

# Parent Handbook

**Get Involved  
Give Back  
Take Action**



**CARE  
Academy**

**A United Way of Yellowstone County program**

# Programs

## Billings Schools:

Arrowhead, Big Sky, Boulder, Burlington, Eagle Cliffs, Highland, Meadowlark

## Laurel Schools:

Intermediate and Elementary

Satellite Schools (limited busing available for K-3 students to site schools):

Billings: Broadwater to Highland; McKinley to Highland; Miles Avenue to Highland; Rose Park to Highland

## Hours:

Before School	6:45 am to 8:15 am (school start times vary per site)
After School	From class dismissal to 6:00 pm
Whole Days (PIR/Holidays)	6:45 am to 6:00 pm
Summer Camps	7:00 am to 6:00 pm

# Registration & Pricing

There is a \$25 registration fee for each school year and each summer. This will be added to your account and will be due with your first payment.

## Before School Only

\$130 per month

## Afterschool Program Only

\$320 per month

## Before & Afterschool

\$360 per month

## Whole Day Camps

\$45 per day

## Summer Camps

Highland Elementary, 729 Parkhill Dr., Billings, MT 59102

Big Sky Elementary- 3231 Granger Ave. E., Billings, MT 59102

## June (June 8- June 30)

\$765/month

## July (July 1-31)

\$1,035/month

## August (August 1-21)

\$675/month

Monthly rates for summer camps are calculated based upon a daily rate of \$45. Families may receive one week of consecutive vacation time (Monday through Friday) waived per month. Vacation dates must be submitted before the first day of that month. If dates are not provided in advance, regular monthly tuition will be charged.

Payments made by credit card will be charged a 3% service fee per transaction.

**CARE Academy Contact Information**

Arrowhead CARE Academy  
2510 38th St. W., Billings, MT 59102  
406.850.9029

Boulder CARE Academy  
2202 32nd St. W., Billings, MT 59102  
406.850.4456

Eagle Cliffs CARE Academy  
1201 Kootenai Ave., Billings, MT 59105  
406.672.4214

Laurel Intermediate CARE Academy  
825 Alder Avenue, Laurel, MT 59044  
406.698.1437  
laurelcare@uwyellowstone.org

Meadowlark CARE Academy  
221 29th St. W., Billings, MT 59102  
406.850.4455

Big Sky CARE Academy  
3231 Granger Ave. E., Billings, MT 59102  
406.850.4457

Burlington CARE Academy  
2135 Lewis Ave., Billings, MT 59102  
406.794.1468

Highland CARE Academy  
729 Parkhill Dr., Billings, MT 59102  
406.850.4454

Laurel Elementary CARE Academy  
502 8th Ave., Laurel, MT 59044  
406.720.0320

# Content

	Page
Contact Information.....	3
General Information for Parents .....	5
Enrollment.....	5
Tuition Assistance and Emergency/Temporary Assistance Program.....	6
Payments & Payment Options.....	7
Drop-off and Pick-up Procedures.....	8
Early Out and Whole Day Programs.....	8
School Closures/Delayed Starts.....	8
Summer Camp Program Details.....	9
Bus Transportation.....	10
Field Trips.....	10
Food and Snacks.....	11
Absences & Illness.....	11
Infectious Disease.....	12-14
Discipline & Termination.....	15-16
Code of Conduct.....	16-17
Personal Possessions.....	17
Child Protective Services.....	17
Emergency Procedures.....	18
United Way Programs and Committees.....	19-20

## General Information for Parents

CARE Academy (Children's Afterschool Recreation and Education) welcomes elementary school children in grades K-5, currently enrolled in Billings and Laurel Public Schools.

This daily program is devoted to crafting an environment that feels more “home-like” than “school-like.” After hours spent in the classroom, children yearn for moments to unwind, refresh, and engage both body and mind. CARE Academy offers an inviting haven where children eagerly anticipate each day's adventures. Our out-of-school programming serves as a bridge, intertwining after-school joy with in-school learning, fostering a deeper appreciation for education. The success of CARE Academy's Out-of-School Time programs springs from robust partnerships, devoted donors, wonderful families, and the clever utilization of community resources.

