

Husky PACK Programs, Activities, and Care for Kids



Parent/Student Handbook

Before and After School Program

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High Point Academy HUSKY PACK Handbook

Husky PACK provides experiences to develop and nurture positive self-esteem in an inclusive environment. The program is designed to support and strengthen your family by providing safe, affordable, and fun childcare.

Welcome!

Welcome to Husky PACK before and after school program. We look forward to bringing learning and fun together in a safe, convenient, and nurturing environment for each child enrolled in our program.

Introduction

This parent/guardian handbook applies to all children enrolled in the program and is intended to provide guidelines and information about the Husky PACK Program general policies, procedures, and rules of conduct. This manual presents Husky PACK's policies and practices and maintains congruency with High Point Academy rules and regulations.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please speak with the Director if you have any questions or need additional information.

Philosophy

Husky PACK is designed to enhance and enrich the lives of each child as they become young adults. We strive to create an environment where we encourage students to work as a team toward common goals. We use positive adult role models to teach the four basic values of caring, honesty, respect, and responsibility.

Purpose/Ages of Children

Husky PACK offers innovative before and after school care/extended day programs for student ages 5-13. Positive interaction and exciting enhancement programs will help children build a strong foundation. Husky PACK is open to all children regardless of race, color, religion, national origin, or sex.

Special Needs Students

We will work with families on a case-by-case basis to provide support to students with special needs.

In addition, if a child has a health condition and/or requires medication please make certain that the PACK Director knows and the appropriate paperwork has been completed. Appropriate paperwork will be needed for all non-prescription medications, prescription medications, or health care procedures to be performed during hours of operation. All medications are stored in locked cabinets at the school in compliance with the, "Nurse Practice Act" and can only be administered by personnel who have completed Medication Administration training. Please remember to update the PACK Director with any changes in your child's health care status. For a child with special health care needs, the center will obtain written instructions for providing services from the child's parents or legal guardians and the health care provider.

Operation

Hours and Days of Operation

Husky PACK is open from 6:30 a.m. – 7:45 a.m. and 3:30 p.m. – 6:00 p.m. Monday, Tuesday, Thursday and Friday. On Wednesday (which are early release days at High Point Academy) we are open mornings 6:30 a.m. – 7:45 a.m. and from 2:00 p.m.- 6:00 p.m.

Husky PACK will be available full days during Professional Development and non-contact days when school is not in session. For planning purposes, we request that you email the PACK director at least one week in advance if your child is planning to attend PACK during the dates listed below. **This service is specifically for students enrolled in PACK full time (both before and/or after school).**
Drop-ins will not be permitted these days:

- Friday, August 31, 2018 Non-Contact Day
- Thursday, October 18 2018 Professional Development
- Friday, October 19, 2018 Non-Contact Day
- Monday, January 7, 2019 Professional Development Day
- Friday, January 18, 2019 Non- Contact Day
- Monday, March 11, 2019 Professional Development
- Friday, April 26, 2019 Non-Contact Day
- Friday, May 3, 2019 Non-Contact Day

Husky PACK will not be open on the following days/ holidays.

- Labor Day- Monday, September 3, 2018
- Thanksgiving Day- Thursday, November 22, 2018
- Friday after Thanksgiving- Friday, November 23, 2018
- Christmas Day – Tuesday, December 25, 2018
- New Year’s Eve- Monday, December 31, 2018
- New Year’s Day- Sunday, January 1, 2019
- Martin Luther King Day- Monday, January 21, 2019
- President’s Day -Monday, February 18,2019
- Professional Development- Tuesday, February 19, 2019

Monthly Fees per child (With and Without School Break Childcare)

Option	Before Only	After Only	Both Before and After	Wednesday After Only
A	\$190.00 (Excludes School Break Child Care)	\$233.00 (Excludes School Break Child Care)	\$320.00 (Excludes School Break Child Care)	\$50.00 (Excludes School Break Child Care)

Daily Drop-In Rates

Drop in PACK is for EMERGENCY use only. In order for your child to drop into PACK you must contact the PACK director at least 24 hours in advance to see if space is available.

