue calling emergency contacts until someone can be reached to account for the child.

If a child is missing from the after-school vacation program or while on a field trip:

- Communicate with ALL staff members to make sure that they are not aware of the child's location.
- Check the child's group sign out list to make sure that the parent/guardian has not picked up without your knowledge. Depending on the location of the group at the time the child is observed to be missing, check all areas that the child might be (examples: check around the school building, behind outdoor structures or playgrounds, inside all bathrooms and classrooms close to your location, the stage area, kitchen, vacation program office, gym, stairway to gym, locker room, etc. On field trip check immediate vicinity and the last place that you were).
- Contact the Area Director if on-site to make them aware of the situation and to see if they have seen the child during the day. (Example: Did the Site Coordinator release the child to a parent/guardian from the Summer Program office after illness without notifying the team leader?).
- Do an "all call" over walkie-talkies (summer program) announcing "Locate: child's name, IMMEDIATELY". If anyone knows whereabouts of child, announce over walkie talkie.
- Have all children sit quietly while you do a full face to name attendance.

- Quickly contact an Area Director or the Innovation Learning Regional office to make the leadership team aware, and so that an Area Director can head to the site if not already on-site. At this point Innovation Learning staff should consider notifying the police.
- Do an ALL PROGRAM attendance.
- If available, notify the field trip location and ask their staff to help. Have the field trip location do an announcement for the child to meet at an obvious location.
- Contact the parent/guardian to explain the situation and to see if the parent/guardian can account for the child.
- Continue looking for the child without alarming other children.
- If the police have not already been contacted and all of the steps have been followed, then they should be contacted to assist in the search.

Emergency Contingency Plan

In order to keep our program participants safe, and to comply with strict licensing regulations, Innovation Learning After School has the following plan for emergencies:

1) Innovation Learning Site Coordinators will plan and execute at least one emergency evacuation drill monthly, which will be scheduled to allow each participant to practice the plan at least once a month (requiring multiple monthly drills). Drills will be conducted from various care locations (i.e. from the classroom, from the gym, from the cafeteria, etc.) and in various weather conditions. Guardians and children will not receive advanced notice of drills. Site Coordinators will record the drills in a manner that fulfills licensing requirements.
2) Innovation Learning will adopt the School's procedures for "shelter in place" if necessary, during the program day. Innovation Learning staff may practice procedures for sheltering in place.
3) All exits to outdoors in all program-utilized spaces will have posted emergency escape routes and procedures. Each program site will have an emergency meeting location, and a plan for utilizing alternative program space (see below), should the licensed space become unfit for child care services.
4) All Site Directors shall have one method for recording attendance during emergencies which will also have emergency contact information for each child enrolled, in the event that parents/guardians must be notified of an emergency. Should this occur, the Site Director will make every effort to contact the Innovation Learning main office staff who will then work to contact guardians while the site staff monitor the children in care.
5) Innovation Learning shall receive emergency preparedness training and instruction in handling potential emergencies in a calm, safe and appropriate manner for children in care. Staff will be trained in communicating emergencies in an efficient and appropriate manner to the proper authorities, Innovation Learning administration, and parents/guardians. In the event that authorities need to be contacted, Innovation Learning administration will contact the authorities, while site staff monitor children in care.
6) In the event of a loss of power, heat, water or other unforeseen emergency at the program site, the situation will be assessed through communication from the Site Coordinator to the building custodian, and/or the School Administration. If necessary, the Site Coordinator will contact the Police or Fire Department or utility provider to gain information about the scope of the emergency. Every attempt will be made to remain open, as long as safe conditions can be met including adequate heat and clean water. Decisions will be made on a case by case basis how to address the emergency.

In some instances, it may become necessary for the program to be closed due to the emergency. In this circumstance, program families will be contacted via telephone, text and e- mail until it is certain that all families are informed. Children will be supervised by staff until the guardian or an emergency contact can retrieve the child early due to emergency closing.

7) If a parent/guardian is not able to reach the site staff by telephone using the site's main phone number, the parent/guardian can call the Innovation Learning main office to get assistance in contacting the site staff.