United Way of Yellowstone County collaborates with school districts, government bodies, private benefactors, and various programs to craft a flourishing, sustainable, and replicable afterschool model. They oversee the administration, funding, staffing, curriculum, evaluation, and reporting, while our partner schools graciously provide their facilities.

### Program Goals

- To create a safe and nurturing environment for all children enrolled in CARE Academy, brimming with a variety of educational and recreational activities.
- Reduce the number of children left home alone during out-of-school hours.
- Expand the number of families served, offering a secure, nurturing space while they attend to work or school.
- Cultivate children's academic, physical, emotional, and social flourishing.

### Enrollment

Parents may enroll students on a monthly basis, space available, first-come/first served. Early registration is advised. If you are a new family, please contact us at 406.272.8512 or email [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org). Re-registering parents will be sent a link to register via Procare. Registration for Summer Camps will begin in February for currently enrolled families new families. Registration for the 2026-2027 school year will begin in April for currently enrolled families and in May for new families.

## Registration Information

### Parent Custody Paperwork

If you have custody paperwork, please indicate this in the additional information portion of the registration and email a copy of the legal document to [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org). Registration cannot be considered complete without this.

### Medication

If your child needs to take medication during CARE Academy hours, you will need to indicate this during registration through Procure. We will then email you the DPHHS-QAD/CCL-121 Medication Authorization Form. This form must be signed by you and your medical provider. Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during the school day, during field trips, during CARE Academy events, or while on a school bus as prescribed by a licensed health care provider.

## Tuition Assistance Program (TAP)

It is the mission of United Way of Yellowstone County and CARE Academy to make the program affordable for all. Based on available resources and tuition assistance eligibility, United Way of Yellowstone County provides tuition assistance based on need through an application process. Limited funds for tuition assistance for the CARE Academy program are made possible through the generosity of those who contribute to the annual community campaign. This application can be found at <https://www.unitedwayyellowstone.org/form/care-tuition-assistance->. Tuition assistance applies to the fiscal year which runs from July 1 to June 30.

## Emergency/Temporary Assistance

Emergency Child Care Tuition Assistance is temporary financial assistance to help cover child care costs for families or guardians who are facing crisis situations such as a recent job loss, domestic violence, death of a spouse, extreme medical circumstances, homelessness, or natural disaster. Emergency Child Care Assistance is intended to help with child care costs for a short period of time while families address their emergencies.

The emergency Child Care Tuition Assistance is available for 30 days, but can be extended for up to 60 days and will cover 50% of the monthly tuition. ECC is granted on a case-by-case basis and is subject to internal review by the Director of Out-of-School Time Programs, the Finance Director, and the President/CEO. The application can be found at <https://www.unitedwayyellowstone.org/form/care-tuition-emergency-temporary>.

## Payments and Payment Options

Monthly tuition payments will be made by pre-authorized auto pay only via debit/credit card or ACH payment from a checking or savings account. Payments made by credit card will be charged a 3% service fee per transaction. Payments for the school year program are monthly and will not be prorated or credited for days your child(ren) do not attend. Statements will be emailed on or around the 1st day of each month with the auto pay transaction charged on the 20th of the month. You will be contacted if the auto payment is rejected. Updated payment information must be provided within three business days, or your child will be suspended from the program until new payment information is received. You will also be charged the rejection fee of \$4.00 per occurrence. If you need to update your payment information let us know and we will send you a secure link through Procure that will allow you to update your payment information directly into the system.

### Cancellation

Cancellation of enrollment in CARE Academy must be received two weeks in advance of the requested cancellation date. Withdrawal notices received less than 14 days in advance will be charged for the month of CARE.

