# **DPS CLOSURES & DELAYS**

<u>DELAYED</u> <u>STARTS:</u> Discovery Link morning programs will be delayed 1 hour on delayed starts days. Programming will begin at 7:30 am instead of 6:30 am.

AFTER SCHOOL CLOSURES: On days the District cancels After School Activities, all Discovery Link Programs will be offered for one hour after the school bell time. For example, a school with a bell time of 3 pm would offer Discovery Link from 3 pm to 4 pm. ELCS Enrichment and ELCSports will be canceled.

- The one-hour program may not be an option for schools with afternoon bells of 3:45 pm or later, depending on the weather conditions/forecast. Please reach out to your school's ELCS Program Supervisor for more information.
- ELCS can cancel this offering at any point to ensure families and staff can get home safely.

<u>FULL DAY CLOSURES:</u> On days the District cancels school, Discovery Link, ELCS Enrichment, and ELCSports will also be canceled.

Discovery Link does not issue credits for any days that DPS is closed due to district-wide or school closures for events such as inclement weather. **Please refer to our family handbook for more information.** 

## Snack

Discovery Link will provide a daily healthy snack. Staff will distribute snacks following state safety guidelines. You are welcome to pack a HEALTHY snack for your student as well. Snacks are served within the first 30 minutes of the program. We are a peanut and tree-nut-free program. If a student brings a snack with nuts, they cannot consume it on our premises.

## **Get in Touch**

PROGRAM SUPERVISOR: YVETTE JARVIS

720-424-9459 Cafeteria 720-202-3376 Cell

3051 S. Elm St., Denver 80222

#### Hours of Operation:

6:30 - 7:40 AM 2:40-6:00 PM

#### **Pick-up / Drop-off Location:**

Teacher's Parking Lot, Door #12



# **Financial Assistance**

- 10% Sibling Discount
- 30% Free & Reduced Lunch Discount
- CCAP Financial assistance for families supplied by the state. Families are required to approve attendance daily on the ATS system. Please do not share your PIN with staff members. If you have any questions or concerns, please reach out to discovery\_link@dpskl2.org.

#### https://equity.dpsk12.org/extendedlearning/discovery-link/





## Discovery Link at Bradley School Year 2023-2024



## Medications

Please bring all medication and completed paperwork to your site on the first day of school. Medication must not be expired.

#### NECESSARY PAPERWORK:

- General Med Treatment English
- General Med Treatment Spanish
- Anaphylaxis Care Plan and Med Orders
- Asthma Care Plan
- <u>Seizure Action Plan and Medication Orders</u>



Processing medication on the first day could take up to 30 minutes. Please plan accordingly.

If your student's medical, allergy, or accommodation needs change, please let us know immediately.

# IEP & 504 Plans

Please let us know at the program's start if your child has an IEP or 504 plan. This way, we can connect with the school and ensure alignment with care plans for your child.

## Drop-Off

Students are to be dropped off at Door #12 (Teacher's Parking Lot). Please call 720-424-9459 to let us know you have arrived. You may sign in your student through the InSite App or with one of our team members.

### Pick-Up

Students are to be picked up at Door #12 (Teacher's Parking Lot). Please call 720-424-9459 to let us know you have arrived.

All children under 8 years old must be signed out every day by one of the adults on their contact card. Children ages 8 and above can sign themselves out and walk home if the <u>appropriate waiver</u> has been signed and uploaded in SchoolCare Works.

#### Late Pick-Up & Unscheduled Attendance

Discovery Link programming ends at 6:00 pm. Please pick up your child on time. If you are going to be late, please call 720-424-9459 as soon as possible to let the staff know your approximate arrival time. Repeated late pick-ups may result in additional charges of \$1 per minute, up to \$50 per day, and possible disenrollment.

If a child is not picked up 30 minutes after camp has ended and staff cannot reach parents, guardians, or listed emergency contacts, state licensing requires staff to call the Denver Police Department and the Denver Department of Human Services.

If your child attends a fee-based Discovery Link site and arrives for programming on a day you did not schedule, we may be able to accommodate their attendance if capacity and staffing allow it.

- You will be charged two times the daily rate and asked to complete the Unscheduled Attendance form.
- If we cannot accommodate your student, or you do not wish to pay the added fee, we will send your child to the office for pick-up.



# Day Selection & Cancellation

- The Family Managed Calendar system allows you to <u>add a day</u> before 6:00 am the day of programming.
- You can also <u>remove a day</u> and receive credit before 6:00 am the day of programming.
- Discovery Link will not issue a credit or refund if you fail to remove a day before the 6 am deadline or elect not to send your child to the program.
- Discovery Link does not issue credits for any days that DPS is closed due to district-wide or school closures for events such as inclement weather.
- Families may not carry credit over from year-toyear. Any credits on your account must be used by the last day of summer, meaning you must utilize your 2023-2024 credits by Friday, August 2nd, 2024. Any credit left on your account after this date will be removed.

### Fees

AM Care	PM Care	Camp Days	Early Release	Kadoodles
\$9.75	\$17.50	\$51	\$29	\$25

Payment is due when you select your child's attendance days in your site's <u>Family Managed</u> <u>Calendar</u>. Site calendars for Semester 1 (August 17, 2023 - January 2, 2024) are open for selection on July 5, 2023, and will remain open until the semester's end. Site calendars for Semester 2 (January 3, 2024 - June 4, 2024) will be available for selection on December 1, 2023, and remain open until the last day of school.