



Woodrow Wilson Academy

# **Wildcat Care**

Family Handbook

2024 - 2025

# Wildcat Care Program Mission Statement

Wildcat Care is a Colorado licensed childcare center that provides before and after school care to students enrolled at Woodrow Wilson Academy in a safe, structured environment that encourages academic growth and social and emotional development.

Wildcat Care plans intentionally for active and play based learning experiences.

Wildcat Staff prioritizes time for school assigned homework with staff assistance.

Given Wildcat Care is located on the Woodrow Wilson Academy campus, transportation is not provided to or from the Wildcat Care site location.

**Woodrow Wilson Academy  
Wildcat Care (WCC)  
8300 West 94th Ave.  
Westminster, Co. 80021**

**Woodrow Wilson Academy Website:**  
<https://www.wwacademy.org/>

Call/email the Wildcat Care site phone: (303) 431-3694, Ext. 310 office, Ext. 315 cafeteria. Calls after 6:30pm, please leave a message and the Program Director will get back to you as soon as possible.

Wildcat Care Program Director  
**Mrs. Brigitte Green**  
bgreen@wwacademy.org  
303-431-3694, Ext.310 WCC office /Ext. 315 cafeteria

## **ENROLLMENT AND WAITLIST**

"Admission" is the subsequent step after Intent is received for the Wildcat Care Program. Admission is complete upon the receipt of a signed enrollment agreement submitted by the listed deadline.

"Enrollment" is the final step after Admission is complete and involves confirming and securing a space for your child in the Wildcat Care program. Enrollment is complete after all enrollment paperwork has been submitted prior to the deadline and has been approved by the Wildcat Care Program Director. Enrollment paperwork includes, but is not limited to, a completed Student Record, an Evacuation Form, a monthly Attendance Calendar and a comprehensive immunization record or an immunization exemption form. Additionally, medication agreements and health Care plans may be required. Once the Enrollment process is complete, a student is permitted to attend Wildcat Care.

"Intent" refers to the process of formally expressing one's intention and commitment in having their eligible student(s) considered for space in Wildcat Care for the 2024-2025 School Year. Intent is considered the initial step in the enrollment process.

"New Students to Wildcat Care" refers to any enrolled Woodrow Wilson Academy student who was not enrolled in the Wildcat Care program as of March 1, 2024.

"Parent" refers to the custodial parent or legal guardian of a student enrolled at Woodrow Wilson Academy.

"Returning WWA Wildcat Care Students" refers to a Woodrow Wilson Academy student who was enrolled in the Wildcat Care program as of March 1, 2024.

### **Eligibility Policy**

Students in Kindergarten through Sixth Grade who are currently enrolled at Woodrow Wilson Academy (referred to as "WWA ") are eligible to participate in the Wildcat Care program. WWA students who will be at least 5 years of age by October 15 and students who will remain under 12 years of age until May 30, 2025 are eligible.

### **Waitlist Policy and Process**

New families with intent to enroll their student(s) in the 2024-2025 School Year Wildcat Care program must participate in the waitlist process. Intents must be submitted before 3:30 p.m. on April 18, 2024. Returning eligible 2023-2024 Wildcat Care students and their eligible incoming siblings will receive priority in readmission to the School Year Wildcat Care program.

The waitlist will be administered by the WCC Director in April/May of each school year and will select students for the following school year's Wildcat Care program. Selection of families from the waitlist will be held at the end of our April 18, 2024 business day at 3:30 pm. The WCC Program Director will notify participants in early May to complete the admission process. Those who are not selected to participate in the WCC program will be notified by email in May and placed on the waitlist based on their intent entry number.

Those on the waitlist will remain throughout the school year, unless they ask to be removed, and will be contacted when openings are offered.

### **Intent to Return Details:**

#### *Priority Consideration:*

- Completing this form provides priority consideration for the student's re-enrollment in the Wildcat Care program.
- Should my needs for Wildcat Care change, I will contact the WCC Director as soon as possible.
- I understand that this change in need may result in a change in my student's priority.

#### *Eligibility Exclusion:*

- Students who were withdrawn from the 2023-2024 Wildcat Care School Year program by or on March 1, 2024, will not be eligible to participate. Such families must participate in the 2024-2025 Wildcat Care Admission Waitlist.

#### *Capacity and Priority:*

- Wildcat Care is licensed by the Colorado Department of Human Services to supervise up to 60 children between five (5) and twelve (12) years of age.
- Colorado Department of Human Services requires Wildcat Care to maintain a staff-to-student ratio of up to fifteen (15) students per one (1) staff member.

**- Due to limited capacity, Intent of Return forms with the highest need of Care (e.g., 4-5 Same-Day Morning & Afternoon sessions each week) will receive the highest priority.**

**The priority level of weekly Care needed will be given in the following order:**

1. 4-5 Days of Same-Day Morning & Afternoon Sessions, each week
2. 4-5 Days of Afternoon Sessions, each week
3. 4-5 Days of Morning Sessions, each week

#### Commitment to Enroll:

- By submitting the Intent, **the listed parent is committed to enrolling the listed student(s) in the Wildcat Care program** for the 2024-2025 School Year, subject to available space, including the required staff supervision.