### Closing Time

We understand that a delay may be unavoidable, but we ask that you do your best to arrive no later than 6:00 pm. If you know that you will be late (i.e. heavy traffic, emergency, inclement weather), contact the staff as soon as possible. Children are properly supervised until they are picked up by you or an authorized person. Any child(ren) left at a site outside of operating hours will result in additional billing. The late pick-up fee is \$10.00 for every 10 minutes. If you are more than 5 minutes late without notification, our staff will attempt to contact you at home or at work. If the staff is unable to contact the parent/guardian by phone, they will contact the authorized person(s) listed as additional pick-up personnel. Thirty minutes after 6:00 pm, if the authorized person(s) cannot be reached by phone, the police will be contacted. Three late pick-up occurrences jeopardize your child's continued participation in the program.

## Drop-off/Pick-up Procedure

Parent/Guardians MUST exit their vehicle (no exceptions), walk their child to and from the entrance, and wait for a CARE staff member to let them inside. Please call or text when pulling up to the school. This procedure is for safety reasons and so you can communicate with CARE staff if needed. If this procedure is not followed, we will first give a verbal warning, a written warning on the second occurrence, and suspension and/or termination of services will be determined after a third occurrence.

### **Release of Children**

Parent/Guardian must sign their children out of the program each day, including the time. Only authorized persons specified by the parent/guardian are allowed to pick up. All individuals with permission to sign out a child must be 16 years of age or older, unless special arrangements are made. Staff member may ask for proper identification until they become familiar with persons authorized to pick up your child. Please update emergency and contact information regularly so staff are always able to contact the appropriate person in case of emergency.

## **Early Out and Whole Day Programs**

CARE Academy will provide childcare programs on most weekdays when the Billings and Laurel Public Schools are not in session, other than recognized holidays. On these days, CARE Academy will be offered at centrally located centers. Space is limited at each center. The fee for the Whole Day Program is NOT covered by monthly tuition and will be billed as a separate line item on your statement the same month. If you qualify for tuition assistance, this amount will apply to the whole day charge.

Parents wishing to utilize CARE Academy Whole Day Programs will be required to sign-up via a link that will be emailed to each family at least three weeks prior to the whole days. Failure to cancel via email to [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org) at least a week prior to the whole day(s) will result in you being billed for the day(s) your child(ren) did not attend.

Operating hours for the Whole Day program are 6:45 am to 6:00 pm. Please send your child with a lunch. Morning and afternoon snack are provided. If field trips are planned, there will be information about the field trip and a box to indicate that you give your permission for your child(ren) to attend the outing.

**Billings and Laurel CARE Academies will be closed in the afternoon of the last day of school.**

### **School Closures Due to Weather and/or Delayed Starts**

If the school is closed because of severe weather or any other unscheduled or emergency situation, CARE Academy will also be closed. Morning CARE will be closed if the school start time has been delayed because of severe weather or any other unscheduled emergency situation. Parents will be notified by the school districts of any school closures or delayed starts.

## CARE Academy Summer Camp Program Details

CARE Academy offers summer camps for rising kindergarteners to rising 6th graders. The program provides a safe place for children during summer months under the supervision of qualified and caring adults. This program includes opportunities for hands-on enrichment activities, field trips, guest speakers, fun physical activities, healthy snacks, and relaxation time.

Please send your child(ren) with clothing suitable for outdoor play and any items they would need for the day (water bottle, sunscreen, insect spray/lotion, swimsuit, appropriate socks and footwear, and if applicable, epi-pen, inhaler, etc.). If your child(ren) wear flip flops or sandals, please send extra shoes suitable for indoor/outdoor activities. Calendars of planned events will be posted at each site and the monthly calendar link will be emailed to parent at registration. Some summer field trips may be subject to change due to activity and transportation availability with these changes reflected on the calendar at least two weeks prior to the activity.

### **Billings Summer Camps**

Billings summer camps are held at three locations, offering weekly themes from hands-on STEAM activities, captivating arts and crafts, and outdoor fun. Our camps are an exciting way to keep your child engaged and learning during the summer.

### **Bus Transportation**

Billings satellite schools have limited busing for K-3 students to site schools. This is determined by First Student and Billings Public Schools. Unfortunately, if your child needs to be bused to CARE Academy afterschool, you will need to provide transportation once your child reaches the 4th grade. Busing from satellite schools to main CARE Academy sites is not available the first week of school and will start on the following Monday.

