

Downtown Denver Expeditionary School



DDES CREW CLUB

Afterschool Program

GENERAL INFORMATION SHEET

MISSION

The Mission of the DDES Crew Club is to offer an enriching afterschool experience for all students that aims to build upon the high-quality school culture that makes DDES unique.

OBJECTIVES

- Provide engaging enrichment blocks that spark curiosity and inspire creativity.
- Build a healthy community, both physically and mentally, by promoting movement and positive social interaction.
- Encourage teamwork and character development through organized games and inclusive play.
- Explore the city around us in ways that enrich students' cultural and civic experiences, while also igniting their sense of adventure.
- Nurture each child's needs and interests based on the relationships we've built with them throughout the school day.

PROGRAM OVERVIEW:

The DDES Crew Club will begin with a healthy snack, followed by an hour-long enrichment block (depending on the day and your child's grade) or group games, choice time and/or crafts. Each day's Enrichment curriculum will be centered around a specific content area including: Arts & Crafts, Engineering & Math, Science & Technology, and Drama & Theatre. These subjects will change throughout the year and will be overseen by DDES Program Leaders and Crew Club Program Managers. After transitioning from the enrichment blocks, students in the Crew Club will have the choice to participate in organized games/play or participate in the craft project for the day.

Monday - Thursday

Approximate Time	Activity	Description
3 to 3:20 p.m.	Check-in and snack	Transition and social time while preparing to break off into enrichment groups. Students will be able to enjoy their snack, use the restrooms, and socialize with friends while attendance is being taken.

3:20 to 4:45 p.m.	First Block	Students choose to participate in: <ul style="list-style-type: none"> • Enrichment block • Homework Help/Tutoring • Quiet Reading/Reflection • Child-led activities (coloring, building blocks, board games, etc.)
4:45 to 5:00 p.m.	Transition	Social time, prepare for second block
5:00 to 5:30 p.m.	3-5 Organized games & Activities	Includes big games, STEM Challenges, Minute-to-win it, crafts, etc.)
5:10 to 6:00 p.m.	Clean-up & Child-led Activities	Coloring books, building blocks, Legos, puzzles, board games, Play-Doh, etc.)

Friday

Crew Club will use Fridays as an opportunity to use our City as a Campus and explore the variety of activities and experiences Denver has to offer. Friday Fieldwork will be focused on fun, exploration and adventure!

Approximate Time	Activity	Description
1:00-1:15 p.m.	Check-in	Transition and social time while preparing for the day's activities. Students will be able to use the restrooms and socialize with friends while attendance is being taken.
1:15-3:00 p.m.	City as Campus	Depending on the student's grade, they will either embark on a city adventure or will stay behind to play group games/free play. We will have a schedule posted at all times online and at the school.
3:00pm-4:30pm.	Enrichment block	Students will have snack & transition to the enrichment block for the day.
4:30-5:30pm.	3-5 Organized games & Activities	Includes big games, STEM Challenges, Minute-to-win it, crafts, etc.)
5:30 to 6:00 p.m.	Clean-up & Child-led Activities	Clean up the multi-purpose room as a crew, then engage in coloring books, building blocks, Legos, puzzles, board games, Play-Doh, etc.

HOURS OF OPERATION

The DDES Crew Club will run from 3:00 pm until 6:00 p.m. Mon-Thursday. Early Release Fridays will extend the program from 1:00pm until 6:00 p.m. A late charge will be given for pick up after 6:05 pm.

DAYS OF OPERATION

The Crew Club operates most days DDES is in session, and will be observing most of the same holidays as the Denver Public Schools, with a few exceptions.

NON-PROGRAM DAYS

The DDES Crew Club will be **closed on the following days**; please plan ahead of time for childcare. It is important to DDES to give our staff a number of days to rest and rejuvenate during selective Holiday breaks.

