



CMA Rocket Club
2025-2026
Family Handbook

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

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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

Rocket Club highly values 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 staff will respond to you as soon as possible.

Admission and Registration

If you are not the parent of the child being enrolled in Rocket Club or if there are custody issues, legal paperwork must be submitted to document guardianship.

Children's Records

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

- Approved Rocket Club application in PowerSchool
- Complete RegWerks registration and set up payment information
- Student Information update in PowerSchool
- Health Information update in PowerSchool
- Immunization records – Submitted to the school nurse and up to date.
- Student Health Information form – Submitted to school nurse
- Parent Authorization: Emollients form – Submitted to school nurse

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; in the event that this happens, families will be provided with the new handbook immediately.

How to Register Your Student for Rocket Club

1. Navigate to 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 is subject to denial
7. Submit your application
8. The CMA staff will review all applications and notify parents of their approval or denial via email

Code of Ethics

Rocket Club 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. 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. We offer Friday afternoon only care from 1:30pm – 3:30pm for families who cannot pick up their cadet at the early release time.

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

Summer Rocket Club Rates

Sliding scale for fees – Monthly rates paid in advance

Open 6am to 6pm

CMA students only, 5 years or older

***Proof of income information REQUIRED. This can be provided
by a tax return from the prior year or a W2.**

	Family Cost per Month (Per RC Total Students Enrolled) – Full Day		
Income*	1	2	3 and up
Below 23,000	\$425	\$450	\$475
23,001 to 30,000	\$565	\$625	\$685
30,001 to 45,000	\$655	\$715	\$775
45,001 to 60,000	\$745	\$855	\$965
60,001 to 70,000	\$885	\$965	\$1,045
70,001 & up	\$1,015	\$1,095	\$1,175

- Half-day rate is 60% of full-day rate.
- Rocket Club staff may plan field trips during the summer.
- If you are late to pick up your cadet, a \$1 late fee for each minute past 6pm that you arrive will be added to your monthly invoice. No exceptions.

25-26 School Year Rocket Club Rates

Sliding scale for fees – Monthly rates paid in advance

Mornings
6am to 8am

Afternoons
3:30pm to 6pm

CMA students only, 5 years or older

***Proof of income information REQUIRED. This can be provided
by a tax return from the prior year or a W2.**

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

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.

CMA employees get a 25% discount.

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

Friday afternoon only care is priced at \$40 a month for one child, 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 is late and 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

Please let Rocket Club staff know about planned absences (family trip, doctor's appointment) as soon as possible. Parents remain responsible for payment, regardless of attendance. If you plan to be absent for an extended period, like a month, and wish to avoid charges, you must disenroll your child from Rocket Club. Re-enrollment will be required when you are ready to resume services.

Rocket Club Holiday Closures

Holiday	Day and Date
Labor Day	Monday, September 1st - Closed
Veteran's Day	Monday, November 10th – 11th - Closed
Thanksgiving break	November 24th and 28th - Closed
Winter break	December 22th – 31st - Closed
News Year's Day	Wednesday, January 1st – 2nd - Closed
Martin Luther King Jr Day	Monday, January 19th - Closed
President's Day	Monday, February 16th - Closed
Spring break	March 23th – 27th - Closed
Summer closure	May 25th – 29th - Closed
Juneteenth	Thursday, June 19th - Closed
July 4th	July 4th - Closed

Inclement 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 contacts on file. Delay information will also be sent to local news sources and posted on our Facebook page. In addition, families can sign up for FlashAlert. There is a free iOS/Android app called FlashAlert Messenger which allows you to receive push notifications for 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 solution as a team

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 the staff, 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 staff 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.** These charges will be added to your next invoice. If your child has not been picked up by 6pm and we have not heard from you, we will begin to contact the emergency contacts on file.

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

Sign-In and 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 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 staff will call emergency contacts. If said incapacitated person persists in attempting to pick up said child, Rocket Club personnel will immediately call 911.

Termination and Withdrawal

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

Dress Code

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

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

Visitors and Volunteers

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

Behavior and Guidance

Rocket Club 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.

ADA (Americans with Disabilities Act)

In compliance with the Americans with Disabilities Act, we accept children with special needs and will make 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.

Valuables

Please do not send your child to Rocket Club with valuable items that cannot be replaced. They will have to leave with you when you drop them off or they 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 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.

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.

Please see the CMA Cadet-Parent 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 law, we must report any suspected form of child abuse including but not limited to neglect, physical abuse, and mental abuse.

Food and Nutrition

Nutrition and USDA Food Program

All snacks served at Rocket Club meet the requirements of the USDA Food Program and National School Lunch Program (NSLP). Rocket Club serves only nutritious and well-balanced meals and snacks.

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 Procedures

Injury 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. 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 contacts on file.

Disaster & Emergency Procedures

The disaster and emergency preparedness procedures are implemented to provide for the safety and well-being of the children in Rocket Club. 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, Rocket Club staff 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 must be evacuated, the staff will contact local authorities and licensing agent to report location

Drills

Monthly fire, tornado, evacuation, and lock down drills are conducted by CMA. These same procedures will be followed by Rocket Club and documented by the staff 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:

- ☐ 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.
- ☐ I will update my child's contacts, emergency contacts, and authorized pickups in PowerSchool annually.
- ☐ I will not bring my child to Rocket Club or will make immediate arrangements to pick up my child if illness symptoms are present.
- ☐ I will provide a copy of any court orders preventing an individual from having contact with my child to Rocket Club staff for their records.
- ☐ I understand that Rocket Club is required to report suspected child abuse or neglect to the appropriate authorities.
- ☐ Parents are responsible for making payments on time and maintaining a valid credit card on file. By providing a credit card, you authorize CMA to charge the card for any payments due.
- ☐ I understand that for this to be a positive experience for my child, I must work as a team with Rocket Club personnel.
- ☐ I will support Rocket Club personnel's use of positive guidance for behavior.
- ☐ I will immediately notify Rocket Club of any change of address, telephone number, employment, or other critical information.

Acknowledgment of Receipt of Handbook

I acknowledge that I have received and reviewed the Rocket Club handbook and agree to the terms and conditions. By signing this contract, I am affirming that I received the handbook and that I agree to the terms and conditions.

Parent or Guardian

Date

Additional Parent or Guardian

Date