Billings busing includes afterschool transportation from Broadwater Elementary to Highland CARE Academy; Miles Avenue Elementary to Highland CARE Academy; Rose Park Elementary to Highland CARE Academy; and McKinley Elementary to Highland CARE Academy.

There is no busing available for the Laurel school year program, except for scheduled field trips.

### **Parent-Teacher Conference Days**

No busing is available from satellite schools to Billings CARE Academy site on Parent-Teacher Conference Days, however CARE Academy will observe extended hours during that time to accommodate early release. Parents utilizing busing from satellite schools will have to arrange for transportation to and from the program site during Parent-Teacher Conferences.

### **Field Trips**

CARE Academy provides many opportunities for children to explore their community and sites of interest. In order for our program to provide quality care and enrichment, it is critical that on dates when field trips occur, all children participate. Therefore, no on-site care is provided for those not wishing to participate in any given off-campus activity.

When field trips are scheduled, parents are required to complete a permission form. Whole Day registration forms will include this information and the option to indicate permission to participate. The field trip activity, date, time, and location will be listed. The school district's transportation buses will provide transportation for the field trip if it is outside of walking distance. **Children may NOT bring additional money for snacks or souvenirs.** Staff cannot be responsible for the management of money from children, so it is our policy not to allow it.

Occasionally, United Way of Yellowstone County holds special events at the United Way campus in which the children will be bused one-way to our location and you will be responsible for picking them up from that location before or at 6:00 pm. We will provide a separate permission link for transportation to the event with the time the children will be leaving their perspective CARE Academy sites. If you do not wish your child to attend these events, you must arrange to have your children picked up before the bus arrives at the site to transport.

## **Food and Snacks**

### **Morning Program**

Unless the school has a breakfast program in place, children will not be fed in the morning. If breakfast is served at the school site, parents will work directly with Food Services to take advantage of this program.

### **Afternoon Program**

Nutritious snacks will be served in the afternoon. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the CARE Academy staff to determine the number of children to be served, learn of any dietary restrictions, and plan the date.

### **Whole Day Programs**

Snacks will be served mid-morning and mid-afternoon. Parents should send children after eating breakfast with a sack lunch. No food will be provided for breakfast or lunch at the site. Occasionally, a field trip will include a lunch provided by United Way. We will inform you of those instances and on those days, you will not be required to send a sack lunch.

## **Absences and Illness**

No credit will be given for absences. CARE Academy provides before and afterschool care for children who are attending school on any given school day. If a child is too ill to attend class, then he or she is too ill to attend the before and after school program. Children who present with a fever and/or are visibly ill, will be separated from the group and the parent will be called immediately to arrange to pick up their child.

The staff are certified in CPR/First Aid. If a child experiences a minor, non-emergency injury, a staff member will inform the parent/guardian upon pick-up. In case of a serious injury or illness, staff will make every effort to contact a parent/guardian or an authorized person. If a parent/guardian is unavailable, the designated emergency contact person is notified. If all designated emergency contact persons are unavailable, the child's physician (if known) will be consulted. In severe cases, emergency medical services (911) will be contacted for the administration of first aid and/or emergency medical treatment that is in the best interest of the child. The parent/guardian is responsible for payment of emergency medical treatment.

## Infectious Disease Mitigation Policy

United Way of Yellowstone County (UWYC) is committed to protecting the workforce and those served by reducing the risk of spreading infectious disease by implementing various mitigation measures as deemed appropriate to factors including but not limited to disease prevalence, disease incidence, disease virulence, risk to vulnerable populations, and burden on the healthcare system. This commitment is not limited to the COVID-19 pandemic, but rather stands for all infectious diseases that threaten the health and well-being of the community and the UWYC workforce.

Infectious diseases, according to Center for Disease Control and Prevention, is defined as disorders caused by organisms – such as bacteria, viruses, fungi, or parasites. Some infectious diseases can be passed from person to person. Some are transmitted by insects or other animals. And you may get others by consuming contaminated food or water or being exposed to organisms in the environment. Infectious diseases that may require mitigation decisions include, but are not limited to: COVID-19, Norovirus, Influenza, Meningitis, Hand, Food & Mouth Disease, Pertussis, E. coli, Salmonella, and Measles.