Plan for Assessing Potential Hazards

Each day the program site will be inspected by all staff members to make sure the area is free from all hazards, and any dangerous objects or debris that appear at the site should be removed immediately. All toxins (bleach, cleaning liquids, etc.) are to be kept in a locked cabinet, which is off limits to children. The program areas will be assessed for any hazards which could pose a risk to children with allergies at the program site, and where necessary areas will be cleaned to ensure that allergens have been removed prior to the arrival of children at the site.

If any child enrolled in care at a program site has a life-threatening allergy to a substance which may be brought into the program space by other children, parents/guardians, staff or school personnel, that information will be shared, and the area will be labeled as a sensitive area. **We ask that parents indicate when enrolling whether their child has an allergy that could cause sickness or a life-threatening circumstance.** Failure to disclose this information could cause a delay in enrollment and/or temporary suspension from the program until a health plan and/or safety plan can be reviewed and/or put in place by our health consultant.

Innovation Learning will develop a specific emergency plan for any child that needs specific arrangements in times of emergency due to any special needs. These plans will be developed with assistance from the school administration and the student's parent or guardian.

Plan for Maintaining First Aid Supplies/Emergency Supplies.

Each after school program site will maintain adequate first aid supplies in a well-marked location at the site. Supplies will include (but are not limited to): large and small sized band aids, gauze pads, adhesive tape, gauze roll bandages, disposable non-latex gloves, instant cold packs, blunt tip scissors, tweezers, thermometers, triangular bandages, CPR mouth guard, eye wash container, and a flashlight. Each program shall also maintain an emergency travel first aid backpack which will also include all of the items listed above. Additionally, each program shall maintain a few items of clothing in various sizes in the event that a child's clothing is soiled while in care. However, if a child is known to have accidents or if a parent/guardian feels that the needs of their child are best served by having a change of clothing at the program at all times, it is encouraged and recommended that the parent/guardian provides a change of clothing which will be labeled or use by that child only. First aid kits/emergency supplies will be inventoried monthly by the Site Coordinator.

Plan for Management of Infectious Diseases

1. All Innovation Learning staff will be trained annually in infection control procedures, including proper procedures for hand washing, and washing, disinfecting, and sanitizing program spaces,

surfaces, and equipment. Abraham Lincoln Elementary custodial staff will also be responsible for cleaning program spaces.

2. Innovation Learning staff will educate children about and promote hand washing procedures and health precautions. Please be advised that Innovation Learning staff and children are required to wash their hands many, many times each day. Hand washing will occur (but is not limited to) before and after food preparation or snack time, before and after the administration of medication (staff only), before and after water play, after toileting, after coming into contact with any bodily fluids (including sneezing and coughing), after performing cleaning tasks (staff only).
3. ODHS guidelines will be followed for the clean-up and disinfection of areas that have been contaminated by blood or any other body fluid. Any clothing which is contaminated by blood or any other body fluid is required to be sealed in a plastic container or bag, labeled with the child's name and returned to the parent/guardian at the end of the day.

If a child is unable to attend school during the day, he or she should also not attend the Innovation Learning program. Also, if a child gets sick while in the program, the parent/guardian will be called to pick-up the child. Parents are advised to not bring a child to the morning program if the child has an oral temperature of 100 degrees or greater, a contagious disease or suffers with diarrhea or vomiting. Parents are notified to immediately remove their child from the program in case of illness, including the above mentioned.

In case of accident or illness, the child's parents or guardians are called immediately. In serious cases, the child is taken to a local hospital by an emergency vehicle for treatment and the parents or guardians are immediately contacted. Parents of every child enrolled are notified immediately if one of the following communicable diseases has been introduced into the program: lice, impetigo, ringworm, hepatitis A, food poisoning salmonella, shigella, measles, mumps, strep throat, rubella, pertussis, polio, Hemophilus influenza type B, meningococcal meningitis, strep or any other communicable disease. Proof of treatment or approval by physician may be required for a child diagnosed with a communicable illness.

Accidents Reports: Innovation Learning considers safety for all children our first priority. Should an accident occur, the parent/guardian should expect to receive a written accident report from the program as soon as possible after the incident but no more than 24 hours after its occurrence. In addition, the accident will be reported to the state childcare licensing agency or appropriate government agency as required by law.