### Enrollment Confirmation:

- **Submission of this form does not guarantee enrollment**, as enrollment is based upon eligibility, available staff supervision, the desire to maximize the usage of Wildcat Care's facility due to the limited licensed capacity, and the completion and Director-approval of the enrollment paperwork submitted by any assigned deadlines. This intent form will give your student(s) top priority in admission eligibility.
- The Wildcat Care Program Director will contact the undersigned parent/guardian to confirm enrollment by the end of May each year.

### Notification of Enrollment Status:

- Families will be notified of their enrollment status beginning on Friday, April 26.

### Acceptance of Terms:

- Participants understand that the information provided in this form will be used for enrollment purposes and agree to update the Wildcat Care Program Director with any changes to my contact information.

### **Admission Process / Waitlist Policy**

Student admission to Wildcat Care is completed upon the submission of an enrollment agreement in both ProCare and a paper form, which must be signed and returned to the Wildcat Care Program Director by the assigned deadline. Families on the waitlist will be contacted by the Wildcat Care Program Director as space becomes available.

## **STUDENT DROP OFF & PICK UP**

Only authorized adults may pick up and sign out students. Students must be signed in and out of the program by an authorized adult or parent upon arrival and departure from the Wildcat Care site to ensure student accountability.

WCC policy does not allow for any student(s) to sign themselves in or out of the program.

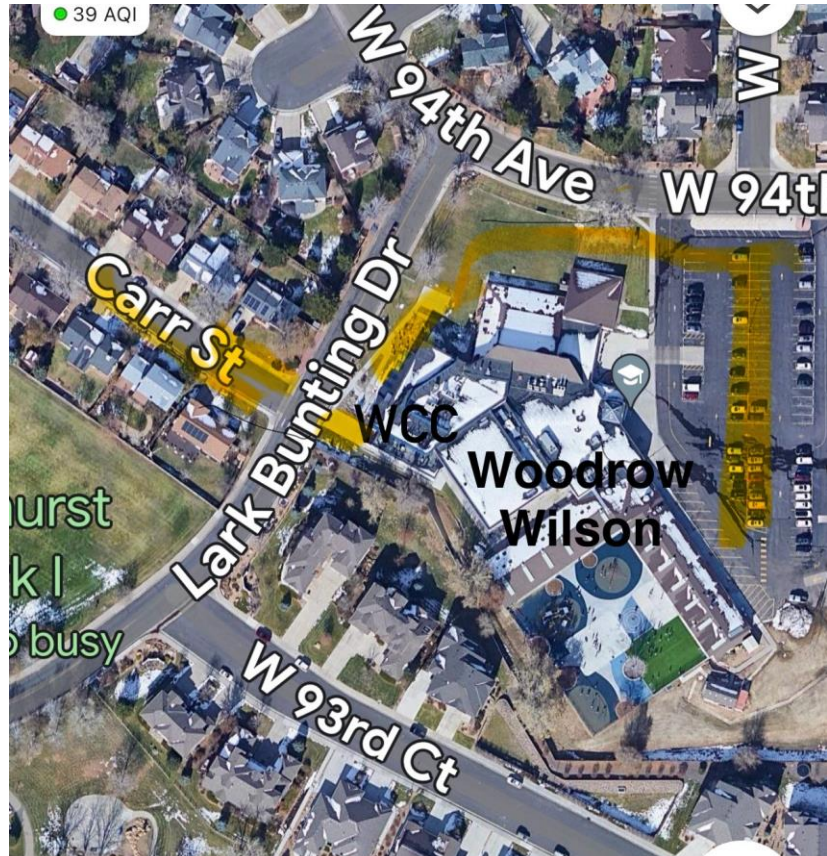
Authorized adults are those who are 18 years or older and have been designated by the parent or guardian and are on file with the WCC program. In addition to written authorization on file, for safety purposes, we are required that parents inform WCC staff of additional persons picking up their student.

Persons 16 years or 17 years of age, with a completed Release Authorization on file, are authorized to sign for the student.

Wildcat Care is located on the Woodrow Wilson Academy School campus in the cafeteria. Families may park at the front of the school or can park on Carr St. and enter through the back cafeteria doors facing Lark Bunting Drive. Wildcat Care has moved away from issuing fobs to families as a safety measure to keep students and staff safe. We will have a ring doorbell for families to ring and staff will let you in. **Families may park in the driveway in the afternoons only.**

**Parking on Lark Bunting Drive is not permitted by law.**  
**Violators may be subject to ticketing and/or fines.**

Please adhere to the WWA traffic routes and be respectful  
of our neighbors while driving.



## HOURS OF OPERATION

Wildcat Care's daily operations will reflect that of Woodrow Wilson Academy.

### Before School Program

Before-school Care operates from 6:30 AM to 7:45 AM. Enrolled students must be signed in prior to attendance. Students will be released at 7:45 AM, at which point staff will escort WCC students, especially younger or new students, to their classrooms. ***No student(s) will be accepted into the program after 7:30am.***

### After School Program

After-school Care operates from 3:05 PM to 6:00 PM. Enrolled WCC students meet in the gym for check-in at 3:10 PM. Student(s) signed out during the school day cannot attend WCC after school program.