NON-PROGRAM DAYS- NO CREW CLUB

September 4th	No school-Labor Day
November 20th-24th	No school-Thanksgiving Break
December 25th-January 5th	No school-Winter Break
May 28th	No School-Memorial Day
June 31st	No School-Last Day of School

*The DDES Crew Club reserves the right to have 2 staff professional development days. 30-day notice will be provided in advance.

HOLIDAYS & NON-SCHOOL DAYS

During teacher planning days, student led conferences and selected holidays, families have the option of sending their child to **All Day Crew Club**. Participation on these days will be **limited to students who have signed up for Option 5** of the DDES rate plans. If you have not signed up for this option in advance, you may have the option to pay an all-day drop-in fee of \$50.00/day. Please note that space will be limited and we may not be able to accept your child. These fees will be added to your monthly invoice and will be due with the following month's payment. Please see the days we will be offering all-day care below.

ALL-DAY PROGRAM SCHEDULE

September 1st	No school- Teacher work day
October 26th-27th	No school- Fall Break
November 27th	No school-Teacher work day
December 21st	No School-Student led conferences

January 8th	No school-Teacher work day
January 15th	No school-MLK day
February 19th	No school-President's Day
March 26th-30th	No school-DDES Spring Break
April 2nd	No school-Teacher work day
April 27th	No school-Student led conferences

DROP-IN DAYS

DDES understands that sometimes unexpected things happen. The Drop-In Days option allows children to attend the Crew Club and participate in activities while also provides our families with 'peace of mind,' knowing their children will be cared for if the unexpected occurs. Parents should choose this option while registering and must communicate with the Director or Assistant Director as soon as possible (but at least 1 hour prior to the end of the school day) to ensure space is available for that day.

DROP-IN PROCEDURE

***Please follow these instructions for School-day drop-ins and All-Day drop-ins.**

- 1). Email crewclub@ddeschool.org and include your child's full name, grade, crew leader, date you need them to drop-in, parents full name, phone number, and indicate who will pick the child up. 2). Payment is expected upon arrival. If payment is not made, the fee will be posted to your account and you will not be allowed to use this service until payment is made.
- 3). All-day drop-ins should give at least **3 days notice** to ensure the Crew Club has appropriate staffing. We may not be able to accept your child if the 3 day-notice hasn't been met.

PROGRAM STRUCTURE & ACTIVITIES

The program will focus on specific areas such as science projects, arts and crafts, homework time, group games, gym games, and expeditions. Students will be able to take the lead on multiple projects that enhance their understanding on a variety of topics that are directly related to the subjects being taught in the classroom or alternatively will have the choice to design their own projects based on their own interests. A nutritious afternoon snack will be provided daily and multiple Fieldwork days will be planned.

*To promote a sense of community and citizenship we will plan special activities and community service projects to promote leadership qualities, self-esteem and having fun. Students will be grouped by age for homework and some other activities while also given opportunities to engage in cross-grade level activities

STAFFING & SUPERVISION

The DDES Crew Club will strive to provide the most qualified and trained staff possible at all times. Staff to student ratios will be 15:1 in accordance with the Child Care Rules and Regulations. All staff will be provided with training in CPR/First Aid, Mandatory Child Abuse Reporting, Body Safety Rules, Discipline & Behavior Management, Conflict Resolution and more. The Program Director is Katianna Glesne (katianna.glesne@ddeschool.org) and the Program Manager is Meredith Morris

(Meredith.Morris@ddeschool.org). Please reference the **Communication** section of the Crew Club Program Handbook on how to best address your questions and concerns regarding the program. For general questions, information and notices, email crewclub@ddeschool.org.

SNACK

Snacks will be provided to all students. Snacks will be high quality and healthy. We aim to accommodate most dietary needs. Please indicate any food allergies or dietary restrictions on your child's registration form.