Plan for Serving Children with Disabilities

Innovation Learning welcomes children of all abilities and medical needs to participate in our programs. Care for all children shall ensure that all health requirements for individual children are met. Innovation Learning will not discriminate based on mental or physical limitations, toilet training status, or any disability.

While Innovation Learning has highly supportive staff, the program is unable to provide individual aids to children who require 1:1 support. We will welcome aids provided by school district or by parents/guardians.

Program Arrival, Departure and Transitions

Utilizing effective transitions in the program helps group leaders to minimize disruptions and behavior problems, maximize engagement, and maintain optimal learning conditions during instructional times.

The following are listing of transition times that occur in the program:

- Morning arrival into the program and dismissal to the classroom
- Gathering for SWITCH
- Cleaning up
- Snack Time
- Homework time
- Lining up to go to different places/locations
- Settling down for a group activity
- Changing groups or activities
- Getting student's attention
- Ending the day/going to sign out

To ensure that children understand the transitional practices put in place in our programs Site Coordinators will:

- Give consistent visual or auditory signals and verbal cues to alert children that a period of transition is coming;
- Teach children how to make effective transitions between activities to promote independence in coping with changes in their environments;
- Model the appropriate way for children to make a transition between activities;
- Circulate among children during transition times, to attend to individual children's needs and questions, help them prepare for the next task, and quell any minor disruptions before they escalate;
- Provide incentives, or verbal reinforcers to children for making successful transitions from one activity or setting to another;
- Use a consistent transitional signal across the program that is taught and practiced in the group daily.

Innovation Learning engages in face to name counts during all transitions. This means that:

- Staff has a roster available during all transitions.
- During transition, staff goes down the roster and states the name of each child
- Upon stating the name of each child, staff looks at that child to confirm their presence.

Transition Plan

1) Innovation Learning does not provide transportation or arrange for transportation to or from the program.
2) Children walking to the Program within the same school: It is recommended that classroom teachers bring kindergarten and grade one children to the Innovation Learning site. Innovation Learning staff will solicit school administration for the purpose of arranging a viable transition plan for children entering the Innovation Learning program. Each school is unique in how children transition from the school day. It is recommended that parent/guardians speak with their school to make these arrangements. Children in grades two and up may walk to the area independently and unsupervised. Innovation Learning is not responsible for a child until they arrive at the program. Children remain the responsibility of the school until they arrive at the Innovation Learning School Age Program.
3) Program Drop Off: Parents/guardians are responsible for transporting children on all full days and during the vacation weeks. A parent/guardian must walk a child into the program site to sign-in and also enter the program to sign-out a child at pickup time. Innovation Learning is responsible for the child after they have been signed into care, and until the time that they are signed out of care.
4) Program Pick Up: Children must be picked up by an adult who is eighteen years of age or older and they must be signed out by 6:00 pm each day. It is the responsibility of program staff to make sure that children depart from care safely. Therefore, all pick up persons listed on a child's file (including parents or guardians and emergency contacts, babysitters or another child's parent) MUST have a PIN (personal identification number) and/or be prepared to show proper identification to program staff. The following forms of ID will be allowed: Driver's License, Passport, and State Issued ID Card.
5) At the discretion of the Innovation Learning site staff, a child will not be released to a pick-up person who they feel cannot safely supervise the child upon program departure (such as a pick-up person who arrived intoxicated or displays potentially dangerous or harmful or aggressive behavior). Innovation Learning relinquishes responsibility of the child in care as soon as they are signed out by a parent or guardian at pick-up.
6) Siblings: Older brothers and sisters who are at least sixteen (16) years old will be allowed to pick up their younger brothers and sisters from the site. They may not pick up friends, neighbors, cousins, nieces, or nephews. The sibling must produce a valid Photo ID for the staff before the child can leave the site. The following forms of ID will be allowed: Driver's License, Passport, State Issued ID Card, and if the sibling picking up has their birth certificate on record at Innovation Learning, a valid High School ID Card. Siblings under the age of sixteen (16) will not be allowed to pick up a child enrolled in After School Child Care. We regret any inconvenience this may cause but feel it to be in the best interests of the children to observe these limits.