### Guidelines

Disease-related factors to be considered in making mitigation decisions include:

- Transmissibility and virulence of the infectious agent(s) in question
- Incidence rate in Yellowstone County and surrounding areas
- Test positivity rate for the infectious agent, especially for symptomatic persons.
- Rate of change (i.e. rate of increase or decrease) of disease incidence, prevalence, and hospital burden.
- Impact of the infectious disease on UWYC to serve its mission and deliver services, such as staff availability, absenteeism due to staff illness, capacity to redeploy staff, etc.

### Activity-related factors to be considered in making mitigation decisions include:

- Location of the activity (i.e. indoors or outdoors)
- Density of the activity (i.e. room size, duration of activity, number of persons attending, “come and go” vs. same people for the entire time, movement during the activity vs. staying in one spot for the entire time, ability to maintain physical distancing)
- Attendees (internal staff or external participants)
- The inclusion or exclusion of meals, caterers, etc.
- The “estimated vaccination status” of attendees. Recognizing that MT law does not allow vaccinated and unvaccinated persons to be treated differently nor does it allow organizations to compel people to reveal their vaccination status, decisions for mitigation should consider reasonable estimates of the prevalence of vaccination among participants based on self-disclosed status, nature of the group.

**Infectious disease mitigation measures have been roughly divided into three categories that can be selected or deselected depending on conditions:**

Category 1: In place regardless of outbreaks

- Hand hygiene (i.e.: hand washing, availability and use of hand sanitizer, education and reminders via signs and other messages, etc.)
- Disinfecting procedures (i.e.: wipe surfaces with Clorox wipes, spray disinfectant on tables/chairs after use)
- Respiratory etiquette (i.e.: cover your cough, cough or sneeze into tissues, etc.)
- Stay home when ill
- “Informal” self-screening (i.e.: encourage staff to self-monitor / self-assess for symptoms and use sick time to stay home when symptomatic)
- Appropriate use of personal protective equipment (PPE) is encouraged but not required.

Category 2: In place when risk / community transmission / impact on UWYC is at a moderate level

- Includes category 1 mitigations
- “Formal” self-screening for disease-specific symptoms
- Physical distancing in meetings and other encounters (generally requiring 6 feet of distance between individuals, including seating arrangement)
- Use of appropriate PPE
- Remote work, when physical distancing cannot be maintained, and remote work is a reasonable and workable option
- Use of remote or hybrid meeting technologies when physical distancing cannot be maintained, and remote technologies represent a reasonable and workable option
- In Youth Programs, cohort groups are established to track and mitigate risk

Category 3: In place when risk / community transmission / impact on UWYC is at a high level

- Includes categories 1 and 2 mitigations
- Universal masking\* at all sites and in all areas

\*Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps. Staff members can freely layer on additional protective interventions for themselves at any time as the person deems best given their personal circumstances and risk factors.

**Procedures:**

In determining measures to be used and when such measures will be added, modified, or removed – decisions will be based on an overall, integrated assessment of factors relevant and timely to local circumstances, including the resources listed below.

The addition, modification, or removal of organization-wide mitigation measures will be determined by the UWYC Chief Executive Officer with input from other advisors as deemed necessary. In the absence of the CEO, the Director of Operations, in consultation with the Chair of the Board of Directors, is fully authorized to add, modify, or remove mitigation measures in response to changing conditions.

