Totally Kids Summer Day Camp & Extended Hours Application

(Please Note Submitting This Form Is ***Not Registration*** and Does ***Not Guarantee A Spot*** In The Program)

This form allows us to collect the information needed for potential enrollment and maintain a waitlist.

Application for Enrollment

Child Information:

Child's Full Name: _____

Age: _____ Date of Birth: _____ Grade For Upcoming School Year: _____

Parent/Guardian Name(s): _____

Primary Phone: _____ Secondary Phone: _____

Email Address(es): _____

Home Address: _____

Behavior, Support & Safety Information:

Does your child have any behavioral, developmental, emotional, or safety concerns? (Explain if yes)

_____

_____

Does your child receive support services (IEP, 504, therapies, etc.)?

_____

_____

Desired Schedule:

Extended Hours (School Year): M ☐ T ☐ W ☐ Th ☐ F ☐

Summer Day Camp (Summer): M ☐ T ☐ W ☐ Th ☐ F ☐

Preferred Start Date: _____

Attendance Requirement Acknowledgment:

• Priority is given to families attending at least 4 days per week.

• A minimum of 3 days per week is required unless an exception is made by the Director.

Initial Here: _____

Payment Policy Acknowledgment:

• Payment must be made in advance following the published payment schedule. (Due the 1st of Each Month)

Initial Here: _____

Behavior Guidance & Discipline Plan Acknowledgment:

• I acknowledge that I have read, understand, and agree to the Behavior Guidance & Discipline Plan. (See Attached)

Initial Here: _____

Pre-Registration Meeting Requirement:

• A pre-registration interview via email or phone call is required before acceptance.

Initial Here: _____

Application & Enrollment Process:

1. Parents/guardians read and sign the Behavior Guidance & Discipline Plan.
2. Parents/guardians complete the Application for Enrollment.
3. Parents/guardians attend an Enrollment Meeting to determine program compatibility.
4. If both parties agree that the program is a good fit, parents/guardians will receive the Registration Form and Handbook.
5. Parents/Guardians will then receive the link to sign up for selected days.

Parent/Guardian Signature:

Parent/Guardian Signature: _____

Date: _____

Totally Kids Extended Hours and Summer Day Camp Program

Behavior Guidance & Discipline Plan

Purpose

This Behavior Guidance & Discipline Plan outlines expectations for child behavior, staff responses, and communication with parents/guardians. All practices align with Colorado School-Age Child Care Licensing Rules. Totally Kids Extended Hours Program is committed to providing a safe, inclusive, and supportive environment for all children.

If a child's behavior is chronically disruptive and disrespectful, even after reasonable measures have been taken to assist the child in adjusting to the program setting, parents are contacted by the Director or Assistant Director to determine if the child is able to continue at the program. Staff will always work towards developing a cooperative plan of action to maximize a child's chances of success at the program. If disruptive or disrespectful behavior continues, it may be determined that the child and the program are not well-suited.

I. General Behavior Expectations

To ensure a positive environment, all children are expected to:

• Treat staff and other children with respect at all times.
- Disrespectful behavior (verbal or non-verbal) toward staff or peers requires the child to make amends as directed by staff.
- Amends may include a verbal apology, written apology, helping repair a problem, or other restorative action appropriate to the situation.

• Listen to staff members and follow directions.
- Directions are given to maintain safety and fairness.
- Refusal to follow staff instructions may result in redirection, loss of privileges, or additional steps outlined in Section IV.

• Refrain from bullying.
- Bullying is defined as repeated, aggressive behavior by one or more individuals involving an actual or perceived power imbalance, including physical, verbal, social, or digital behaviors.
- Bullying will not be tolerated.
- Parents/guardians will be notified immediately if their child engages in bullying behavior.
- Repeated bullying may result in the child being sent home, suspension from the program, or additional administrative action.

• Avoid physical aggression or violent behavior.
- Physical violence includes hitting, kicking, biting, shoving, throwing objects, or causing intentional harm.
- Any act of physical aggression requires the child to be sent home for the remainder of the day.
- The child may not return until a parent/guardian has met with Totally Kids Administration to discuss a safety and re-entry plan.

• Respect program materials, equipment, and the facility.
- Destruction of property, misuse of supplies, or intentional damage will require the child to help repair, clean, or replace the item when appropriate.
- Parents may be responsible for replacement costs in cases of intentional damage.

II. Staff Responsibility for Behavior Guidance

Group Leader/Program Leader

• Handles all typical day-to-day discipline issues, including redirection, conflict resolution, and application of logical consequences.
• Document any significant behavior incidents and communicates them to the Director.

Program Director

• Handles more serious or repeated behavior concerns, including:
  - Bullying
  - Physical aggression
  - Ongoing defiance
  - Safety concerns
• Contacts parents/guardians when incidents require administrative follow-up.
• Leads reinstatement or safety planning meetings before a child returns after major incidents.

III. Discipline Philosophy & Approved Practices

Totally Kids uses positive guidance, natural and logical consequences, and restorative practices. Staff members:

• Model respectful, calm behavior
• Help children identify feelings and appropriate ways to express them
• Use redirection and choice-making to guide behavior
• Provide clear, consistent expectations
• Offer reminders and opportunities to correct behavior
• Use time-away or cool-down areas as a regulation tool, not punishment
• Apply consequences that match the behavior and help repair harm

IV. Discipline Steps & Procedures

• Redirection – staff guide the child toward appropriate behavior.
• Reminder of Expectations – staff clearly state the rule and expected behavior.
• Choice or Warning – child chooses to correct the behavior or receive a consequence.
• Logical Consequence – may include loss of privilege, repair of damage, or time away.
• Incident Report & Staff Follow-Up – written documentation and communication with parents as needed.
• Director Involvement – for repeated or serious behavior concerns.
• Parent Meeting – required for physical aggression, severe behavior, or repeated incidents.
• Temporary Suspension or Removal from Program – used when behavior poses ongoing safety concerns.

V. Parent Notification & Communication

Parents/guardians will be notified as soon as possible for:

• Bullying incidents
• Physical aggression
• Destruction of property
• Repeated refusal to follow safety rules

Staff send written incident reports when appropriate.
Serious incidents require a parent conference before the child returns.
Confidentiality is strictly maintained: staff cannot discuss other children involved in incidents.

VI. Safety-Related Behaviors

For behaviors that pose an immediate danger:

- Staff ensure the safety of all children.
- Child demonstrating dangerous behavior is removed from the situation.
- Parents are contacted promptly.
- Director determines whether the child must be picked up immediately.

VII. Ongoing Behavior Concerns

- Staff will partner with the family to identify supports.
- A formal Behavior Support Plan may be developed as determined by staff.
- Temporary or permanent removal from the program may occur if safety cannot be maintained.

VIII. Parent/Guardian Partnership

- Support program expectations and reinforce them at home.
- Respond promptly to communication from staff.
- Attend required meetings after serious incidents.
- Work collaboratively with staff to ensure a safe and positive environment.

IX. Review & Approval

This plan is reviewed annually by Totally Kids Administration and Board of Directors and updated as needed to remain aligned with Colorado state licensing rules.