

General Information

Welcome to the enrichment programs located at The Odyssey School and Westerly Creek 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:

Odyssey

School Hours:

Mon, Tues, Wed, Thurs: 8:10 am - 3:15 pm,

Friday: 8:10 am - 1:00 pm

Enrichment Hours:

Mon, Tues, Wed, Thurs: Start time: 3:30, 3:45, end time: varies,

Friday : 1:15, 1:30 pm, end time: varies.

Westerly Creek

School Hours:

Mon, Tues, Wed, Thurs, Fri: 9:00 am - 3:45 pm

Enrichment Hours:

Mon, Tues, Wed, Thurs: 3:45, 3:50, end times: varies

Key Contacts:

Title	Name	Phone	Email
Onsite Coordinator – drop-off, pick-up issues, discipline issues.	TBD	Mobile: 720.475.6899	
My Enrichment Coordinator – issues with registration, payments, schedule.	My Enrichment Molly Killinger 9866 E. 27 th Drive Denver, CO 80238	Work: 303.872.0782	molly@myenrichment.com
Odyssey Executive Director – emergency only	Marcia Fulton 8750 E. 28 th Avenue Denver, CO 80238	Office: 303.316.3944 Mobile: 720.233.4633	marcia@odysseydenver.org
Westerly Creek Principal – emergency only	Jill Corcoran 8800 E. 28 th Avenue Denver, CO 80238	Office: 303.322.5877 Mobile:	Jill_corcoran@dpsk12.org

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.

Westerly Creek ECE – Lunch Programs

Instructor MUST sign-in at the Westerly Creek office and receive an identification badge.

Drop-off: There is one hour and 30 minutes between when the AM ECE class is complete and the PM class begins. We have requested the instructors act as onsite coordinators during the first 30 minutes. Instructors will pick up the 3 year old ECE students at 11:30 and pick up 4 year old ECE at 11:35. Instructor will take students to assigned room to have lunch until 12:00. Please pack a snack or lunch for your child. ECE-PM students are welcome to join the ECE-AM students at 11:35 for lunch.

During Class: Enrichment class is scheduled from 12:00 – 1:00. In case of an emergency, instructor will use phone in room to contact office by dialing extension “0” or direct line at 303.322.5877.

Pick-up: Parents with children from AM class will pick up children at the enrichment location. Instructor will take all PM students to their assigned ECE room. The instructor will take students registered for PM Kadoodles to the Kadoodles room.

NOTE: Please complete ECE form allowing enrichment vendors and school monitors to sign your child in/out of ECE class. Give this form to the ECE teacher.

K-8 – After School/PM Programs – Monday thru Friday

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

Drop-off: The on-site coordinator will have a list of all students participating in enrichment. For programs that are shared between Odyssey and Westerly Creek, the on-site coordinator will watch Odyssey students from 3:15 to 3:45 in the area near the climbing wall. Odyssey students that attend Kaleidoscope must go directly to cafetorium for snack. Instructors will pick up Odyssey students from the climbing wall area and Kaleidoscope students from cafetorium and take to assigned room. The on-site coordinator will pick up the Westerly Creek students in school classrooms at 3:40 and take to assigned room where the instructor is located. The on-site coordinator will inform Kaleidoscope that the Westerly Creek Kaleidoscope students were taken to enrichment.

NOTE: If your child is a ROBERTS student participating in programs at ODYSSEY/WESTERLY CREEK, please take them directly to the assigned room.

During Class: Enrichment classes are scheduled specific to each program. See registration form for dates and times. Onsite coordinator will be located at the ODYSSEY OFFICE. In case of an emergency, instructor will use phone in room to contact the school monitor by dialing **720.475.6899**.

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 themselves out with the instructor. Once all students are picked-up, onsite coordinator will take Kaleidoscope students back to the Cafetorium and sign them in. Onsite Coordinator and instructor(s) will validate that all students are accounted for. Parents of Kaleidoscope students, if you pick up your child(ren) with the instructor you must also sign out with Kaleidoscope.

BLADIUM

Drop-off: Students will meet at the climbing wall with equipment. Volunteer driver will load equipment in car and take equipment to the Bladium. Students will walk to the Bladium on “walking school bus” and take equipment out of volunteer driver’s car at the Bladium.

During Class: Volunteer driver may/may not stay at the Bladium.

Pick-up: Parents will pick up their child(ren) at the Bladium. Volunteer driver will wait until all students are picked up and will then take Kalidescope students back to school. Onsite coordinator will sign Kalidescope students back into Kalidescope.

Stapleton Enrichment Programs Fall 2008 to Spring 2009
The Odyssey School and Westerly Creek Elementary

NOTE: PLEASE BRING SNACKS AND WATER BOTTLE 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 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 school principal.