Before Drop – In	After Drop – In	Before and After Drop – In	Wednesday Only After Drop – In
\$12.00	\$15.00	\$25.00	\$25.00

Financial Assistance

For those families with multiple children, military membership, or Free and Reduced Lunch qualification, families may apply for financial assistance. These discounts are outlined below and do not apply to Wednesday only or drop-in rates.

Discount type	Before Only	After Only	Both Before and After	Wednesday After Only – no discounts apply
Military Free/Reduced Lunch	\$95	\$116	\$160	\$50.00

Multiple children - 1st child will pay full price. Every subsequent sibling will pay 50% each	<ul style="list-style-type: none"> • 1st child - \$190 • 2nd, 3rd, 4th, etc. - \$95 each 	<ul style="list-style-type: none"> • 1st child - \$233 • 2nd, 3rd, 4th, etc. - \$116 each 	<ul style="list-style-type: none"> • 1st child - \$320 • 2nd, 3rd, 4th, etc. - \$160 each 	No discounts
7th/8th Grade Husky PACK Helper	\$95	\$116	\$160	\$50.00

7th/8th Grade Students

Our 7th/8th grade students will be given the opportunity to become “Husky PACK Helpers” ... These students will experience a work-trade environment and are expected to aid and support the PACK director and all PACK assistants with various day to day responsibilities. Clear expectations will be set for all PACK helpers at the beginning of the school year. We understand that while 7th/8th grade students do not require the same type of childcare as our younger ones, they still need guidance. Through responsibility and trust we hope to mold our older PACK students into positive role models for the younger members of our program.

Admission and Registration

Parents/guardians must complete a registration packet, general health appraisal, immunization record and attach a check with the registration fee, and return to High Point Academy before the child can be successfully enrolled in the program. All health information and child pickup authorization/emergency contacts must be filled out completely. Parents/guardians will receive an email as to whether their child was accepted into the Husky PACK.

Registration Fee

\$35.00 for single student, \$50 per family for multiple students

Emergency School Closings

Husky PACK adheres to all school closures. When school is closed, delayed, or dismissed early due to emergency conditions parents will be notified by email and phone calls to pick up students immediately.

Delays

On a two-hour delay, PACK will open at 8:30am. Information regarding delayed starts will be sent via email and can be found on channel 9 news.

Inclement and Excessively Hot Weather

We have emergency plans in place in the case of weather related emergencies. If there is dangerous weather present at time of pick up, we may keep children inside until it is safe to release them to go home. Children will have outdoor activities everyday unless the temperature or wind chill is less than 25 degrees, is 100 degrees or above, or it is raining or snowing. If there is a need to close school because of weather, we will notify parents using their emergency contact form. The parents/guardians are responsible to provide sunscreen and appropriate attire for the weather. Your child’s activities may be limited due to unavailability of sunscreen and/or proper attire. Staff will not apply sunscreen, but will supervise the child’s application.

PACK Ages

Husky PACK is available for High Point Academy students ages five through thirteen on a first come first serve basis.

Late Pickup Fee

Husky PACK closes at exactly **6:00 p.m.** If you arrive to pick up your child/children after 6:00 p.m., you will be charged \$20 for each child. If parents have not been reached by 6:30pm child protective services will be contacted.

Schedule Fee/Return Checks

A \$20 fee will be assessed for non-sufficient funds. Husky PACK requires two weeks advance written notice of any scheduled change or cancellation due to the popularity of our program and our waiting list. Failure to do so will result in a \$25 fee.

Location of Children

Husky PACK will be held inside of High Point Academy. Inside the school, we will be using the cafeteria on the West end of the school. During activities, we will also be using the gym and the outside area of the playground. Signs will be posted stating our present location. Staff is responsible for monitoring and supervising each child at all times. A qualified Staff member must remain in the room at all times. Children will not be left alone for any reason. Attendance will be taken at least 3 times each day to ensure that all children are accounted for.

Discipline Policy and Procedure (Following High Point Academy's policy and procedures.)

