



# **CMA Rocket Club**

## **Family Handbook**

360 Command View  
Colorado Springs, CO 80915  
719-407-3560

## Table of Contents

Our Collaborative Relationship.....	3
Communication .....	3
Admission & Registration .....	3
Children’s Records .....	3
Registration Procedures.....	3
Code of Ethics .....	4
Hours of Operation.....	4
Summer Rocket Club Pay Rates.....	5
24-25 School Year Rocket Club Pay Rates .....	6
Attendance & School Schedule.....	7
24-25 School Year Rocket Club Holiday Closures .....	8
Inclement Weather Closures.....	8
Transitions .....	9
Pick-up.....	9
Late Pick-up .....	9
Sign-In & Sign-Out .....	10
Termination & Withdrawal .....	10
Dress Code .....	10
Visitor & Volunteers .....	11
Behavior & Guidance .....	11
Health and Safety .....	11
Food and Nutrition .....	12
Nutrition and USDA Food Program.....	12
Birthdays .....	12
Food Restrictions.....	12
Emergency Preparedness.....	13
Emergency Response.....	13
Disaster & Emergency Preparedness.....	13
Safety Preparations.....	13
Drills.....	13
Parent Responsibilities .....	14
Health & Safety.....	14
Acknowledgment of Receipt of Handbook .....	14

## Our Collaborative Relationship

**Family Partnerships are crucial to success for your children! Let us know how we can support you at home! We love ideas and input!**

## Communication

### Daily Communication

Rocket Club Childcare highly values your parent input, expertise, and voice in the care of your child during their time with us. We see the parent and educator as true partners who work together in the absolute best interest of the child. Strong and clear communication is vital to the success of early childhood development. During program hours, our focus is on the children. We will do our best to respond to emergency texts or phone calls. Otherwise, the director will respond to you as soon as possible.

## Admission & Registration

### Children's Records

The following information is required prior to the child's first day of care:

1. Approved Rocket Club Application in PowerSchool
2. Complete RegWerks Registration and set up payment information
3. Student Information Update in PowerSchool
4. Health Information Update in PowerSchool
5. Immunization records – Submitted to the school nurse and up to date.
6. Student Health Information Form – Submitted to school nurse
7. Parent Authorization: Emollients Form – Submitted to school nurse

**If you are not the parent or if there are custody issues, legal paperwork must be submitted to document guardianship.**

## Registration Procedures

All forms and contracts are subject to renewal every year and must be kept up-to-date according to state law. The CMA Rocket Club Family Handbook may change without notice and you will be given a new copy immediately when that occurs.

### How to Register Your Student for Rocket Club

1. Navigate to [cma.powerschool.com/public](http://cma.powerschool.com/public)
2. Log in using your PowerSchool credentials
  - a. If you do not have a PowerSchool account, you will need to create one.

- b. School Code is HKDW
3. Navigate to the 'Forms' tab and select it
4. Select the 'Rocket Club Application form
5. Update your information for the current year
6. Ensure that your previous year's tax statement has been uploaded
  - a. Please note: if you do not have your most recent tax statement attached to your application, your application may get denied
7. Submit your application
8. The CMA staff will review all applications and send parents an update on the status of their registration

### Code of Ethics

Rocket Club Childcare and personnel follow the NAEYC Code of Ethical Conduct and Statement of Commitment that can be found on the following website:  
[https://www.naeyc.org/positionstatements/ethical\\_conduct](https://www.naeyc.org/positionstatements/ethical_conduct). Staff undergo annual Code of Ethics training.

### Hours of Operation

School year hours: Monday through Friday from 6:00am-8:00am and 3:30pm-6:00pm. Friday care is available from 1:30 – 3:30 at an additional cost.

Summer hours: Open Monday through Friday from 6:00am-6:00pm.

