

## Cory Elementary Enrichment Program General Information

Welcome to the enrichment programs at Cory Elementary. We are very excited to get the enrichment programs started in an exciting and safe way. This document provides key information for you regarding enrichment programs. It includes: School/Enrichment Hours, Key Contact Information, Drop-off and Pick-up Procedures, Allergies/Medical Requirements, School Policy on Behavior and Discipline, and Discipline Process.

### School/Enrichment Hours:

School Hours:

Mon, Tues, Wed, Thurs, Fri: 8:45 am - 3:30 pm,

Enrichment Hours:

Mon, Wed, Thurs: start time: 3:45 pm, end time: varies,

### Key Contacts:

Title	Name	Phone	Email
Onsite Coordinator – drop-off, pick-up issues, discipline issues.	Jo Ward	303.744.2726 ext 48381	<a href="mailto:Jo_ward@dpsk12.org">Jo_ward@dpsk12.org</a>
My Enrichment Coordinator – issues with registration, payments, schedule.	My Enrichment Molly Killinger 9866 E. 27 <sup>th</sup> Drive Denver, CO 80238	Work: 303.872.0782	<a href="mailto:molly@myenrichment.com">molly@myenrichment.com</a>
Principal – emergency only	Julia Shepherd	Office: 303.744.2726 ext 48381	<a href="mailto:Julia_shepherd@dpsk12.org">Julia_shepherd@dpsk12.org</a>
PTA Liaison – PTA Enrichment Coordinator, scholarships, request new programs etc.	Jill Pitner	303.917.2426	<a href="mailto:Jill_harvieuxpitner@dpsk12.org">Jill_harvieuxpitner@dpsk12.org</a>

### Drop-off and Pick-up Procedures:

We have designed drop-off and pick-up procedures to be both efficient and safe. Please read this document carefully. We may need to change the plan once we see how it works in the first few weeks. Your input is greatly appreciated.

Communication is paramount to a safe and effective enrichment program and registering ON TIME is very important. My Enrichment sends a weekly student list to instructors and school administration every Sunday evening via email. Parents will also receive a Welcome Report the weekend before programs start.

Instructors MUST sign-in at the Cory Elementary office and receive an identification badge.

Drop-off: There is 15 minutes between when school is released and when enrichment classes begin. The onsite coordinator will have a list of all students participating in enrichment. Enrichment participants will be picked up by the onsite coordinator and walked to the assigned enrichment room. Students will check in with instructor and instructor will verify with onsite coordinator that all students are accounted.

During Class: Enrichment classes are scheduled specific to each program. See registration form for dates and times. Onsite coordinator will be located at the Cory office. In case of an emergency, instructor will use phone in room to contact office by dialing extension 48381. Onsite Coordinator may periodically go the rooms to check on status.

Pick-up: Parents will pick-up their child(ren) at the assigned program location and sign child(ren) out with the instructor. Students allowed to walk home will sign out with instructor. Instructor will take Kaleidoscope

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students back to the Kaleidoscope and sign them in. Onsite coordinator and instructor(s) will validate that all students are accounted for.

NOTE: Because of a licensing agreement Kaleidoscope cannot let parents in through the KC door. Onsite Coordinator will be in the office to open the front doors. Enrichment parents should go through the front door.

#### **Tickled Ivories**

Tickled Ivories classes are given in 30 minute increments. Parents are responsible for ensuring their child(ren) are taken to/pick up from Tickled Ivories.

**NOTE: PLEASE BRING A SNACK FOR YOUR CHILD!**

#### **Allergies/Medical Requirements:**

Parents who have children with allergies, asthma or other medical conditions must complete the DPS Student Medication Request Release Agreement (located on the web site) and provide their own medication to the onsite coordinator.

#### **School Policies on Behavior and Discipline:**

Each school provides students with the opportunity for self-improvement and individual growth. Students are expected to behave themselves at all times in a manner, which is compatible with the school's function as an educational facility. School authorities, instructors, have the right and responsibility to manage students conduct. Discipline will be based on teaching self-control and concern for the property, rights, and well being of others. Administration, teachers, instructors, students and others in the community share the responsibility of upholding a safe and productive environment at the school. All members of the community should ask:

Is it kind?  
Is it safe?  
Is it appropriate?

This simple code is designed to initiate a set of specific rules, rights, and consequences. It is neither exhaustive nor inflexible.

#### **The Discipline Process:**

The instructor works closest with the children and therefore carries the bulk of the discipline responsibility. The instructor must work closely with families and provide timely and accurate communications with all involved. The onsite coordinator is provided as an extra support to the instructors when a student needs to be removed from the classroom. First visit with the onsite coordinator will result in a discussion with the school principal. Second visit to the onsite coordinator will result in a call to the parent(s). Third occurrence, parent will need to visit with the instructor and principal.