Our discipline procedures remain congruent with and follow our school policies. One of the most important lessons for any child is how to respect authority, respect the rights of others, and take care of his own and other's property. Our emphasis will not be on do's and do not's, but on guiding the child to a proper response to any given situation using High Point Academy's Love and Logic philosophy. In order to accomplish this, we will set discipline standards that are enforced fairly and consistently (recognizing age, experience, and other factors that not all students are the same and need individualized attention).

Our qualified staff will carry the majority of the discipline responsibility. It is important that the qualified staff and Director work closely with the parents in all areas of behavior and discipline and that communications are open and honest. Husky PACK will follow High Point Academy school rules for which all students are responsible:

1. Be in the right place, at the right time, doing the right thing.
2. Be respectful of yourself, others, and property.
3. Be safe and responsible.

We have divided misbehaviors into two categories: major infractions and minor infractions. The following procedure will be used for minor infractions. Minor infractions include, but are not limited to: excessive talking, not doing their homework, not following assigned routines and procedures, or not treating materials and other property appropriately.

Discipline Procedure

1. All children receive an initial warning regarding each specific behavior.
2. If the misbehavior continues after the warning, the staff member can then assign an appropriate consequence. Consequences could be a "time out", loss of an activity, or no outdoor play.
3. If the misbehavior happens again, the child will lose activity time.
4. If the misbehavior continues the Director will be notified.

If misbehavior continues, parents will be notified by the Director of the misbehavior and of the consequences. If misbehavior involves a major infraction, the staff member will immediately notify the Director. These Infractions involve weapons, illegal substances, physical contact with others, bullying, outright defiance of a staff member, profanity, major abuse of school or personal property, etc. These disruptive behaviors or destruction of property by the child or parent/guardians will not be tolerated. A meeting will be held to discuss the problem and whether or not the enrollment will be terminated. Husky PACK may terminate any child's enrollment due to their or their parent's/guardians behavior. Please see High Point Family handbook for complete discipline policy.

Illness, Accidents and Injuries

When a child is not feeling well, injured, or has an accident, they will be evaluated by the Director or qualified staff. If there is a minor injury, the Director or qualified staff will assist the student with minor first aid and then send the child back to the program. In the event of a more serious injury, the Director or qualified staff will call the parents or 911 as necessary. The same will take place for a sick child. If it is determined that the child is too ill to remain in the program, parents will be called to pick up the child.

The following symptoms will serve as a guide to determine if a student is too ill to attend the program.

- Elevated temperature (above 100 Degrees)
- Diarrhea or vomiting
- Undiagnosed rash
- Discharging eyes, ears, or profuse nasal discharge
- Diagnosed contagious illness (strep throat, chicken pox, untreated ring worm, etc.)

Parent/guardians will not be allowed to enter their child in the program until 24 hours after symptoms of fever, vomiting, or diarrhea has subsided. If the child is brought in beforehand, parents/guardians will be notified to pick them up immediately or enrollment will be terminated.

Emergency Procedures

In case of natural disasters or emergencies, the following procedures will be followed.

Evacuation Drill (Fire Alarm or Gas Leak)

Children and staff will practice emergency procedures every quarter. Emergency procedures, including emergency exit routes, will be posted near all exits. A log of these drills will be maintained by the director of the program.

In case of an emergency that requires children to exit the building, staff will guide children out of the building from the nearest exit. When exiting from the cafeteria, staff will guide children directly west to the far-end of the parking lot. The director will check the immediate areas, including bathrooms and offices, for any children. Finally, this same person will take the authorization notebook and attendance/sign-in sheet, and join the children, staff, and visitors in the safe area. A head count of all children and staff will be taken to verify everyone is out of the school. No one may re-enter the school until the appropriate authorities give the clearance to enter the school.

Staff will contact parents to pick up the children if the authorities feel the children will not be able to re-enter the building to complete their class day. If the children need to be taken to an indoor facility because of inclement weather, all necessary arrangements will be made to transport the children to a safe shelter by the director and local authorities. One staff member will remain at the school site for parents that the staff was unable to reach in order to direct those parents where to pick up their children. Parents must sign-out their child with the teacher before leaving the emergency site with their child.

Tornado Plan

The Director or qualifying staff member will closely monitor the weather alarm radio, gather the First Aid Kit, sign in and out sheets, and emergency contact information should a tornado warning go into effect.