### WCC Daily Schedule Before/After School

#### MORNING School Program

Tabletop Activities – 6:30 - 7:00 AM

Breakfast/snack – 7:00 – 7:15 AM

Recess/gym play – 7:15 – 7:35 AM

Students are Released to class 7:45 AM

#### AFTER School Program

3:05 PM – 3:35 PM – Check in, snack

3:45 PM – 4:10 PM – choice recess

4:15 PM – 4:55 PM – Homework/Downtime/Reading

5:00 PM – 5:30 PM – free play, arts & Crafts

5:30 PM - 6:00 PM - clean up, tabletop activities

Periodically, students earn rewards for collective good behavior. These include extra recess, game days and movie days, which may vary the daily schedule

### C.A.T.S Extra Care/All Day Care

C.A.T.S Extra Care operates from 7:00 AM to 5:00 PM and offers all-day care on outlined days when Woodrow Wilson does not have school. Please see the C.A.T.S Extra Care calendar on WWA school website. Sign-ups will be available one month prior to the date being offered, and sign-up links will be available at that time. An invoice will be sent to you once you sign up and your spot is confirmed. Any WWA student not registered in advance (same-day requests) desiring to attend C.A.T.S Extra Care are accepted only with prior approval of the WCC Program Director and will be based upon availability of space. C.A.T.S Extra Care is available to grades K - 6. C.A.T.S Extra Care will be announced in advance and specified on the Wildcat Care online calendar.

C.A.T.S Extra Care days will operate provided 20 or more students are signed up. If 20 or more students are not signed up two weeks prior to the date, a notice of cancellation will be provided. Payment credits will be available if a date is canceled. If a registered student(s) is absent from C.A.T.S, a 24-hour notice of your student(s) not attending will receive a credit. If a student(s) is registered for this program, a one-time registration fee will be included on your first (1st) sign up of the year. WWA students not registered in WCC will receive a registration form to complete prior to your first sign up of the year.

### Methods of Communication

Wildcat Care will use multiple modes of communication for different uses. Mass communication and detailed announcements will be made through email. Emergency and general announcements will be made on school Messenger. One-on-one communication, including absence notices, can be made through email and phone calls.

All families are required to sign up and connect with our ProCare profile, as this will be the fastest way to pay your tuition. ***School Messenger will alert all families at once in the event of an emergency or evacuation.***

# ATTENDANCE POLICIES

## Monthly Care

Wildcat Care families will be invoiced monthly in ProCare for the set schedule of days for which they were enrolled. If there is no school on your scheduled day, you will not be charged for those days.

When a 30-day notice by a parent/guardian is received to decrease a student's number of days for which they were initially enrolled, those days will be forfeited. To regain those days, you will be placed back on the waitlist until those days re-open.

## Drop-In Childcare

For **currently enrolled** WCC students, drop-in childcare is based upon space available and is subject to change without notice. All drop-in Care must be pre-arranged and approved by the Wildcat Care Program Director. There will be no refunds or transferable dates for unused pre-approved drop-in Care. Drop-in fees will be applied to your ProCare invoice.

## Calling in Absences

The primary concern of Wildcat Care Staff is the safety of its students. **If students attending Wildcat Care will be absent, Wildcat Care staff must be notified.** If the program is not notified, the missing child procedures will be followed and may result in staff calling the local police department to assist in locating the child. Students are not permitted to attend the before or after school Wildcat Care program if they are absent from school.

## Late and Missing Students

Students are expected to arrive at the after-school program immediately after school dismissal. Once attendance is complete, if a child is not present, the following protocols will commence:

- Wildcat Care staff will notify and check with school personnel and the school office for the whereabouts of the child.
- Parents and emergency contacts will be called.
- If all attempts to locate the missing child are unsuccessful and/or emergency contacts cannot be reached, the police will be contacted.

## Closing Procedures

At the end of each day, Wildcat Care staff follow closing procedures to verify that all students have been signed out and will perform a search of the premises before closing.

## Child Accountability

It is the responsibility of the Wildcat Care staff to verify attendance every half-hour to ensure all students signed into Wildcat Care are accounted for during the hours of operation. Wildcat Care is licensed through the Colorado Department of Human Services to supervise up to 60 students and is required to maintain a 1:15 staff-to-child ratio.

## After School Activities

Any student registered in WWA organized and supervised after school activities (scouts, clubs, sports, etc.) must give notice to Wildcat Care Staff. This is given in writing to the Wildcat Care Director upon sign-up for such activities. The assigned staff for the activity is responsible for signing for Wildcat Care students. Parents must give notice to staff if students will be picked-up directly from the activity. WWA's office will provide an activity roster to the Wildcat Care Director.

## Withdrawing from Wildcat Care

A 30-day notice is required prior to withdrawing a student from Wildcat Care. Families must inform the Program Director in writing of a withdrawal, and the final day of attendance must be included in the notice. Our Fees, Payments and Discounts



policy will be enforced even after a withdrawal has occurred. Re-admission into Wildcat Care will be based upon space availability. Open spots will be filled from our waitlist.

## **FEES, PAYMENTS AND DISCOUNTS**

### **Tuition and Payment Policies**

The annual registration fee is \$50.00 per student or \$75 per family. Registration fees are due the first month of attendance, and will be added to the first billing statement. Registration fees are non-refundable. Tuition for each month of Wildcat Care can be made monthly. Monthly payments are due on the 10th of each month.

### **Tuition is based on days reserved, not days used.**

Wildcat Care staff can accept cash payments and checks made out to Woodrow Wilson Academy. WWA's main office can accept Wildcat Care payments as well. Credit card payments are processed in WWA's main office only. Wildcat Care uses ProCare to perform secure online payments, and it is the main mode of payment for families.