Resources:

- COVID-19 (2022). RiverStone Health. <https://riverstonehealth.org>
- COVID-19 Risk Tracker. COVID Act Now. [https://Montana \(MT\) - COVID Vaccine & Risk Tracker - Covid Act Now](https://Montana(MT)-COVIDVaccine&RiskTracker-CovidActNow)
- COVID-19 Guidance for Operating Early Care and Education/Child Care Programs, Updated January 28, 2022. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>
- COVID-19 Community Levels (February 25, 2022). [https://COVID-19 Community Levels | CDC](https://COVID-19CommunityLevels|CDC)
- Diseases and Conditions. Center for Disease Control and Prevention. [https://Diseases & Conditions A-Z Index - A \(cdc.gov\)](https://Diseases&ConditionsA-ZIndex-A(cdc.gov))
- Emerging Infectious Diseases journal (February 2022). Center for Disease Control and Prevention. [https://Emerging Infectious Diseases journal - CDC](https://EmergingInfectiousDiseasesjournal-CDC)

## Discipline and Discharge Policy

CARE Academy staff have been trained in evidence-based practices following the same model as the school districts to utilize the PAX Good Behavior Game. The PAX Good Behavior Game is, in essence, a set of trauma-informed, evidence-based behavioral principles, or tools, taught to teachers and those who work with children, to use through the course of the day. When used properly, these tools help to develop resiliency in children.

Children are entitled to a safe, pleasant, and harmonious atmosphere. We work with the children in our care to help mitigate behavioral issues; however, there are times when unacceptable behavior may be cause for dismissal from the program. If a child is chronically disruptive to the functioning of the program, his/her enrollment may be suspended and/or terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program, and after consulting the Program Director, the parent(s), and the Site Coordinator. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children
- Abuses the staff
- Ignores or disobeys the rules which guide behavior.

### Behavior Plan Procedure:

CARE Academy staff works hard to help children adjust to the CARE program setting. We appreciate all of our children in CARE, and our staff is trained to discipline them with kind, but firm re-direction when necessary. This may include the PAX Good Behavior Game, one-on-one talks, time-out, or a written behavior plan. We may also, at times, ask parents to assist us and/or partner with school officials to synchronize a behavior plan.

Seriously disruptive behavior is a different matter. Any misbehavior serious enough that it affects the ability of the staff to conduct the program, or that could endanger the safety of the child or other children, will be dealt with as follows:

The child will be given one “behavior point” in the form of a write-up (detailed documentation of incident including staff response). If this occurs, we will tell the parent about it when they come to pick their child up. This will give the parent the chance to communicate with staff and work with their child at home to reinforce the need to follow CARE rules, and help to avoid further problems.

After this, if there is another incident, the child will receive a 2nd behavior point. If this occurs, we will call the parent and ask that the child be picked up immediately, and they will be suspended from the program for the remainder of the day.

If a child receives a 3rd behavior point from another incident, this will result in the child being immediately suspended from the program. Reinstatement will depend on the seriousness of the ongoing behavior problem, and the likelihood of a continuation of the behavior.

Parents are required to sign all documentation within 24 hours of its presentation for communication tracking purposes, it is not an agreement or admittance of any behavior.

\*Please note that this agreement does not limit us from removing a child at any time if, in our judgement, the child's behavior is too disruptive, or if they become a danger to themselves or others, regardless of "points" received or not received. For this reason, we have implemented a Stop-Gap Protocol. This ensures student safety and program integrity while providing a clear, structured process before a child is removed from CARE Academy due to ongoing unsafe or disruptive behaviors.

## Stop-Gap Protocol: Behavior-Based Disenrollment

**Purpose:** To ensure student safety and program integrity while providing a clear, structured process before a child is removed from CARE Academy due to ongoing unsafe or disruptive behaviors.

### Guiding Principles:

- All children have the right to support and inclusion.
- Safety of all students and staff is paramount.
- Families will be involved and informed at every stage.
- Expulsion is a last resort, after all other supports are exhausted.

### Step-By-Step Intervention Timeline:

#### Tier 1- Initial Intervention

When triggered: Upon 2+ minor incidents or one moderate incident in a 2\*week period (i.e., defiance, verbal aggression, noncompliance).

- Parent communication via daily notes, calls, or in-person conversation.
- Behavior support plan introduced.
- Visual schedules, token systems, sensory tools, or breaks implemented.

#### Tier 2- Escalation & Behavior Contract

When triggered: Upon 3+ moderate incidents or 1 severe incident (i.e., physical aggression, elopement, threats, property damage).