REGISTRATION

The deadline for Registration is Monday, August 8th, 2016. If you miss the deadline, you will have the chance to register again starting Sept. 1st, with the first day starting Sept. 15th. Registration is online only; all links can be found on the DDES homepage under Our Programs>Before & After School.

There is a \$40.00 non-refundable registration fee for each family. All required paperwork needs to be filled out **online** prior to your child attending the program. Additionally, you must turn in a copy of your child's immunizations and medical documents at registration before your child enters the program. If you do not have access to the online documents, you will have the opportunity to register at DDES's Registration Day. The Registration fee will be due at the time of registration, which you will be able to pay on DDES's online payment system. Alternatively, you can pay this fee at DDES's registration day.

PROGRAM TUITION

Tuition for the Crew Club is on a 9-month payment cycle and depends on the specific plans you choose for your child and if you qualify for any financial assistance. Your first month's payment will be due on or before the first day of the program (**Aug. 17th**) and your last payment will be April 15th. Below you will find information regarding program fees, monthly rates, the payment schedule, financial assistance, and other policies related to finances for the Crew Club.

MONTHLY RATES

*This year families are obligated to choose the specific days of the week your child will be attending Crew Club when you register online. **These days are not flexible.** If you choose to change your child's schedule, you'll need to submit a ***Schedule Change/Withdrawal Form*** and it must be approved before any changes are made. There will be no credits or refunds for days unattended.

Option 1	After-School Full-Time (4-5 days/week)	\$205.00 monthly
Option 2	After School Part-Time (3 days/week)	\$165.00 monthly
Option 3	After School Part-Time (2 days/week)	\$150.00 monthly
Option 4	Early-Release (Fridays only)	\$90.00 monthly

Option 5	Holidays & Non-School days (ALL DAY CARE)	\$35.00 per day
Option 6	Drop-in Days (charged per-day/schooldays only)	\$25.00 per day

*If you do not sign up for Option 5, the **All Day** Drop-in Rate will be \$50/day instead of \$35/day.
There will be no refunds for prepaid all day care.

OPTION DETAILS

Option 1: Your child will be enrolled in the Crew Club 4-5 days per week. You will need to select which days your child will attend; you can only change schedules after a *Schedule Change/Withdrawal* form is approved. This plan **does not** include Holidays & Non-School days.

Option2: Your child will be enrolled in the Crew Club 3 days per week. You will select which days your child will attend; you can only change schedules after a *Schedule Change/Withdrawal* form is approved. This plan **does not** include Holidays & Non-School days.

Option 3: Your child will be enrolled in the Crew Club 2 days per week. You will select which days your child will attend; you can only change schedules after a *Schedule Change/Withdrawal* form is approved. This plan **does not** include Holidays & Non-School days.

Option 4: Your child will be enrolled in the Crew Club for Early-Release Fridays **ONLY**. You cannot switch Fridays for another day and this plan does not include Holidays & Non-School days, but **does** include the enrichment blocks.

Option 5: Your child will be enrolled in **All-Day Care** only for the Holidays and Non-School days that you choose. You will be billed on a monthly basis for the days you signed up for, not attended. This does not include any other Full or Part-time schedules, Drop-in days or Early Release Fridays. **This is an “add-on” option.**

Option 6: Your child will be *registered* with the Crew Club as an “Drop-in” student. You will be charged on a monthly basis for how many drop-in days your child(ren) attends. There is not a limit on how many drop-in days your child may attend per week, but please note: **you may not “Drop-in” for All-Day Care (on Holidays and Non-School Days) unless there is space for your child.** If there is room for your child, you will be charged the \$50.00 “All Day Care” fee if you have not registered for Option 5. **This is an “add-on” option**

SCHEDULE CHANGES

If you need to change your child’s schedule, you must complete and submit a *Schedule Change/Withdrawal Form* by the 10th of the month. The proper form can be submitted online or picked up at the front desk. The form must be turned into the Asst. Director or the Program Director if NOT submitted online. **All requests MUST be approved before the change is made.** You will receive an email confirmation of the change with a summary of any rate changes. Some request may not be accommodated due to space and capacity limitations. **The change in days of attendance or withdraw will be effective the first week of the following month.**

A \$10 administrative fee will be charged for the first schedule change, \$15 for the second and \$25 for each additional charge thereafter. Please understand schedule changes should only be requested if absolutely necessary as they burden the program's staffing capabilities and capacity to run an efficient program.