Families who require a financial split in their tuition need to inform the Wildcat Care Director prior to enrollment. This will allow each parent to pay for Care separately. Each party will have separate financial records with Wildcat Care but will have joint access to child enrollment and schedule information. This will require two separate ProCare accounts.

### **Billing Policy**

Billing is determined by the number of days/sessions families reserve for their student(s) on the monthly attendance calendar.

Credits/refunds are not available for **illness, absences, field trips, weather delays, snow days, or any other Jefferson County Public School district emergency closure days or delayed start times.**

Fees are not refundable or available for credit to another day. Reserved days may not be switched or exchanged for a different day. *There will be no reduction in fees, no refunds or credit given for days missed.*

### **Weather Closures / Weather Delay Policy**

Wildcat Care follows Woodrow Wilson Academy's weather-related closure policy. Jeffco Public Schools and WWA will announce weather delays or closers by 6:00 AM. Please confirm closures or delays prior to traveling. Because Wildcat Care opens at 6:30 AM, there may be incredibly rare times when Wildcat Care must independently decide whether to delay or cancel its morning program opening or close for the entire day due to inclement weather. Such decisions for closure or delay will be made the night before in cases of forecasted inclement weather. This approach is aimed at providing families with a reasonable amount of time to make alternate arrangements in these exceptional cases.

If WWA is closed for weather, Wildcat Care will also be closed. In the event of a 2-hour delay, Wildcat Care will open at 8:30 AM and operate until 9:45 AM.

On C.A.T.S Extra Care, should Jeffco Public Schools announce a weather-related closure, or a 2-hour delay or Woodrow Wilson has made that decision, you will be notified through School Messenger that C.A.T.S Extra Care will be closed. (Only C.A.T.S Extra Care credits may apply)

Refunds or payment credits are not available for days missed due to a weather closure announced by Jeffco Public Schools or WWA.

## **Early Pick-Up Request**

There may be occasions when Jeffco Public Schools orders the closure of all after-school activities, including childcare services. Additionally, situations may arise during the school day where road conditions deteriorate to the extent that it hinders Wildcat Care staff from traveling to the Woodrow Wilson campus. In such cases, an early pick-up, as soon as possible, will be requested. If Wildcat Care experiences a loss of power, an early pick-up will be requested. In instances where parents cannot be reached, emergency contacts will be called for pick-up. If contacts cannot be reached within thirty minutes of our attempt to contact parents and emergency contacts, social services or emergency services may be called to assist in locating such contact.

**Please confirm closures or delays prior to traveling.**

## **Sign up for ProCare Accounts**

In registering with Wildcat Care, parents/guardians will create a ProCare account. Parents/Guardians will be owners of their student's account. If an additional parent/guardian requests access to the child's ProCare account, the owner of the account must submit the access request in writing to the Wildcat Care Director. All users will have access to the child's enrollment and financial information. Wildcat Care will contact parents and send a billing invoice each month generated by ProCare.

## **Late Fees and Late Tuition**

Full tuition payment is due on the 10th of each month unless specified in your monthly statement. Any tuition not paid within ten (10) days is subject to a twenty-dollar (\$20.00) late fee for each ten (10) school day period that tuition goes unpaid. Any family who has not paid tuition or late fees within 30 days will result in termination of childcare services. Re-admission to the program will be based upon a zero balance, space availability and will require an additional enrollment fee.

## **Returned Checks**

In the event of a returned check, the family will be notified by the Wildcat Director and the check will be entered into the family's statements for our records. Returned checks will be charged a \$25.00 fee. After three returned checks, check payments will no longer be accepted from the family.

## **Late Pick-Up Fee and Policies**

Parents will be charged \$1.00 per minute per child picked up past the hours of operation. A CHARGE will be activated into your ProCare for the amount due. After a third occurrence, this fee will be doubled. Habitual abuse of the late pick-up policy will result in termination of childcare.

Wildcat Care understands that emergencies arise, and it may become impossible to get to Wildcat Care on time. Please notify the program if this occurs at Ext. 315.

*If parents and emergency contacts cannot be reached and a child is still at the program at 6:30 PM, local authorities will be contacted to assist in locating a parent/guardian.*

## **Discounts**

A 10% discount is applied to all families enrolling two or more students and to all JEFFCO employees with students enrolled in Wildcat Care. Employees must provide verification of employment to the Wildcat Care Director. Families are eligible for one discount.

## **Termination of Services**

All custodial parents or legal guardians shall sign the Enrollment Agreement upon admission to Wildcat Care to secure their positions for school year program enrollment. A family's habitual breach of agreement may result in termination of childcare. Wildcat Care Director will make several attempts to bring the breach of agreement to a custodial parent's attention before the following action is taken.

A written notice will serve as a reminder that a breach of agreement has occurred, and corrective action was not observed by the due date, or the deadline given. In most cases, a two-week period is given to seek alternative Care before the termination of services takes effect.

## **HEALTH AND SAFETY**

### **Illness at Wildcat Care**

Wildcat Care and C.A.T.S Extra Care follow the Colorado Department of Public Health and Environment's *How Sick Is Too Sick* guidelines. Students who show signs of a communicable illness (lice, ringworm, strep throat, chicken pox, etc.) must be separated from the other students.

Wildcat Care does not provide services to a student who is ill. If a student becomes ill while at Wildcat Care or C.A.T.S Extra Care, they will be isolated from the group and given a quiet place to rest. Wildcat Care staff will contact the student's parent or emergency contacts to arrange for immediate pick up.