## Summer Rocket Club Pay Rates

Sliding Scale for Fees – Monthly Rates paid in Advance

Open 6 AM to 6 PM

CMA students only, 5 years old and older

**\*Proof of income information REQUIRED**

**Tax returns or 3 most recent check stubs**

	Family Cost per Month (Per RC Total Students Enrolled) – Full Day		
Income*	1	2	3 and up
Below 23,000	\$325	\$350	\$375
23,001 to 30,000	\$465	\$525	\$585
30,001 to 45,000	\$555	\$615	\$675
45,001 to 60,000	\$645	\$755	\$865
60,001 to 70,000	\$785	\$865	\$945
70,001 & up	\$915	\$995	\$1,075

**Half-day rate is 60% of full-day rate.**

**Late pick-up (after 6 PM) is \$1 per minute you are late. No exceptions.**

## 24-25 School Year Rocket Club Pay Rates

### Sliding Scale for Fees – Monthly Rates paid in Advance

Mornings  
6 AM to 7:30 AM

Afternoons  
3:30PM to 6 PM

CMA Students only, 5 years old and older  
**\*Proof of income information REQUIRED**  
Tax returns or 3 most recent check stubs

Family Cost Per Month (Per RC Total Students Enrolled) – Full Day				
Annual Income	1	2	3	4
Rate A Below \$23,000	\$200	\$230	\$265	\$305
Rate B \$23,001 - \$30,000	\$250	\$290	\$335	\$385
Rate C \$30,001 – \$45,000	\$325	\$405	\$490	\$580
Rate D \$45,001 – \$60,000	\$415	\$490	\$590	\$715
Rate E \$60,001 – \$70,000	\$500	\$625	\$775	\$950
Rate F \$70,001 +	\$575	\$725	\$850	\$1000

Family Cost Per Month (Per RC Total Students Enrolled) – Half Day				
Annual Income	1	2	3	4
Rate A Below \$23,000	\$140	\$161	\$185	\$214
Rate B \$23,001 - \$30,000	\$175	\$203	\$235	\$270
Rate C \$30,001 – \$45,000	\$228	\$284	\$343	\$406
Rate D \$45,001 – \$60,000	\$290	\$343	\$413	\$500
Rate E \$60,001 – \$70,000	\$350	\$438	\$542	\$665
Rate F \$70,001 +	\$403	\$508	\$595	\$700

Pre-payment must be made online through the RegWerks system. Checks or Cash will not be accepted.

Due to our already-deep discounts, I-CAP or other subsidies are not accepted.

Employees of CMA get a 25% discount.

Months with school vacations will be prorated based on school days Rocket Club is open. If vacation care is offered, it will be priced separately.

If care is needed on Friday only from 1:30 PM – 3:30 PM on Fridays, it will be an additional \$40 a month, add \$25 for each additional child.

***We have set our rates low to accommodate our CMA families, therefore we cannot accommodate missed or cancelled days.***

#### **Advance Payments Only**

**All care must be paid for in advance. If your payment has not occurred or arrangements have not been made, your child will not be allowed to stay in Rocket Club. You will be called to pick up your child.**

## Attendance & School Schedule

### **Communicating Absences**

If your child will be absent, please let Rocket Club Childcare know about planned absences (family trip, doctor's appointment) as soon as possible. If the absence is unplanned (illness), please contact Rocket Club Childcare by 8:00pm the night before, or no later than 7:00am the morning of the absence.

## 24-25 School Year Rocket Club Holiday Closures

<b>Holiday</b>	<b>Day and Date</b>
Labor Day	Monday, September 2 <sup>th</sup> - Closed
Veteran's Day	Monday, November 11 <sup>th</sup> - Closed
Thanksgiving Day & Day after	Thursday & Friday November 28 <sup>th</sup> & 29 <sup>th</sup> - Closed
Christmas Holiday	December 23 <sup>th</sup> -31 <sup>st</sup> - Closed
News Year's Day	Wednesday, January 1 <sup>st</sup> – Closed
Martin Luther King Jr Day	Monday, January 20 <sup>th</sup> – Closed
President's Day	Monday, February 17 <sup>th</sup> - Closed
Spring Break	March 24 <sup>th</sup> - 28 <sup>th</sup> – Closed
Summer Closure	May 27 <sup>th</sup> - 31 <sup>st</sup> - Closed
Juneteenth	Thursday, June 19 <sup>th</sup> - Closed
July 4 <sup>th</sup>	July 4 <sup>th</sup> – Closed

## Incllement Weather Closures

Rocket Club will follow any delay or closures issued for CMA.

CMA will send delay information through direct messaging via email and text message to student contacts on file. Delay information will also be sent to local news sources and posted on our Facebook page. See the 'Change of Address or Phone' section of this handbook for instructions how to update your contact information. In addition, families can sign up for FlashAlert. There is a free iOS/Android app called FlashAlert Messenger, this allows you to receive push notification of emergency messages.