If there is a tornado warning, staff will be notified via email, text, or from an authorized staff member. Staff and children will seek shelter in the designated locations. Children will not bring anything with them. In the designated location, children will sit against the walls. Staff will take enrollment list with them and stay with the children. Staff will take attendance. Everyone will stay there until the tornado warning for this area is cancelled.

If there is an actual tornado, staff will instruct children to get into the duck and cover position. When the "all clear" is sounded, they will proceed to an area that is deemed safe by the Director or qualified staff. Parents will be contacted via information on the emergency cards using cell phones. Children will be dismissed if conditions do not allow the students and staff to safely return to the building.

Lost Child

All students are expected to follow the directions of staff to ensure their safety/the safety of others both inside and outside. Throughout the program, all children will be accounted for. Children will be counted as they leave the cafeteria for outside activities and again as they return inside. They will also be accounted for periodically throughout the mornings and afternoons. Every effort is made to keep all children safe. In the unlikely event that a child is missing, a complete search of the school and surrounding area will be completed. If the child is not found, the parents and the authorities will be notified and called to assist in a search.

Emergency Procedures on the Road

If a Major emergency occurs, the lead staff member will have on hand a copy of each child's permission slip with their correct information and contact person. Parents/guardians will be notified and/or emergency personnel will be called as needed.

Field Trips

The Director of PACK will be required to submit a Field trip request form at least one month in advance to High Point Academy Administration for approval. The request must include departure time and arrival time back at the school. It must also include the date requested, as well as the cost. Field trips will only be held on selected Professional Development/non-contact dates; the options of dates are listed below:

- Friday, August 31, 2018 Non-Contact Day
- Thursday, October 18 2018 Professional Development

- Friday, October 19, 2018 Non-Contact Day
- Monday, January 7, 2019 Professional Development Day
- Friday, January 18, 2019 Non- Contact Day
- Monday, March 11, 2019 Professional Development
- Friday, April 26, 2019 Non-Contact Day
- Friday, May 3, 2019 Non-Contact Day

The director is responsible for making field trip reservations with a sponsoring company after sending a Field Trip Permission Slip home for parents to sign detailing the trip. The director or staff member in charge needs to ensure that every child has a permission slip before leaving for the trip. Students who do not submit a Field Trip Permission Slip are not allowed to leave the school premises. If a child comes in late after the bus has left, the child is permitted to stay at the school with PACK leaders. Once PACK is at the location of the Field Trip, the director will designate a location of where everyone will meet if anyone gets separated. If someone gets lost, staff will notify the parents and authorities.

Procedures for Transporting Children

Bus transportation will be provided by Brighton Bus Company or a local school district. Both Brighton Bus Company and the school districts have necessary insurance and buses have the requisite equipment to transport students.

Children’s safety related to riding in a vehicle, seating, supervision, and parental permission for excursions and related activities

When riding in a moving vehicle, children will remain seated, quiet, and following the rules of the responsible driver. Children will not be allowed to move seats, once the vehicle begins to move. All staff will be supervising the children at all times. If a minor emergency happens, the staff member will do first aide.

Procedure for Television and Video Viewing

Husky PACK may occasionally show appropriate television programs, videos, or G /PG movies. If a PG movie is shown, we will notify parents in advance. It will be the parent/guardians responsibility to notify the staff, if they do not want their child to watch said movie, and an alternative activity will be provided for their child. Photographs or videos of your child may not be used for educational or promotional purposes, unless written permission is granted. This information will follow parent/guardian preferences submitted at the time of HPA’s registration.

Leaving PACK Early

A parent or guardian MUST sign out students before leaving the center. If the students is going to leave with someone other than a parent or guardian, the parent must grant permission and the person picking up must show identification. NO EXCEPTIONS.

Pick Up Authorizations

Parent/guardians must list the persons authorized to pick up their child as an Emergency Contact. Adding or changing authorized adults (over 18 years) for pick up must be made in writing with a signature and date. Photo ID is required for newly authorized people. Children will not be allowed to leave with an unauthorized person or one whom appears to be under the influence of drugs or alcohol. Staff may contact police if warranted.