If all contacts are unavailable and the student's condition worsens, Wildcat Care is required to call 911.  
Students who arrive at Wildcat Care ill will not be accepted into the program.

Parents or emergency contacts will be notified to pick up the student immediately. Students may return to the program when they are no longer contagious and are symptom free. A doctor's note may be required verifying treatment of the contagious illness.

Wildcat Care is required to report cases of communicable illness to the Colorado Department of Public Health and Environment. The following information shall be recorded: Student's name, age, onset date and time, symptoms, symptom duration (in hours) treatment and time and date of return to Wildcat Care.

### **Immunizations**

Each student that attends Wildcat Care must have a complete immunization record or a complete, signed exemption form on file to attend. Students who are not fully immunized are not accepted into our program. These students must have a completed exemption submitted from the Colorado Department of Public Health and Environment.

If a student has an incomplete immunization record, parents will be notified and will have 14 days to get the required vaccinations for their child or have an appointment to get the required vaccinations. An exclusion notice may be given if required.

### **Medication**

Prior to attending, parents are required to provide medications, copies of health Care plans and any information regarding health/medical Care for their student. The Wildcat Care program cannot administer any medication, including over-the-counter medications, without the required medication forms and physician authorization.

If a health Care plan or medication is not available upon enrollment, the Wildcat Care Nurse Consultant will be contacted to determine when the child may start in the Wildcat Care program.

Medication must be in the original container, with the pharmacy label showing the student's name and instructions for administering on the outside. Wildcat Care staff cannot dispense any non-prescription medication such as aspirin, over the counter cough/cold medication, cough drops, ointment, homeopathic and other medicine without the medication forms and physician authorization. Wildcat Care cannot accept expired medications, and the student cannot attend until all forms and medication are up to date. All medications will be kept in a secure location and out of the reach of children.

**Medications must be collected and signed for by the parent/guardian on a student's last day; all leftover medications will be given to our Nurse Consultant here at Woodrow for disposal.**

### **Custody**

To best support families, it is the expectation that Wildcat Care staff will remain neutral in all family circumstances. Our priority is the safety and wellbeing of all students enrolled in the Wildcat Care program. Wildcat Care requires copies of original documents that state any custody agreements, parenting plans and schedule arrangements. Wildcat Care staff must be made aware of changes that occur. If Wildcat Care staff are not informed of changes, we will continue to follow the current custody agreements, parenting plans and schedule arrangements on file.

If a parent requests copies of documents or information pertaining to their child from the Wildcat Care program, this request must be made in writing and given to the Wildcat Care Program Director. Both sets of parents will be informed of the requests prior to implementation, and both will be given copies of the requested information. Wildcat Care requires 7-14 business days to process requests for reproducing documents.

### **Bodily Accidents at Wildcat Care**

Parents of the student may be notified if these should arise. If a student soils their clothing in the event of an accident (blood, vomit, etc.), spare clothing is always available.

Wildcat Care Staff will use the utmost discretion in helping the student get cleaned up and will not assist in removing any clothing for a student, students are expected to change into clean clothes by themselves. Soiled clothes will be double-bagged and given to parents at pick-up. Please return spare clothing in washed condition.

### **Students with Medical Needs / Support Services**

Wildcat Care is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic extracurricular programs and activities.

For Wildcat Care to be best prepared to Care for your student, please share with the Director any support services your student receives during the school day that would also help them to be successful at Wildcat Care. The Nurse Consultant and school personnel may be consulted and copies of IEPs, Safety Plans, 504 Plans, BIPs, and Health Plans may be requested. Please inform the Director of any physical accommodation required for your child.

### **Accidental and Medical Emergencies**

All Wildcat Care staff are CPR/AED and First Aid certified. If an accident occurs, the Wildcat Care Staff will do the following: administer first aid, notify parents, and document the accident to the Colorado Department of Human Services.

Wildcat Care must report to the Department of Human Services within 24 hours of an injury or mandatory reportable illness occurring at the site that resulted in medical treatment by a physician or other health Care professional, hospitalization, or death. In addition, Wildcat Care will fill out the *Jefferson County Student/Volunteer/Public Accident Report* and notify the Woodrow Wilson Academy office.

At the time of enrollment with the Wildcat Care program, parents are required per CDHS Licensing to provide a minimum of one emergency contact other than the parent/guardian listed for the child. If a medical emergency arises while a child is attending the program, Wildcat Care staff will attempt to reach contacts listed. If these contacts cannot be reached the Wildcat Care staff will use discretion in securing medical aid. It is understood that Woodrow Wilson Academy, Wildcat Care, nor the person obtaining this medical aid will be responsible for the expense incurred. When possible, a staff member will ride in the ambulance with the child if a parent is not available. Wildcat Care staff are never allowed to transport children in their own vehicles.

### **Student Information**

To be best prepared to serve students in the Wildcat Care program, Wildcat Care staff collaborate with school personnel regarding students enrolled in the program. This may include but is not limited to information regarding parent/guardian contacts, emergency contacts, custody, behaviors, support services and health needs. Parents are responsible for informing the Wildcat Care Director if there are any changes to their contact information.