- In-person meeting with caregivers, CARE staff, and administrative staff.
- Written Behavior Contract signed by family and child (as appropriate).
- Daily behavior tracker/check-in log initiated.
- Possible temporary suspension (1-3 days, as determined by severity of incident) for safety concerns.

### **Tier 3- Safety Review and Suspension**

When triggered: After repeated Tier 2 violations or any incident causing serious injury, or involving weapons or threats of violence.

- Suspension issued (3-5 days or longer depending on severity).
- CARE team reviews safety risks and resource needs.
- Parent is required to provide documentation of outside services/support (i.e., medication management, therapist contact, etc.).
- Plan developed for possible return with conditions (i.e., shorter hours, 1”1 aide if available or provided by parent, weekly behavior reviews with CARE team).

### **Final Step: Disenrollment (Expulsion)**

**Disenrollment will be enacted if any of the following occurs:**

- 3+ suspensions within a 3-month period.
- A single act of violence that results in serious harm or credible threat to students or staff.
- Demonstrated inability to participate safely despite implemented accommodations.
- Repeated targeting of specific students, including bullying, sexual harassment, or physical intimidation.
- Caregivers refuse to engage in the behavior intervention process (i.e. failing to attend meetings, withholding medication information, or dismissing safety concerns).

### **Process for Disenrollment:**

1. Written Notice of Intent to Disenroll sent to caregivers.
2. Final meeting offered with Program Director and caregivers.
3. Student’s last day provided.
4. Referrals provided to alternative support programs if applicable.

### **Documentation & Legal Protections:**

- All behavioral incidents and interventions are documented in the participant file.
- FERPA and ADA compliance is maintained.
- Staff report serious threats or harm to mandated authorities if necessary.

## Code of Conduct

### Children's Rights:

- To have a safe environment.
- To use all equipment and space on an equal basis.
- To have their ideas and feelings respected.
- To have discipline that is fair, equal, and respectful.
- To have staff members who care about them, enjoy being with them, and help them grow.

### Children's Responsibilities:

- To learn the rules and accept the consequences for their actions.
- To control their feelings so their actions do not harm people or school property while in the program.
- To follow directions and remain with the group and supervisor at all times.
- To return materials and equipment to the place they found them for other children to use before taking out a new activity.

### Parent's Rights:

- To know their child(ren) are in a safe environment.
- To share concerns with the staff about anything they do not feel is in the best interest of their child(ren).
- To know about their child's behavior. If there is a concern, to spend time taking with the staff about a solution.
- To know if their child(ren) do not report to the program as intended.
- Open and timely communication with the Site Coordinator about calendar, activities, and curriculum.

### Parent's Responsibilities:

1. Any changes to your child(ren)'s schedule, drops or other charges, must be communicated to CARE Academy via email at [CAREacademy@uwyellowstone.org](mailto:CAREacademy@uwyellowstone.org) or by calling the CARE Academy phone at 406.272.8512.
2. To notify your child(ren)'s CARE Academy Site Coordinator by phone or written notice if a child(ren) will not attend.
3. To notify your child(ren)'s CARE Academy Site Coordinator when another authorized person is picking up your child(ren).
4. To pay fees on time.
5. To keep the child(ren)'s records up-to-date with changes in contact information, child pick-up authorization, or emergency contacts.
6. For your child(ren)'s safety, you must sign your child(ren) in each morning and out each evening.
7. To pick up your child(ren) on time. Parents whose child(ren) remain past 6:00 pm must pay overtime fees at \$10.00 per each 10-minute increment. Children's services may be denied for one day or terminated if three overtime charges occur.
8. To tell the Site Coordinator if the child(ren) needs special attention which may not be indicated on their registration forms (for example: a special crisis time in the child(ren)'s life, a death in the family, medication a child is taking, etc.).

### **Personal Possessions**

United Way of Yellowstone County's CARE Academy is not responsible for lost or stolen property. Children are responsible for their own personal belongings. The staff does everything possible to ensure that items are not lost or stolen. Items not allowed during the school day are also not allowed in the program. (i.e. trading cards, electronics, etc.).