## Transitions

Daily transitions can be challenging for both parents and children. It can be difficult to leave your child in a new environment, and it is very normal for your child to be upset when you leave. It is their way of saying, "I like spending time with my parent/guardian." Usually the morning emotions of the child settle as they move into their routine at school. Here are a few suggestions to establish a solid drop-off routine for both parent and child:

- Be excited for your child and talk about the positive pieces on the way to school.
- Be consistent with drop off time.
- Pick a simple three step routine for drop off, and make time to do this every day (hug, high five, and walk away)
- Try saying the same thing each morning to provide comfort. For example, "I am going to work now. Have a great day at school! I will see you later!"
- Do not turn around and come back if you see your child crying. This can be very difficult and confusing for the child, and it does not make the separation easier when the parent really has to leave.
- Give the adjustment period time, and be consistent.
- If you as a parent are struggling with this time of the day, please reach out to the Rocket Club Director directly, and we can come up with a team solution.

## Pick-up

Our staff loves connecting with parents and Caregivers at the end of the school day. If you would like to hear about the day's events, or have a question for them, please arrive by 5:30pm so we have a few minutes to talk before 6pm. If a child has not been picked up by 6:15pm and we have not heard from the parent/guardian, we will begin contacting the listed emergency contacts. If no one can be reached within 30 minutes of closing, the teacher will contact the local authorities/social services to pick-up the child.

If you need to adjust your contractual drop-off or pick-up windows, please communicate at least 24 hours in advance.

## Late Pick-up

Our staff looks forward to their family time after work, just as you do. They may have personal commitments or appointments after 6 PM. **Late pick-up results in a \$1 per minute charge, beginning at 6:00pm.** Payment will be added to your next payment. If your child has not been picked up within 30 min after closure of normal daycare hours (hours that were agreed upon) and we have not heard from you, we will begin to contact the emergency contacts on your enrollment

form. If no one can be located within 30 minutes, we will then contact local authorities/social services to pick up your child. This rule is subject to potential extenuating weather circumstances like a blizzard, or something of an extreme nature.

### Sign-In & Sign-Out

All children must be signed in and out on a daily basis upon arrival and departure from our premises, per licensing regulations. Any person picking up a child must be approved as a pick-up person in writing and show proper identification upon request. You acknowledge and agree that for the safety and security of your child(ren), we may refuse to release your child(ren) to anyone failing to show proper identification or whom you have not specifically authorized to us in writing or through PowerSchool authorized contacts.

**If someone who is not authorized attempts to pick up a child, the parent(s)/guardian will be contacted immediately.** If the child's parents are divorced/separated or if a parent is legally not allowed to pick-up their child, copies of official court custody and/or visitation documents are required by Rocket Club Childcare for compliance.

If any person arrives to pick up a child and appears to be under the influence of drugs or alcohol, or appears incapacitated, Rocket Club Childcare will call emergency contacts. If said incapacitated person persists in attempting to pick up said child, Rocket Club Childcare personnel will immediately call 911.

### Termination & Withdrawal

Withdrawal of your child from the program requires at least 30 days prior notice in writing. Rocket Club Childcare may terminate this contract at any time and for any reason. However, we will do our best to give notice.

### Dress Code

#### **Summer – Full Day Program**

Summer dress code is t-shirts, jeans and tennis shoes. There can be no objectionable writing or pictures on the T-shirts. Flip-flops are not allowed as they do not provide adequate foot coverage for safety on the playground.

#### **Before & After Care – School Year Program**

Normal school attire is to be worn for before and after care, unless there is specific dress stipulated for a special occasion.

## Visitor & Volunteers

Please schedule visits with the Rocket Club staff. Visitors must check in through our front office with a valid government-issued ID.

## Behavior & Guidance

Rocket Club Childcare provides positive guidance for young children, encouraging them to develop their problem solving and conflict resolution skills. The purpose of child guidance is to support and direct the growth of these life skills rather than only bringing about the immediate control of inappropriate behavior. Positive guidance builds self-esteem, nurtures the process of working together, and models socially acceptable coping skills.

Children must be able to follow directions, play safely and get along with others. Repeated defiance may require you to pick up the child or the child may not be able to attend Rocket Club.