### **Director Contact**

Wildcat Care Director is available on the site phone during program hours until 6:00 pm. The Wildcat Care Director will return all calls and emails messages as soon as possible. (Phone: 303-431-3694 Ext. 310 office, Ext. 315 cafeteria)

### **Hazardous and Toxic Materials**

All hazardous and toxic materials are kept under lock and key and out of the reach of children.

### **Inclement Weather**

Wildcat Care plays both inside and outside daily. Please be aware of the weather conditions and dress your student accordingly. On winter days, students will need appropriate outerwear for outdoor play. During time of hot weather, students are encouraged to bring a water bottle from home. Outside recess is dependent on the weather conditions and temperatures.

## **EMERGENCY PROTOCOLS**

### **Drills**

Emergency procedures are planned in accordance with the **Jeffco Public Schools Standard Response Protocols**. Drills are practiced monthly to be prepared in case of an emergency (e.g., lockout, lockdown, fire, tornado).

### **Emergency Responses**

In all instances, an emergency "GO bag" is always available; equipped with first aid kits, copies of Emergency Evacuation forms, extra updated Wildcat Care rosters, flashlights, and portable cell phone chargers. Extra first aid kits are always on site. A battery powered NOAA radio is always on and available for updates. The Wildcat Care site phone, a two-way radio provided to Wildcat Care, along with staff cell phones are on site to ensure access to information.

Wildcat Care Staff undergo a 5-clock-hour FEMA training prior to employment.

## **Shelter-In-Place**

In the case of tornadoes, flooding and other severe weather. Provided it is safe to do so, Wildcat Care staff and students will evacuate the WWA cafeteria and take shelter inside the library in the middle of the school until the threat has passed. Students and staff will be accounted for. Otherwise, shelter will be taken in the WWA Cafeteria if time does not allow.

Families are authorized to take shelter with the program.

## **Secure**

Everyone is secured and accounted for in the building, all exterior doors automatically lock when closed and all windows are locked when closed. Business as usual, everyone must remain inside until we receive an all clear from the responders.

Families are not authorized to enter the building.

## **Site Evacuation**

In the event of an evacuation emergency, Wildcat Care will follow the guidance of Jeffco School District Emergency Personnel. Wildcat Care has a primary designated offsite reunification location, which will be used if available. If the primary designated reunification site is not available, the second or third evacuation sites will be used.

In the case a student is being picked up at the time of an evacuation, the students would be released to the authorized person to sign-out. In this case, families would be authorized to evacuate with Wildcat Care.

Students and staff will be evacuated together with all staff in charge, taking the emergency GO bag with us. In the event Wildcat Care needs to be evacuated by windows, students will be placed out first, using any means necessary to place students safely on the ground outside of the building.

## **Transportation to Reunification Sites**

Students will walk to reunification sites. An assigned staff will accompany permanent or temporarily physically disabled students. If necessary, transportation will be arranged for out-of-neighborhood evacuation.

## **Notifications**

The School Messenger app will be used to send a mass notification in the event of an emergency evacuation. Emergency contacts will be contacted once Wildcat Care Students and staff have safely reached the designated reunification sites.

## **Release and Parent Reunification**

As soon as it is safe to release, students will be released to those contacts listed on the students' emergency evacuation forms with proper photo ID.

## **Lockdown**

Students are accounted for and will be kept in the interior of the facility, out of sight. Windows are locked, lights are off, window shades are drawn closed, all exterior doors automatically lock when closed, complete silence is maintained until an all clear is received from the responders.

Families are not authorized to enter our facility.

## **Fire**

Students and staff will be evacuated together as quickly as possible and meet in the west-side grassy area of middle school or on the elementary playground depending on time. Staff will take attendance to account for all students. Students cannot be released until all students and staff are accounted for and all clear is given by responders.

## Reunification Sites

The following site will be our designated student reunification site should Wildcat Care need to evacuate the facility.

### ***Primary Site***

Woodrow Wilson Academy Field of Dreams or Middle School Field  
8300 W. 94th Ave.  
Westminster, CO 80021  
303-431-3694 office/ Wildcat Care office Ext. 310 Cafeteria Ext. 315

### ***Second Site***

Comfort Dental Braces  
8113 W 94th Ave  
Westminster, CO 80021  
(303) 432-9773

### ***Third Site***

Covenant Village  
9153 Yarrow Street  
Westminster, CO 80021  
(720) 400-8737

## ACTIVITY SCHEDULE

Wildcat Care has a daily schedule to offer choice and engagement. Components of the daily schedule include the following: snack, physical activity, homework and reading. Free play time with designated centers. Centers include art, writing, problem solving, board games, and construction.

We plan intentionally for active and play based learning experiences to support the success of all students.

### **Movies, Television & Music**

Television and movie viewing is limited, and parent permission is required at the time of enrollment. Wildcat Care utilizes Disney+, Netflix, Hulu, Amazon Video, and DVDs to show movies. Music is a big part of Wildcat Care and from time to time we may play age-appropriate music to get kids moving & relaxing. All videos viewed in Wildcat Care are rated G or PG.

### **Snack, Lunch and Food**

Wildcat Care provides snacks with the purchase of a WCC snack card. WCC snack cards are available for purchase on ProCare or you can pay in WWA's main office for \$30.00 for 40 punches. Students that have a punch card will have a choice of two snacks for one punch on their card. Our snacks are all on our healthy school choice list and provide nutrition after a day in school. Students can also bring their own snack for our snack time.