### **Child Abuse Reporting and Confidentiality**

The staff, in compliance with the policies and procedures of United Way of Yellowstone County and the school districts, are required by law to report known or suspected instances of child abuse or neglect to the Child Protective Services Agency. Information shared with the staff by a child or a parent/guardian remains confidential and is disclosed only for purposes legally permissible or directly related to the administration of CARE Academy programs. Information for any other reason is released only with written permission from the parent/guardian.

### **Emergency Procedures**

Emergency procedures are practiced on a regular basis and are compliant with school district policies. In case of an emergency, school procedures are followed. Students are never dismissed during emergency conditions. They will remain in the building. In an extreme situation in which the building is determined unsafe, staff will remove children to safety and immediately contact parent/guardians or listed emergency contacts. In case of fire, students will evacuate the building and meet at an assigned holding area until the signal is given that the emergency is over. "Lock down" procedures are initiated when there is a potential outside threat to the safety of the staff and children. This means that all staff and children remain locked inside a building until local law enforcement directs us otherwise.

### **If you have questions, please contact:**

CARE Sr. Program Manager | Haiven Hayes | [caremanager@uwyellowstone.org](mailto:caremanager@uwyellowstone.org) | 406.272.8515

CARE Manager | Sheila Veatch | [careacademy@uwyellowstone.org](mailto:careacademy@uwyellowstone.org) | 406.272.8512

Director, Out-of-School Time Programs | Michelle Lamberson | [ostdirector@uwyellowstone.org](mailto:ostdirector@uwyellowstone.org) | 406.272.8505

CEO/President | Kim Lewis | [kLewis@uwyellowstone.org](mailto:kLewis@uwyellowstone.org) | 406.272.8501

**Note to our CARE Academy parents:**

Thank you for choosing United Way of Yellowstone County's CARE Academy. United Way of Yellowstone County relies on the generosity of donors for many services that impact Yellowstone County, including CARE Academy. If you would like to contribute to United Way of Yellowstone County's mission, please go to [www.unitedwayyellowstone.org](http://www.unitedwayyellowstone.org).

**Lantern**

Provides free tips, ideas and resources to help all parents and caregivers of children 0-8 to give every child a bright beginning. Text '406Parents' to 274448 to subscribe.

**Best Beginnings of Yellowstone County**

This is a community-led coalition backed by United Way of Yellowstone County. The coalition members include local organizations aimed to ensure every child in Yellowstone County have the skills and resources necessary to prepare them for kindergarten.

**Montana 211**

This is a mobile friendly website and phone number, 2-1-1, available to connect those in need of help with local non-profit and government services. [www.montana211.org](http://www.montana211.org).

**Check this out! We offer multiple ways to stay connected to CARE Academy and United Way of Yellowstone County:**

Please be sure to sign up for our UWYC CARE Academy Parents and Caregivers closed group on Facebook. We post photos and updates on activities that your children are participating in.

You can find the link and ask to join the group at UYWC CARE Academy Parents and Caregivers: <https://www.facebook.com/groups/618699705769861>

If you'd like to receive our newsletter, please sign up at: <https://www.unitedwayyellowstone.org/sign-our-newsletter-0>

**Looking for ways to be more involved with the CARE program? Come Join CARE Academy Parent Advisory Council.**

**Staff Liaison:** Michelle Lamberson

**Meeting frequency:** Quarterly

**Meeting Duration:** 1 ½ hours

**Time Commitment:** It is expected that committee members read materials and consider points of discussion prior to the meeting. There is expected post-meeting work. Committee members will spend 1-3 hours per quarter.

**Purpose:** The Parent Advisory Council (PAC) is comprised of parent representatives from each CARE Academy location who meet quarterly. The PAC serves as an advisory, not a decision-making body, that makes recommendations and provides advice to CARE Academy Director relating to programs, activities, and resources in order to 1) help the program attain its goal of providing each child with the best Out-of-School Time experience possible and 2) have policies and programs that support families' strengths and needs.

- Increase community support for CARE Academy.
- Enhance the quality of the program through recommendations and feedback.
- Assist in identification of community resources.
- Act as an advocate for CARE Academy.