Visitation by Parent/Guardian

A custodial parent shall be admitted to their child's before or after school program for visitation purposes. Such right of admission shall apply only while the child is in the program. Input from and communication from parents is encouraged.

Visitors are expected to engage with children and Innovation Learning staff in a professional and courteous manner.

Inclement Weather Policy

INCLEMENT WEATHER AND FEES

Innovation Learning follows the delay and closing procedures set forth by your child's school. In general, when schools are closed due to inclement weather, Innovation Learning will also be closed.

Emergency Dismissal: If the School and/or District Administration closes schools early due to inclement weather or other emergencies, **Innovation Learning is also closed**. Parents will be notified by the school snow tree, and their inclement weather instructions will determine where their child is to go.

If the Superintendent of Schools cancels all extended day and/or evening activities due to weather or other emergencies, **the Innovation Learning program will close at 5:00 p.m**. This is to ensure that all families have adequate time to arrive from work to pick up their child (regardless of when extended day/evening activities are canceled by the school). Late fees for parents will begin to be charged at 5:00 p.m.

Delayed Opening: Innovation Learning will follow the same protocol as the school regarding delayed opening. If your child's school has a two-hour delay, Innovation Learning will open on a two-hour delay*. All currently enrolled Innovation Learning students may attend delayed opening care. If the delayed opening designation changes to ***school is closed*****;** the Innovation Learning program must close. Parents will be expected to come immediately to pick up their children.

* Innovation Learning will open at the schools discretion, check with your Area Director for your specific school's policy.

School is Closed, Innovation Learning is Closed: Innovation Learning is closed when school is closed.

Tuition on Inclement Weather Days: No refunds will be given for programs that are canceled due to weather, facility issues, school closures, school dictated unavailability of space, or any other issue beyond Innovation Learning's control.

Exceptions to this rule exist only if school is closed three or more days in a Monday – Friday week and for those families who select the drop-in option. In both of these instances, families may receive a credit for future programming only, provided they contact customer service within 72 hours (by phone or email).

NOTE: It is the parent's responsibility to be aware of inclement weather situations. Please listen to the radio or television for weather updates and changes in school dismissal times.

Additional Safety Policies

Excess Damage

We take pride in offering an active learning environment and normal wear and tear on materials is expected in busy hands. On the contrary, where damage to Innovation Learning or school property is caused through willful destruction, undue carelessness, or disregard for rules, it is our policy to inform parents of this and seek their cooperation in overcoming the problem. Individual circumstance will determine the action taken. The Director shall determine the reasonable cost of repairing or replacing property damaged by the student.

Food & Snack

The snack served during the after-school session meets the USDA meal pattern requirements.

If special foods are required due to dietary restrictions, you are responsible for providing those foods to the Innovation Learning staff. Foods brought from home must be in compliance with the USDA meal pattern requirements. “Fast food” is not permitted at Innovation Learning.

All Educators will be required to complete basic training in USDA nutritional requirements and in food choking hazards.

Personal Belongings

Students should leave all personal belongings of value home (toys, money, electronics).
Innovation Learning is not liable for theft, loss of breakage of these types of items.
Any personal property left at the program at the end of the day will be placed in the school lost and found.

Dress Policy

Students should wear clothing that complies with the school dress code.
Students should bring clothing that will allow them to participate in a minimum of 30 minutes in outside activities. Innovation Learning may request a doctor’s note if your child is not permitted to go outside.
Students should wear sneakers or close-toed shoe to prevent injury.

Internet/TV/Video

Innovation Learning allows Internet usage and typically will utilize the same network as that found in the school building. Regardless, we always utilize a firewall that guards against children entering sites that are not age appropriate. As an academic program, we encourage our students to use the Internet for homework completion and research related purposes as part of our Innovation Stations.
Our Director of Curriculum reviews all games and software used on the computer, prior to use.
Television viewing is only allowed occasionally and only in support of our academic content and curriculum. All movies shown should have educational merit and parents will be notified in advance of any content that staff plan on showing. Parents will have ample opportunity to opt their child out.