### **Food Allergies**

Wildcat Care staff must be informed of any food allergies. Due to the risk of an unknown food allergy, students are not allowed to share food. If you have purchased a snack card for snacks and your student has a food allergy, Wildcat Care staff will make sure the snack provided meets their needs and will have every student that has allergies on a face-to-student list before serving. We always will have an alternative snack for those students.

### **Recess Policy**

Weather permitting; Wildcat Care students are given up to 30-minutes of recess each afternoon with Wildcat Care staff supervision. Wildcat Care will use designated playgrounds provided and maintained by WWA. Wildcat Care is licensed by the Colorado Department of Human Services and therefore has different guidelines and regulations than WWA. regarding use of playground materials and structures. Wildcat Care's daily use of the physical WWA playground is at the discretion of Wildcat Care staff.

All Wildcat Care staff are required to complete 2.5 clock hours of training in playground safety and injury prevention training prior to employment with Wildcat Care.

Snow boots are required to be worn for students to allow them to play in snowy areas, including the play structures provided. Depending on the outside temperature, students will be required to wear coats or jackets during recess outside. Should a student not have appropriate outdoor clothing, they will remain indoors with Wildcat Care staff.

Wildcat Care follows the Woodrow Wilson Academy's playground rules and regulations:

1. All games should be played with a concern for others using the playground and inclusion in activities.
2. The playground equipment is to be used properly.
3. Tag and chase games are not permitted without staff direction.
4. Shoes must be worn at all times.
5. Fighting and "play fighting" is not permitted.
6. Weapons of any kind, including toy weapons, are not allowed on school grounds.
7. No throwing of rocks (regardless of size), sticks, snow or sand.

### **Homework Policy**

Wildcat Care students are given forty-five (45) minutes of homework time during the afternoon program. Students are expected to work on school-assigned homework, with guidance from Wildcat Care staff. Wildcat Care will not be responsible if a student fails to work on school their assigned homework. Students who complete homework or who are not given homework assignments are required to read books during the homework period or go to downtime activities.

Written requests from parents for extended homework periods are subject to staff availability and Wildcat Care policies.

Students are permitted to bring laptops, tablets, and Chromebooks for homework.

## **GENERAL RULES**

### **Wildcat Care Guidance Philosophy**

At Wildcat Care, our goal is to foster positive relationships among students, staff, and families within a socially and emotionally respectful environment. We believe in cultivating student responsibility for behavior and guiding them toward positive social interactions and emotional competence. The following also applies to C.A.T.S Extra Care programs.

Approach: Our discipline philosophy focuses on positive and educational strategies, including redirection, open discussions, brief separation, and natural consequences. We prioritize the development of problem-solving skills and effective communication among students.

Intervention and Support: Individualized social and emotional intervention is provided when necessary, incorporating a team-based positive behavior support plan.

Family Collaboration: For persistent disruptive behaviors, we will engage families collaboratively to assess situations and determine additional support for the student's well-being.

Specialized Support: Wildcat Care maintains an open door to early childhood mental health consultants and specialists for consultation as needed.

Enrollment Consideration: In cases where repeated behaviors compromise safety, suspension and discontinuing enrollment may be considered after collaborative efforts and support are utilized.



Collaboration for Support: We work closely with district and school personnel, mental health consultants, and specialists to minimize challenging behaviors, suspensions, and expulsions.

Prohibition of Negative Discipline: We strictly prohibit the use of physical or negative methods of discipline.

## **Student Behavior Reporting**

At Wildcat Care, we are committed to maintaining a balance of confidentiality and transparency in our student behavior management. Should a student's behavior raise concerns, we will implement written behavior reports.

Confidentiality and Transparency: The primary aim is to ensure the confidentiality and transparency of the behavior management process. When necessary, a written behavior report will be used to document the incident.

Parental Communication: To keep parents fully informed, an original copy of the behavior report will be provided, and a second copy will be retained. This original report will be shared with parents promptly.

Acknowledgement and Documentation: Reporting staff, the Program Director, and parents will be requested to review and sign the behavior report. Signed reports must be returned to the Program Director on the following school day.

Record Keeping: All behavior reports will be securely stored in our files for future reference, maintaining our commitment to transparency and accountability.

## **Wildcat Care Student Behavior Management: Warnings, Suspensions, and Dismissals**

Compliance with Program and School Rules: All students enrolled in our program are expected to continuously follow both program and school rules to ensure a safe and respectful environment.

Response to Non-Compliant Behavior: If a student's behavior is non-compliant, disruptive, damaging to persons or property, involves leaving the area of supervision, use of disrespectful or abusive language, or displays a pattern of disruptive and disrespectful behavior, a formal meeting with the student's family will be scheduled.

The following actions may be taken, including:

1. A written behavior report will be made and given to parents/guardians at pick-up.
  - a. The behavior report details will be shared with parents by program staff.
2. Contacting parents/guardians to provide further information about negative behavior.
3. Loss of privileges, including reduced or revoked recess, and/or free play.
4. Temporary suspension from Wildcat Care.
5. Dismissal from Wildcat Care.

Immediate Action for Safety:

In situations where the safety of others is threatened or deliberate property abuse occurs, Wildcat Care reserves the right to take immediate action, including requiring the student's parent or guardian to pick them up, suspension, or dismissal from the Wildcat Care program. In the case of an out-of-school suspension, such suspensions will also apply to the Wildcat Care program, as students who are absent for the school day are not permitted to attend Wildcat Care.