Students Not Picked Up/Dropped Off in Timely Manner

At the end of each day, staff members will check all surrounding areas to be sure all students have left. Sign out sheets will also be checked to make sure all students had a parent/guardian sign them out.

If students have not been signed out, we will keep the child in the school after closing hours and contact parents or other emergency contacts by phone as soon as possible. If we are unable to reach anyone at the numbers given, then the authorities will be contacted. The daily fee covers the cost of the child’s care until closing time. Parents whose child remains right at 6PM will be charged an overtime fee, the structure follows:

At 6PM: \$20 charge

Overtime fees are to be paid with the next scheduled payment. Failure to pay will result in termination of child-care. Inappropriate behavior upon receipt of a late slip will not be tolerated and shall result in the immediate termination from the program.

Related to all of this, if a child is not picked up, after hours, all attempts will be made to contact the parents/ guardians from the Emergency Contact form. If no contact is made, the police will be contacted. Late fees will apply per the late fee schedule.

If a child arrives to the center after the group has left for a scheduled field trip away from the school, the child will be taken to the front office of the school where every attempt to contact parents will be made. If at that time, parents and emergency contacts cannot be reached, then police will be contacted.

Storing and Administering Medicines

In compliance with the delegator clause of the Nurse Practice Act, all medication must be in its original labeled container and given to a designated Staff member who will then store the medication out of reach of children. Staff members will not administer any medication to students without a signed authorization form and instructions from a doctor. Parents must complete a medication authorization form listing how much and when the medicine is to be given. This form must be signed by a doctor. The information on the form must match what is written on the container. All medication will be stored out of reach of children and only staff trained in medication administration will be allowed to give medication to children.

Children's Personal Belonging and Money

Staff will not be responsible for any of the child's personal property. Children will be held responsible for their own things. The use of personal electronics will not be permitted.

Meals

Husky PACK will provide a snack everyday between the hours of 3:30pm-4:30p.m..... Students may bring their own snacks to Husky PACK. Due to various food allergies, students are not permitted to share snacks with other students. Parents/guardians are required to provide a water bottle labeled with their child's/children's names. Parents/guardians will provide a snack, if necessary due to diet or allergy.

Diapering and Toilet Training

The Husky PACK program is not equipped to change diapers or pull-ups.

Visitors

All visitors must sign in on the "Visitor sign-in" sheet, located on the table with their name, address, and purpose of the visit. All visitors must show identification. Visitors must also wear a visitor's badge. Children may not bring friends to the center. These types of visits can become disruptive to the centers process.

Parent Communication

All parents will have to sign their students in and/or out each day. If there are any informational handouts for parents, they will be placed next to the sign in/out forms. Husky PACK will use email as its main form of communication. Parent/guardians must provide a current email address. Through email, staff can inform parents/guardians of the child's behavior, progress, and social or physical needs.

Withdrawal

If you must withdraw your child from our program for any reason, we ask for a one-week notice. Please give your notice to the Director in writing. There are rare occasions when Husky PACK may ask for the withdrawal of a child. If there are events and behavior displayed that is above and beyond the typically expected behavior for the child's age, parents will be notified. In some cases, it becomes necessary to dismiss a child from the program. If this occurs, parents will be asked to find alternative care immediately. No child will be dismissed without the prior benefit of a meeting between parents and staff.

HPA Grievance Policy

PROCEDURES FOR PARENT GRIEVANCES AGAINST THE SCHOOL OR FOR PARENT GRIEVANCES AGAINST ANOTHER PARENT

If a parent feels that a school staff member or another parent is not following the provisions of this policy or is acting in a manner that negatively impacts the learning environment, the parent shall follow the steps outlined below.

1. Consultation with Offending Person(s)

The parent shall request a meeting with the staff member(s) or parent(s) who are not following the provisions of this policy or who are acting in a manner that negatively impacts the learning environment.

- A. Unless the situation is sufficiently serious, HPA highly recommends that parents request a meeting directly with the offending person(s) before taking further action.
- B. The request for a meeting may be made in person, over the phone, or via e-mail.
- C. A team lead or administrator will be present at the meeting if either side requests it.
- D. The meeting shall take place within ten business days of the date of the request.