Pictures/Videos Taken During Program Hours

Occasionally Innovation Learning teachers will take pictures or record video of our programs for the purpose of staff portfolios, staff training and/or marketing purposes such as to inform other families about our programs. Parents are asked to provide permission for their child to be included in photos and videos and students are not included unless such permission has been provided. Parents that do not want their child to participate for whatever reason are encouraged to also notify their Site Coordinator (in writing) of their wishes.

Special Activities

On occasion and especially during vacation day programming, we may plan special activities and field trips that occur outside our regular schedule and curriculum. When this occurs, parents receive notification of such activities well in advance and also receive a permission slip that must be signed by the parent in order for their child to participate. No child will be permitted to attend a special activity without having a permission slip on file that has been signed by the parent/guardian.

Issues of Custody/Care

Please directly give the Innovation Learning Site Coordinator any legal paperwork and changes in your custody agreement.

Innovation Learning may restrict parental access unless provided with signed legal documents.
Innovation Learning employees shall not be permitted to testify on the behalf of a parent or guardian in any type of legal proceeding.
Innovation Learning will not act as a mediator between parents/guardians.

Licensing Regulations Requirements

Innovation Learning operates programs in various states. **Licensing requirements in each state will supersede any and all information not listed in the parent handbook.** Additional information, other than the Enrollment Form, is required by your state in order to enroll your child(ren) and in order for them to attend the program. Ensure that each of the forms included in your registration packet and/or online have been submitted to Innovation Learning during enrollment and prior to attendance. You may contact ODHS for information regarding Innovation Learning's regulatory compliance history.

Background Checks for All Employees

Innovation Learning completes background checks on all its applicants. This includes Accurate Biometrics, FBI Fingerprinting for all state. Innovation Learning hires candidates who meet and exceed our rigorous requirements, which are aligned with state licensing regulations.

ODHS shall check the names of all persons listed below against the Sex Offender Registry database, prior to employment or licensure and on a periodic basis, to determine if the candidate is classified as a Sex Offender: (a) prospective and current family child care educators, their household members and persons regularly on the premises; (b) prospective and current family child care assistants; (c) prospective and current licensees; (d) prospective and current ODHS-approved reviewers; (e) prospective and current employees, interns and regular volunteers who have the potential for unsupervised contact with children; (f) individuals who provide transportation services for ODHS licensed and/or funded programs; (g) applicants to be adoptive or foster parents and their household members; and (h) prospective and current ODHS- funded caregivers.

Applicable Fees

Insufficient Funds (NSF)

A $25.00 fee may be charged for any payment that is returned unpaid by your bank or credit/debit card company for any reason. This fee will be the maximum allowable fee in accordance with the state of enrollment and attendance. This fee will be added to the balance due.

Late Pick-up Fee

We will work with all families in order to facilitate their needs and understand that, on occasion, families may arrive to the program late due to unforeseen delays. We understand and appreciate your call before closing to let us know. In the event of late pickup, fees will be assessed as follows:
At the discretion of the site coordinator Innovation Learning may offer a grace period of up to 10 minutes with advance notice. For parents who do not receive a grace period and/or come after the 10-minute grace period, they will be charged $1 per minute for late pick-ups.

While we understand that this does occur, this becomes an issue when families take advantage and consistently pick-up late. Three or more incidents within a 60-day period may result in termination. We ask that all parents have an authorized "back-up" person to pick your child up on time. Please speak to your Site Manager to add any authorized pick-ups to your child's file.

Witness Fees

Payment of the following minimum fees is required for all civil subpoena, court order, and warrant requests. Each time we are called as witnesses in a civil case; it is understood that we are being called as professionals. If either parent/guardian subpoenas a staff member as a witness, that parent will be required to pay a fee of $250.00 per appearance per employee. This helps to defer the cost of compliance to Innovation Learning, such as the expense of additional staff needed at the center and salary for the employee being called to court. Cancellation must be reported to the center in writing by the issuing party and received no later than 1 business day prior to the scheduled court appearance in order to qualify for a refund of the appearance fee. In addition, Innovation Learning reserves the right to charge a document retrieval fee of $0.25 per page for all copies of children's records or files.