Refunds and Credits: Please be aware that Wildcat Care does not issue refunds or credits for children who are on suspension or have been dismissed from the program.

# SECURITY

## Child Abuse

In accordance with Jeffco Public Schools and Colorado Department of Early Childhood Rules and Regulations regarding child abuse, all Wildcat Care staff are trained, mandated reporters of suspected child abuse or neglect. Reports are made to the Jefferson County Social Services or the local police department.

**To report abuse or neglect, call Jefferson County Social Services at 1-844-264-5437.**

## Visitor Policy

All visitors must check in with Wildcat Care staff and sign the visitors log with name, address and purpose for the visit and provide photo identification to the Wildcat Care staff. Visitors to the site must follow all Wildcat Care policies and procedures and will always remain in the company of Wildcat Care staff. Visitors will not be counted as part of the staff-to-child ratio and therefore will not supervise children alone at any time.

## Volunteer Policy

All volunteers must meet prior to volunteering with the Wildcat Care Program Director to review Wildcat Care policies and procedures and be granted approval for volunteering. Approvals will be given in writing. Volunteers will not be counted as part of the staff-to-child ratio and therefore will not supervise children alone at any time.

## Non-Smoking / Drug Free

All Jeffco Public Schools and Woodrow Wilson Academy buildings are tobacco and drug free environments.

## Personal Belongings and Money

Wildcat Care is not responsible for a student's personal belongings. Toys, games and personal belongings are the student's responsibility. If these items are a distraction, they will be asked to put them away. Money should not be brought to Wildcat Care.

## Personal Electronic Devices

Wildcat Care is not responsible for a student's personal electronic devices. Students are permitted to bring laptops, tablets, and Chromebooks for homework. If your child carries a cell phone, it must be secured in their backpacks during program hours. If an emergency occurs, students may use the Wildcat Care site phone.

The following rules must be observed when using personal electronic devices:

1. Items must be labeled with the student's name
2. Students are expected to abide by all district internet policies as stated in the Jeffco Public Schools, *Technology Usage Agreement*.
3. Students cannot access photos, camera, video, calling, texting, email, or music functions on their personal devices while at Wildcat Care.
4. If the device is not being used for educational/homework purposes it must be secured in the backpack during program hours.

Wildcat Care staff reserves the right to revoke this privilege if the device is disruptive or is not being used appropriately.

***Wildcat Care is not affiliated with social media, nor does the program possess any kind of social media account.***

## **RESPONSIBILITIES OF CHILDREN**

- Respect and follow all Wildcat Care and WWA rules
- Be respectful toward others
- Always remain with a staff member
- Be safe with self and toward others

## **RESPONSIBILITIES OF PARENT/GUARDIAN**

- Respect and follow the Wildcat Care policies and procedures as stated in the Family Handbook
- Be aware that policies are subject to change
- Be respectful and work in partnership with Wildcat Care staff
- Disrespectful, threatening or abusive behavior, actions, and language directed at any staff or other parents is not acceptable and will result in termination of Care
- Parents input and involvement is an important component of a quality program
- Parents are responsible for staying current on program information
- Ensure that all contact information is current

## **RESPONSIBILITIES OF STAFF**

- Provide a safe, structured, and engaging environment
- Provide a variety of activities that meet the components of the Wildcat Care daily schedule
- Respect and value students' ideas and feelings
- Manage behavior in a way that is fair, equitable, respectful and age appropriate
- Inform parents and students of program policies and activities
- Maintain appropriate professional boundaries with Wildcat Care staff, families, and students in the program

*Wildcat Care policy does not allow Wildcat Care Staff to babysit, transport or interact on social media with students or families enrolled in the Wildcat Care program.*

## **Staff Training**

As required by CDHS Licensing and Wildcat Care, staff are required to complete fifteen (15) clock hours of training annually. In addition, staff are required to be certified in First Aid, CPR and Standard Precautions. Only staff who have received Medication Administration Delegation training are permitted to administer medication.

## **Staff Background Checks**

In compliance with the CDHS Rules and Regulations, all staff will be screened through the Child Abuse and Neglect Database (TRAILS) for any record of child abuse and neglect. A complete set of fingerprints for all staff will be submitted to the Federal and Colorado Bureau of Investigation to obtain any record of conviction and will be repeated every five (5) years.

## **Staff Dress**

Wildcat Care follows district dress code policy, which can be found in the Jeffco Public Schools Conduct Code. In addition, Wildcat Care follows Woodrow Wilson Academy's dress code policy.

**Wildcat Care policies are subject to change  
and families will be notified when a change takes place.**

## **Complaints**

Please report licensing violations about JagCare to:

Colorado Department of Early Childhood  
710 SOUTH ASH STREET  
Denver, CO 80503  
Phone: 1-(720) 799-5876 or (303) 866-5948  
[CDHS\\_oec\\_communications@state.co.us](mailto:CDHS_oec_communications@state.co.us)

**To report child abuse or neglect, call Jefferson County Department of Social Services at 1-(844) 264-5437**

Wildcat Care is licensed and inspected by the Colorado Department of Human Services.

Wildcat Care is inspected by the fire department for fire code compliance, and the Colorado Department of Public Health and Environment for health code compliance.

## **Americans with Disabilities Act**

Jefferson County Public Schools does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin, or age in its programs and activities.