**Services will be offered for children with special needs in compliance with The Americans with Disabilities Act.**

In compliance with The Americans with Disabilities Act, we accept children with special needs and will make any reasonable accommodations for them. Please discuss all concerns/needs with us at the time of our interview and tour, and provide a health care plan if needed.

**Storage, loss, damage or theft of the provider's or child's personal belongings.**

Please do not send your child with a cell phone or high-priced electronics or jewelry that cannot be replaced. It will have to leave with you when you drop them off or it will be confiscated and locked away until you arrive at pick up time. We are not responsible for lost, stolen or damaged items that are brought to the program.

## Health and Safety

To protect the happiness, health, and well-being of all, Rocket Club Childcare does not allow children who are ill to enter the facility. Keeping your child at home when they are sick is important to your child as well as to other children being cared for at Rocket Club Childcare.

Rocket Club follows the health procedures and requirements adopted by Colorado Military Academy. Please see the CMA Parent-Student handbook for further information regarding:

- Immunizations
- Illness and return to the program
- Reporting of illness or injury

- Medication use
- Allergies

Staff at Colorado Military Academy and Rocket Club are mandatory reporters. If child abuse is suspected, the appropriate authorities will be immediately notified by Rocket Club Childcare personnel. By law, we must report any suspected form of child abuse including but not limited to neglect, physical abuse and mental abuse.

Please see Pg 9 'Sign-In & Sign-Out' for safety procedures regarding pick-up.

**During the COVID-19 event and following restrictions, CMA and Rocket Club will follow procedures as dictated by CSI (our authorizer) and the El Paso County Health Department. These requirements may change from time to time as government officials adjust the level of restrictions. We will keep you informed of changes as soon as we are advised of them. All precautions will be taken for cleanliness, sanitizing, and protecting the health of our staff and students. For more information, please check with the front office of Colorado Military Academy.**

## Food and Nutrition

### Nutrition and USDA Food Program

All meals and snacks served at Rocket Club Childcare meet the requirements of the USDA Food Program and National School Lunch Program (NSLP). Rocket Club Childcare serves only nutritious and well-balanced meals and snacks. We encourage families to ask children about what foods they ate each day and engage in conversation, which supports a balanced, colorful diet.

During the school year, breakfast is available through the schools Food and Nutrition program in conjunction with the Charter School Institute. Other snacks are purchased by CMA and are intended to be healthy yet fun. All allergies will be considered, and adjustments will be made when needed.

### Birthdays

During the summer, we want to celebrate the child on their special milestone, and there are many ways to go about this. A parent can come for a lunch visit, or read a special story to the group. Please contact us if you would like to brainstorm ideas. Please talk with us prior to bringing snacks or treats.

### Food Restrictions

If a child has any known food allergies or the family has any religious beliefs that require special attention, a parent/guardian should note this during the enrollment process so access to that food can be restricted.

## Emergency Preparedness

### Emergency Response

Minor scratches and scrapes will be treated with soap and water, rinsed, and covered with an adhesive bandage as appropriate. The parent/guardian will be notified immediately if a more serious injury is sustained while at Rocket Club Childcare. With these more serious injuries, an incident report will be logged. Rocket Club staff is trained and certified in basic first aid and CPR.

For major emergencies that require the services of an emergency medical team, the child will be transported by ambulance. For minor emergencies, parent/guardian will be notified and the parent/guardian will transport the child if medical treatment is needed. If circumstances warrant, and the parent/guardian cannot be reached, personnel will get in touch with emergency contact on file.

### Disaster & Emergency Preparedness

The disaster and emergency preparedness procedures are implemented to provide for the safety and well-being of the children in Care. This plan serves to provide for the protection of children and personnel in the event of a natural or human-caused emergency or disaster.

In the event of an emergency, the Rocket Club Childcare will assume responsibility for emergency actions until the arrival of emergency service personnel.

### Safety Preparations

- Evacuation plan and procedures are posted on the bulletin board
- Exits open freely, exits are not blocked
- Emergency backpack is fully stocked at all times
- A complete emergency response plan is posted and reviewed annually
- Evacuation plan is practiced monthly
- In the event that the Rocket Club Childcare must be evacuated, the educator will contact the local authorities and licensing agent to report location

### Drills

Monthly fire, tornado or evacuation drills, and lock down drills are conducted by CMA. These same procedures will be followed by Rocket Club and documented by the Director to include children and adults in attendance, start and completion time of drill, and notes/changes to be made.