PAYMENT OPTIONS

Online payments will be accepted using the Smart Tuition System. Families participating in the after-school program **are required** to set up a Smart Tuition account. You can find all the information you need on how to enroll your children in the DDES Registration Packet. We highly encourage families to set up recurring payments which can be paid with your bank account information, e-check or credit card (for a fee). **You will not be able to make a payment at the front desk or at Crew Club.**

LATE PAYMENTS, FEES AND PROGRAM SUSPENSIONS

Payments are due on the 1st of the month in which your child is attending. No late charge will be applied if payment is made in full no later the 15th of the month attending. Should payment be received after the 20th, a late fee of **\$40.00 will apply**. In the past we have waived the majority of late fees, but the collection process has caused a significant burden on our administration. If full payment is still not received by the 20th of the month (20 days after the due date), **your child will be dropped from the program until full payment is made**. There is no supervision after school hours at DDES, so you will be responsible for picking up your child if you are unable to make a payment or make payment arrangements. If the 1st should fall on a Saturday, Sunday, or holiday; the payment will be due on the following business day. Further, any cancellation must be submitted in writing two weeks prior to the start of a new month. If this is not done, the parent is responsible for that month's payment.

PAYMENT SCHEDULE 2017-2018

Month of Service	Due Date
Payment 1	September 1st, 2017
Payment 2	October 1 st , 2017*
Payment 3	November 1 st , 2017
Payment 4	December 1 st , 2017
Payment 5	January 1 st , 2018

Payment 6	February 1 st , 2018
Payment 7	March 1 st , 2018
Payment 8	April 1 st , 2018*
Payment 9	May 1 st , 2018 (last monthly payment)
Payment 10	May 15 th , 2018 No Tuition Due- Any outstanding balances due to late fees, drop-in use, late pick up fees, or previous outstanding balances.

***Denotes all payments made on the following business day after the 1st of the month**

REFUNDS/CREDITS

Refunds or credits will be granted in the following cases:

- 1). A doctor's' note stating the child's health will prohibit him/her from participating in the program for five business days or more.
- 2). The family leaves DDES.
- 3). A family emergency requiring five or more days away from home.

WITHDRAWAL POLICY

If you choose to withdraw your child from the Crew Club for any reason, you must complete the Withdrawal Form online or at DDES two weeks in advance. The form must be submitted online or directly to the Asst. Director or the Program Director two weeks prior to the withdrawal in order to not be charged for the following month. You will not be officially withdrawn from the program until you receive a confirmation email. Any outstanding balance must be paid at the time of withdrawal. The Crew Club reserves the right to dismiss a child from the program upon notifying the parent.

LATE PICK UP CHARGE

Parents are expected to pick their child/children up from by 6:00pm. We understand and recognize there will be times parents are stuck in traffic, held up by inclement weather, or for other reasons. However, we must charge a late pickup fee since being late to pick up your child inconveniences our staff and increases our staffing costs.

Late pick up fees are incurred beginning at 6:05pm. Fees will be added to accounts and are due with the following month's tuition payment.

Daily Late Pick Up Fees- added per child, per occurrence

6:05-6:14pm	\$10.00
6:15-6:30pm	\$20.00
6:31 or later	\$30.00 plus an additional \$1 per minute for every minute past 6:30pm

Pick-up after 6:30 is considered grounds for dismissal from the remainder of the program without a refund of the monthly fees. Please note charges are per student and will apply to each child.