2. Parent Grievance Form

If the issue remains unresolved after step one, or if the offending person's conduct is sufficiently serious, the parent shall complete the *Parent Grievance Form* and submit it to a school administrator (the principal, dean of students, or director of academics).

- A. The Parent Grievance Form is located on HPA's website. The completed form may be submitted in person or electronically.
- B. A school administrator will investigate the grievance, and, within seven calendar days of receipt of the form, will: 1) request that the parent attends a meeting to further discuss the grievance, or 2) inform the parent of the action taken to remedy the grievance.

3. Consultation with Governing Board

If the issue remains unresolved after step two, the parent may request, in writing, that the governing board review the grievance at their next monthly governing board meeting.

- A. At least two business days before the meeting, the parent shall deliver the request to the governing board president.
- B. The governing board may reserve the right to discuss the issue in executive session if the subject matter meets the requirements of CRS 24-6-402(4).
- C. A written record of the proceedings shall be made and retained by the governing board.
- D. The governing board's decision on the issue is final.

State Compliance Information

Filing a Complaint

Husky PACK program is a licensed program. If you, as a parent or guardian, suspects child abuse at our program or have other licensing complaints, please seek assistance by calling Social Services at (303)271-4357. The address of our state licensing agency is:

Colorado Department of Social Services
1575 Sherman Street
Denver, CO 80203-1714
(303)866-5958

Child Abuse Reports

Reporting PACK violations:

- A. Child Care/Child Abuse (per 7.701.5). Any incident must be reported within 24 hours, excluding weekends and holidays, of the occurrence of a critical incident at the facility or within 24 hours of a child's return to the facility if the child was on authorized or unauthorized leave from the facility. The facility or child placement agency must report in writing to the licensing or certifying authority the following critical incidents involving a child under the care of the facility or a staff member on duty:

1. The death of a child or staff member as a result of an accident, suicide, assault, or any natural cause while at the facility, or while on authorized or unauthorized leave from the facility.
2. An injury to a child or staff member that requires emergency medical attention by a health care professional or admission to a hospital.
3. A mandatory reportable illness as required by the Colorado Department of Public Health and Environment, of a child or staff member that requires emergency medical attention by a health care professional or admission to a hospital.
4. Any allegation of physical, sexual, or emotional abuse or neglect to a child that results in reporting to a law enforcement or social services agency.
5. Any fire that is responded to by a local fire department.
6. Any major threat to the security of a facility including, but not limited to, a threat to kidnap a child, riots, bomb threats, hostage situations, use of a weapon, or drive by shooting.
7. A drug or alcohol related incident involving a staff member or a child that requires outside medical or emergency response.
8. An assault, as defined by sections 18-3-201 through 18-3-204, C.R.S., by a child upon a child, a child upon a staff member, or a staff member upon a child which results in a report to law enforcement.
9. A suicide attempt by a child at the facility which requires emergency intervention.
10. Felony theft or destruction of property by a child while in placement at the facility for which law enforcement is notified.
11. Any police or sheriff contact with the facility for a crime committed by a resident while in placement at the facility.

A report of a critical incident must be submitted on the Colorado Department of Human Services, Division of Child Care, and critical incident form.

- B. The following items must be reported in writing to the department within 10 working days, unless otherwise noted:
1. Any legal action against a facility, agency, owner, operator, or governing body that related to or may impact the care or placement of children.
 2. Change of director or facility or agency.
 3. Proposed change in the number, sex, or age of children for whom the facility is licensed that differs from that authorized by the license.
 4. Change of address of child placement agency.
 5. Changes in the physical facility or use of rooms for child care at a facility.
 6. Closure of the facility or agency.
 7. Change of name of the facility or agency.
 8. Change of residents in the facility, not to include those residents placed in the facility by a county department or a child placement agency.

Reporting of Child Abuse

We are required to report any suspicion of child abuse to Social Services as well.

- A. A child care facility must require each staff member of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.
- B. Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.
- C. If the suspected child abuse occurred at the child care facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located.
- D. If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.