

General Information

Welcome to the enrichment programs located at William R. Roberts. 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:

William R. Roberts

School Hours:

Mon, Tues, Wed, Thurs: 8:15 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.

Key Contacts:

Title	Name	Phone	Email
Onsite Coordinator – drop-off, pick-up issues, discipline issues.	TBD	720-424-2640	
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
Roberts Principal – emergency only	Trich Lea 2100 Akron Way Denver, CO 80238	Office: 720.424.2642 Mobile:	Patricia_lea@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.

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

ECE – Lunch Programs

Drop-off: There is one hour and 45 minutes between when the AM ECE class is complete and the PM class begins. We have requested the instructors act as onsite coordinator during the first 45 minutes. Instructors will pick up the 3 year old ECE students at 10:45 and pick up 4 year old ECE at 10:55. Instructor will take students to assigned room to have lunch until 11:30. Please pack a snack or lunch for your child. ECE-PM students are welcome to join the ECE-AM students at 10:55 for lunch.

During Class: Enrichment class is scheduled from 11:30 – 12:30. In case of an emergency, instructor will use phone in room to contact office by dialing extension “0” or direct line at 720-424-2640.

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

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 meet instructors and coordinator at the area outside the library. Students will check in with instructor and instructor will verify with coordinator that all students are accounted. Instructor will take students to 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 ROBERTS office. In case of an emergency, instructor will use phone in room to contact office by dialing extension “0” or direct line at 720-424-2640. School monitor may periodically go to 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 Kalidescope students back to the Kalidescope and sign them in. Onsite coordinator and instructor(s) will validate that all students are accounted for.

Bladium

Drop-off: Students will meet in the office 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. School monitor will sign Kalidescope students back into Kalidescope.

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!

NOTE: If your child is participating in programs at ODYSSEY/WESTERLY CREEK, you must take them directly to enrichment room.

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.