## Parent Responsibilities

As a parent of a young child, I recognize and understand that I am responsible for the following:

### Health & Safety

- I will return all medical health forms prior to my child's first day of enrollment. I will provide CMA with immunization information and other medically pertinent info. If needed, I will provide thorough information about any prescriptions my child is taking and the reasons for which they are being given.
- I will update my child's contacts, emergency contacts and authorized pickups in PowerSchool at a minimum annually.
- I will not bring my child to Rocket Club Childcare or will make immediate arrangements to pick up my child if illness symptoms are present.
- I will provide a copy to Rocket Club Childcare for their records of any court orders preventing an individual from having contact with my child.
- I understand that Rocket Club Childcare is required to report suspected child abuse or neglect the appropriate authorities.

### Shared Cooperation

- I understand that for this to be a positive experience for my child, I must work as a team with Rocket Club Childcare personnel.
  - I will support Rocket Club Childcare personnel's use of positive guidance for behavior.
- I will immediately notify Rocket Club Childcare of any change of address, telephone number, employment, or other critical information.

## Acknowledgment of Receipt of Handbook

We (I) acknowledge that we (I) have received and reviewed the Rocket Club Childcare handbook and agree to the terms and conditions contained within it. By signing the contract for services and enrollment packs I am affirming that I received the handbook and that I agree to follow it.

---

Parent or Guardian

---

Date

---

Additional Parent or Guardian

---

Date



## PARENT AUTHORIZATION: EMOLLIENTS

### PERMISSION TO APPLY EMOLLIENTS: OINTMENTS, LOTIONS, LIP BALM, INSECT REPELLENT, & SUNSCREEN

Authorization must be provided for staff to apply over-the-counter topical ointments\*, insect repellents, lotions, creams, diapering cream, lip balm & sunscreen. Items must be provided in its original container and labeled clearly with the child's name. Staff will keep items out of reach of children when not in use.

*\* Childcare staff may only apply emollients to skin that is intact and without signs of infection. If the child's skin appears to be infected or open, childcare staff will require an order from a healthcare provider to apply any emollient.*

Name of Child:	Name of Ointment/Lotion/Lip Balm/Repellent:
Start Date:	End Date:
When to Apply:	Where to Apply:

"I give permission for the child care provider to apply the emollient listed above as instructed".

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT HEALTH INFORMATION

School Year : \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

HEALTH CONCERNS	YES	NO	MEDICATION (Name, dosage)	NECESSARY MONITORING IN SCHOOL	COMMENTS OR DESCRIBE
ASTHMA/ RESPIRATORY					
SEVERE ALLERGIES				FOOD LATEX INSECTS NUTS	type of reaction  date of last reaction:
DIABETES				Equipment:	
HEAD INJURY					
SEIZURES/ NEUROLOGICAL/ MIGRAINES					Type & date of last episode
HEART/BLOOD					
MUSCLES/BONES/ JOINTS/SKIN					
BLADDER/KIDNEY					
STOMACH/ INTESTINES/BOWELS					
IMMUNE PROBLEMS					
OTHER HEALTH CONCERNS					
HEARING CONCERNS				Hearing aides? Preferential seating?	
VISION CONCERNS				Glasses or contacts? Reading only?	
GROWTH & NUTRITIONAL CONCERNS					
DEVELOPMENTAL CONCERNS					
EMOTIONAL/ BEHAVIORIAL					

- Routine or daily medications, treatments or therapies (not listed above):
- Activity restrictions in school?
- Special medical equipment required in school? (eg. oxygen, wheelchair)
- Have there been any significant changes in your child's health over the last year? Explain:
- ILLNESSES, HOSPITALIZATIONS, ACCIDENTS/ INJURIES and dates: (use other side if necessary)

Health Care Provider(s) & Phone #:

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ HOMEWORK PHONE # \_\_\_\_\_ DATE completed: \_\_\_\_\_

Name of school nurse: \_\_\_\_\_ your school nurse can be reached at: \_\_\_\_\_  
Please contact the school nurse directly if you would like to discuss any of the above information that you feel is confidential.