Formal Educational Program Complaint Procedure

Innovation Learning seeks to be fair and just in working through all problems and issues associated with the program and offer several opportunities for parents or students to work through such situations. When initiating a formal complaint, the following steps should be followed:

- It is always best practice to first attempted to resolve any issue by speaking directly with the individual(s) involved.
- If the situation involves a teacher and you do not feel comfortable and/or have not been able to resolve the issue with that person then you can contact the SC who will help you to work through the situation.
- If the issue still has not been handled to your satisfaction and if it is a billing issue, then you can contact Customer Service at 866-239-3661.
- Complaints are received and handled with the appropriate individual who has the best knowledge of the situation. After your concern has been addressed, you will receive a letter documenting the receipt and review of your complaint.
- Should the complaint still not be resolved to your satisfaction then you have the right to contact your local state licensing representative or our Executive Director. Our Customer Service representatives will always be happy to provide contact information

At any time if you feel that we have been unable to resolve your issue, or you feel there is a circumstance that has led to noncompliance of state and/or federal law you have the right to contact the regulating state department. However, it is our sincerest hope that Innovation Learning and parents can work together to resolve any and all issues that may arise regarding the program.

Our Contact Information:
Phone: 866-239-3661
Address: 7332 S Alton Way, Unit 13D, Centennial, CO 80112

Parent's Pledge of Understanding

- I understand that all forms must be completed and either online or in hard copy form and they must be on file before my child can attend.
- I understand that I or another pre-authorized person must sign out each child daily. Each child must be escorted into the program in the morning and signed in and out of the program (a pre-authorized person is the parent/guardian or people identified as authorized pick-ups on the enrollment form)
- I understand that my child will not be able to leave the program with an unauthorized person. (Legal documentation must be provided to Innovation Learning regarding any custodial evidence or authority limitations of either parent. Without legal documentation, either parent will be allowed full access to the child during program operation).
- I understand that medication will not be administered without completion of the required forms.
- I understand that tuition is due each Friday for the upcoming week of services of the program as long as the child(ren) is (are) enrolled in the program and will be auto debited using a credit or debit card on file (unless another arrangement has been made in advance, with customer service).
- I understand that tuition is due regardless of attendance, including absences to the regular school day and due to holidays.
- I understand a late fee of $15 may be assessed if payment is not received by the end of business on Friday.
- I understand the late pick-up fee policy.
- I understand a one-week written notice must be given for any and all changes to my child's schedule.
- I understand I must notify the Site Coordinator if any information on the enrollment form changes.
- I understand that Federal and state laws require Innovation Learning employees to report suspected cases of child abuse or neglect.
- I understand that I must notify the site, in advance, if my school age child will not be attending after-school care.
- I understand that I must notify the school and Innovation Learning if my child will drop-in to the program for the day
- I understand that the Site Coordinator will notify me whenever my child becomes ill. I agree to pick-up my child or make arrangements to have my child picked up by an authorized individual within one hour of notification.
- I understand that my child cannot attend the school if he/she has any illness that threatens the health of other children. I understand that Health Department regulations concerning periods of infection will be enforced. I understand that my child must be fever and symptom free for 24 hours before returning to school after an illness. I also understand that prescription medication must be administered to my child at home for 24 hours before he or she can return to school.
- I understand that I am required to inform the site within 24 hours or the next business day if my child or any member of my immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.
- I have read, understand and will abide by Innovation Learning's Inclement Weather Policy.

Parent's Signature_____ **Date**_____

FIELD TRIP PERMISSION SLIP

Dear Parent or Guardian:

A field trip has been scheduled for your child's Innovation Learning program. Each child must have advance written permission to go on a field trip. *Students who do not have prior written permission will not be able to participate in the field trip.*

Please complete the lower section of this form and return it to school immediately.

Thank you.

Teacher:_________________________________ Date: __________________________

Date of field trip: __________________________ Approximate Time: ________________

Destination:____

Your child will need: ____

Mode of transportation: Bus ______ Van ______ Walking ______

- -

Sign, detach and return this portion to school

I have read the information above and give my permission for _________________________
(student's name)

From _____________________ to attend the field trip to ____________________________
(school)

On ______________ at ______________. I understand that my child will be traveling
(date) (approximate time)

By bus ______ van ______ walking ______ (please check the appropriate one).

Teacher: ________________________________ Department/Grade: _________________

Signed

____
Parent/guardian