OUTSTANDING BALANCES

In order for the DDES Crew Club to be a successful program, it's imperative that all monthly payments are paid on-time and accounts are kept up to date. DDES will need to enforce a strict late/outstanding balance policy. **Your child will be disenrolled from the program if payment is not made by the 20th of the month.** DDES does not have staff to care for your child after school hours and will call social services if we are unable to contact the child's parent(s)/guardian(s) or an individual on the child's Emergency Contact list. Any outstanding balances due to late fees, drop-in use or late pick up fees will be due by May 31st. If your balance is not paid, you will not be permitted to attend the Crew Club the following year.

RECEIPTS AND TAX INFORMATION

Receipts are available through the online payment system Smart Tuition. Crew Club childcare payments may be a tax deduction. Statements are available upon request (katieanne.glesne@ddeschool.org). The Tax ID # is 46-0869534.

FINANCIAL ASSISTANCE- CCAP

DDES partners with the Colorado Child Care Assistance Program (CCAP) to provide financial assistance to families that are working, searching for employment or are in training, and families that are enrolled in the [Colorado Works Program](#) and need child care services to support their efforts toward self-sufficiency. Please visit the [Denver Human Services CCAP](#) page for all program information and application forms. Please see the below income scale to establish if your family qualifies for the CCCAP program. If you need any assistance in applying for CCCAP, DDES has the resources available for your family. Please contact meredith.morriswhyte@ddeschool.org.

What's needed to apply for CCAP?

- Verification of Denver address (If you do not live in Denver, you must apply in the county you reside.) Parent's photo ID.
- A certified copy of the child's birth certificate or other documents proving lawful presence in the U.S.
- Proof of household income (including, but not limited to, pay stubs, child support and unemployment documentation).

Denver CCAP Income Requirements

Family Size	Maximum Monthly Income Before Taxes
2	\$ 2,987.00
3	\$ 3,767.00
4	\$ 4,547.00
5	\$ 5,327.00
6	\$ 6,107.00
7	\$ 6,887.00
8	\$ 7,667.00
9	\$ 8,447.00

SCHOLARSHIPS

The Downtown Denver Expeditionary School is committed to providing after-school care for all enrolled families who wish to participate in our program. The Crew Club Scholarship Program is a sliding fee scale that is designed to fit each individual's financial situation. It is important to DDES that all families feel a sense of ownership in regards to their child's care and therefore ask all families apply for the Colorado Child Care Assistance Program (CCAP) *before* applying for Scholarship Assistance through the Crew Club. Most families needing assistance will qualify for CCAP and will not need to apply for a scholarship with DDES. **Please note that all families will pay some portion of your monthly fees.**

The Crew Club Scholarship Program is for families that do not meet the financial requirements of CCAP (family income is over 85% of the State Median Income) but may still need some type of assistance to help pay for their program fees. Please note that if you know you do not qualify, you still must submit your financial information through the DDES Scholarship Program.

You can find the Crew Club Scholarship Application online or ask the front desk for a hard copy. Please note that your application will not be complete unless you submit income verification in the form of a IRS tax return or most recent paystub. DDES will keep all information provided strictly confidential. Please allow the Crew Club up to one week to process your request. You will receive information re: your scholarship application directly from the Crew Club Program Director.

Next Steps:

- 1). Apply for CCAP if you have not already. Contact crewclub@ddeschool.org if you need help applying.
- 2). Wait for your Qualification letter from CCAP.
- 3). If your family does not qualify, but you still need assistance, fill out the Scholarship Application online or receive a copy from the DDES Front Desk.
 - Requirements for Scholarship Application:

- Household Size information
 - Income Verification
 - IRS TAX RETURN &
 - MOST RECENT PAYSTUB
- 4). Submit your Application online and all the necessary documentation to the Program Director.
- 5). DDES will contact you within one week of submittal to notify you of your program fee.